



# 2022 Student Information Handbook



CREATING OUR FUTURE



Education  
Public Schools





Welcome to Toormina High School,

Our school is a comprehensive co-educational secondary school with a Learning Support Unit that provides high quality educational programs for all students in years 7 – 12. With a proud tradition of academic, sporting and performing arts excellence, we encourage all students to become actively involved in the academic and extra-curricular activities available.

Our school motto, 'Creating our Future', is the core vision of our teaching, preparing each student as future focussed learners. We value the contribution that each student makes to our school, supporting their intellectual, social, physical and moral growth as we develop each student into responsible adults. To achieve this, we work in partnership with parents, engaging strategies that challenge students to achieve excellent results.

We offer a range of programs that support all students in their development, including intensive Literacy and Numeracy Programs and Problem Based Learning in year 7 and 8. We proudly support a range of programs for Indigenous students and the Gumbaynggir language will be offered as an elective in Year 8 2023.

The Learning Support Unit provides high quality differentiated learning opportunities for each student through the development of comprehensive individual learning plans, collaboratively developed with parents and students, ensuring each student's learning needs are achieved and students are well prepared to be active and engaged members of the community beyond school.

We provide contextually appropriate learning opportunities beyond the classroom through a variety of excursions that immerse students into the world beyond the classroom. I strongly encourage each student to make a positive mark on our school by engaging in the opportunities available to them throughout their school life and striving to achieve their personal best.

This information booklet offers parents, carers and students information that will support the transition from primary school into high school. It contains information regarding our school faculties, subject requirements and the staff who will be teaching and supporting you.

On behalf of all of the staff at Toormina High School, we look forward to working with you and your family to create a successful transition to Toormina High School.

Regards

Mr Paul Humphrey  
Principal

## SCHOOL VISION

**Toormina High School is a  
learning community committed  
to achievement, excellence and care.**

### THIS SCHOOL STRONGLY SUPPORTS THE FOLLOWING PRECEPTS

- Encouragement of the pursuit of excellence.
- A positive and co-operative environment for teaching and learning.
- A fair discipline policy that incorporates student wellbeing in a framework of clearly stated expectations.

### SCHOOL AIMS

- The growth of the individual student towards full maturity as an intellectually capable, socially and physically able and morally responsible person who will be able to participate in and cope with a changing society in a meaningful way.
- The professional development of the staff as a whole and individually.
- Meaningful interaction with the schools wider community and an educational focus on global citizenship.

### CORE VALUES

- **Quality Learning** - We value quality learning, which will enable all to achieve their potential.
- **Respectful Relationships** – We value a community with positive relationships, which enables all to participate and to develop care, respect and tolerance for others.
- **Creating Our Future** – We value individuals who have a commitment to making a positive contribution to other people, the school and the wider society.

**We are Safe, Respectful, Learners.**

## SCHOOL DIRECTORY

### PRINCIPAL

### DEPUTY PRINCIPAL

### DEPUTY PRINCIPAL

### DEPUTY PRINCIPAL

### HEAD TEACHERS

ENGLISH

MATHEMATICS

SCIENCE

HSIE

TECHNICAL & APPLIED STUDIES

CREATIVE & PERFORMING ARTS

PDHPE/SPORT

SUPPORT UNIT

WELLBEING

ADMINISTRATION/CURRICULUM

### YEAR ADVISERS 2022

Year 7

Year 8

YEAR 9

YEAR 10

YEAR 11

YEAR 12

### SUPPORT STAFF

ABORIGINAL EDUCATION OFFICER

CAREERS ADVISERS

SUPERVISOR of GIRLS

SUPERVISOR of BOYS

STUDENT SUPPORT OFFICER

INFORMATION TECHNOLOGY

COUNSELLOR

ELECTIVE CHOICES

LEARNING AND SUPPORT

SICK BAY

FIRST AID

ENROLMENTS, BUSES, PAYMENTS

LATE NOTES

LEAVE PASSES

LOST PROPERTY

STUDENT LEADERSHIP TEAM

TRANSITION ADVISER

**Paul Humphrey**

**Laura McRae (Rel)** Yrs 10,12,

**Michelle Elliot** - Yrs 7,9,11

**Sue Jordan** – Yr 8, Learning Support, OoHC, Dist. Ed., Spec.Ed., Wellbeing

Lisa Mullan

Paula Stanton

Jenny Bryant

Richard Raward

Greg Woods

Kyle McGeary(Rel)

Adam Berrada (Rel)

Scott Gale

Gaye Devoy (Rel)

Tim Warner (Acting)

Cathie Luff

Ryan Sullings

Wendy Whittle

Mel Sharkey

Tanya Crough

Katie Griffiths

Maurice Podbury

Kate Williams

Matt Ryan

Bree Taylor

English Staffroom

Mathematics Staffroom

Science Staffroom

HSIE Staffroom

TAS Staffroom

CAPA Staffroom

PE Staffroom

Support Staffroom

Administration Block

English Block

PDHPE Staffroom

CAPA Staffroom

CAPA Staffroom

TAS Staffroom

TAS Staffroom

Mathematics Staffroom

SLSO Staffroom

PDHPE Staffroom

Science Staffroom

English Staffroom

Mathematics Block

Careers Office

PDHPE Staffroom

PDHPE Staffroom

Administration Block

Administration Block

Administration Block

Administration Block

Careers Office

English Staffroom

Front Office

Front Office/Library

Front Office

Front Office

Administration Block

Front Office

English Staffroom

Careers Office



## Toormina High School Executive and Wellbeing STAFF



**Paul Humphrey**  
Principal



**Michelle Elliot**  
Deputy Principal  
Year 7, 9, 11



**Sue Jordan**  
Deputy Principal  
Yr 8, L. Supp., OoHC, Spec.Ed.,  
Dist.Ed.,



**Laura McRae**  
Deputy Principal  
Year 10, 12



**Allene Stanton**  
School Administration  
Manager



**Tim Warner**  
Head Teacher  
Administration



**Gaye Devoy**  
Head Teacher  
Wellbeing



**Lisa Mullan**  
Head Teacher  
English



**Paula Stanton**  
Head Teacher  
Mathematics



**Jenny Bryant**  
Head Teacher  
Science



**Richard Raward**  
Head Teacher  
HSIE



**Scott Gale**  
Head Teacher  
Support Unit



**Adam Berrada**  
Head Teacher  
PDHPE



**Kyle McGeary**  
Head Teacher  
CAPA



**Greg Woods**  
Head Teacher  
TAS



**Ryan Squires**  
School Counsellor



**Christy Thatcher**  
School Counsellor



**Michelle Willsmore**  
Supervisor of Girls



**Brad Herman**  
Supervisor of Boys



**Chris McDonald**  
Aboriginal Education Officer



**Leanne Woods**  
Student Support Officer

## STUDENT BEHAVIOUR EXPECTATIONS

### Positive Behaviour for Learning

Toormina High School is a Positive Behaviour for Learning school. This is an evidence-based whole school systems approach that:

- addresses the diverse academic and social needs of every student to support them to be successful
- supports students in early childhood settings through to senior years of schooling
- enables schools to establish a continuum of supports that are intensified to meet the needs of every student
- is team driven, using a problem solving approach (data, systems and practices) that engages students, parents and all school staff
- establishes positive social expectations for all in the school community
- provides a framework for the school and its community to collectively support the wellbeing of every student.

PBL will enable:

- students to respond positively as they have been taught what is expected of them
- staff to deliver consistent responses to student learning and behaviour
- students to feel safe and cared for at school. Their parents, family and community are more involved in their school.

Our core expectations at Toormina High School are: Safe – Respectful - Learners.

POSITIVE BEHAVIOUR FOR LEARNING	
EXPECTATIONS	ALL SETTINGS
Safe	Use equipment appropriately Avoid and report any hazards Right place, right time Make sensible choices Keep hands and feet to self Be kind to one another
Respectful	Wear uniform with pride Speak calmly and politely Listen and follow staff instructions Place rubbish in the bin My space is my space Value yourself and others
Learners	Come prepared Out of class, need a pass Strive to succeed

## SCHOOL UNIFORM

All students are required to wear only approved school uniform items. The wearing of full school uniform by all students enhances school tone and the morale of staff and students. We want the calibre and achievements of our students to be fully recognised and appreciated by the wider community, and we recognise that the dress of our students very much shapes the perception of our school by the community.

- Approved school uniform dress items are listed below.
- Hooded, coloured or printed (other than the school logo) tops are NOT part of our uniform, and are NOT to be worn.
- Families can apply for Student Assistance if they have trouble affording uniform items.
- Students unavoidably out of uniform should have a note from a parent/carer, and show it to the Head Teacher Wellbeing who may offer them clean uniform items to wear that day.
- Occupational Health & Safety Requirements stipulate that students must wear enclosed shoes at all times.
- Uniform needs to be **modest** at all times.
- Excessive jewellery may also present an OH&S hazard and students may be requested to remove such items.

## UNIFORM OPTIONS

**The Toormina High School Uniform Shop is open every Monday, during term time, 8:00am to 12:00pm, every Thursday 12:00pm - 4:00pm, manager Jess Bishop, 0468 436 217. Uniform items may be ordered online at <http://daylightsportswear.com/toormina>**

**Junior girls** - unisex THS polo shirt, unisex THS black shorts, junior girls THS skirt, black THS track pants, black THS jumper or jacket, covered black shoes.

**Senior girls** - unisex THS polo shirt, unisex black THS shorts, senior THS white blouse, senior maroon THS skirt, black THS track pants, black THS jumper or jacket, covered black shoes.

**Junior boys** - unisex THS polo shirt, unisex THS black shorts, junior boys button shirt, black THS track pants, black THS jumper or jacket, covered black shoes.

**Senior boys** - unisex THS polo shirt, unisex black THS shorts, senior THS White button shirt, black THS track pants, black THS jumper or jacket, covered black shoes.

**Sports uniform** - unisex THS polo shirt, unisex black THS shorts, black THS track pants, black THS jumper, sports shoes.



## UNIFORM OPTIONS

Junior and senior student uniform options.

### Toormina High School UNIFORM SHOP

Open every Monday, 8am - 12, every Thursday, 12 - 4pm

Online orders <https://daylightsportswear.com/toormina>

Manager 0468 436 217      Cash, EFTPOS, layby available



UNISEX POLO SHIRTS  
All years  
\$38  
Sizes available 8 - 6XL  
also PE/Sport shirt



SENIOR GIRLS BLOUSE  
Year 11 & 12  
\$35  
Sizes available 6 - 18



UNISEX SHORTS  
All years  
\$35  
Sizes available 8 - 5XL  
also PE/Sport shorts



JUNIOR BOYS BLUE SHIRT  
Year 7 - 10  
\$32  
Sizes available 6 - 2XL



UNISEX JUMPER  
All years  
\$35  
Sizes available 8 - 4XL



SENIOR BOYS SHIRT  
Year 11 & 12  
\$32  
Sizes available 10 - 2XL



UNISEX JACKET  
All years  
\$65  
Sizes available 8 - 3XL



JUNIOR GIRLS SKIRT  
Black with box pleats  
Year 7 - 10  
\$35



UNISEX TRACK PANTS  
All years  
\$40  
Sizes available 8, 10, 12, XS, M, L, XL



SENIOR GIRLS SKIRT  
Maroon with box pleats  
Year 11 & 12  
\$35

## ACADEMIC AWARDS – YEARS 7 to 11

**Formal Assemblies** are held each semester for the whole school to celebrate the academic achievements of students.

**Semester Reports** will show one of the following awards for each subject:

Outstanding - The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these to new situations.

High - The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.

Sound - The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.

Basic - The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.

Limited - The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

## STUDENT WELLBEING

Student wellbeing is a high priority at Toormina High School. Every student has the *right* to be and feel safe, to be happy and to be given the opportunity to achieve his/her potential. Students who feel that their wellbeing is at risk, particularly if they are being bullied or harassed, should immediately notify their parents/carers and an appropriate person at school that is, a teacher, year adviser, head teacher wellbeing, school counsellor or senior executive personnel. Bullying is dealt with in a way which recognises the needs of both the victim and the bully so that a lasting resolution of conflict can be achieved.

### **Head Teacher Wellbeing – Gaye Devoy (Rel)**

The Head Teacher (Wellbeing) is responsible for the general supervision and welfare of students in the school and is available to assist any students with any problems they may have in or out of school.

### **Year Advisers**

This school has, as members of the teaching staff, six Year Advisers. These Advisers are appointed primarily to assist pupils with their progression through their school life. They are available for interview, to assist and advise in the following areas:

- (a) Personal and educational problems, including choice of subjects and courses of study.
- (b) Problems related to school uniform and general conduct.
- (c) Problems associated with attendance, punctuality and absentee notes.
- (d) Changes from one class to another.

### **School Counsellors - Ryan Squires and Christy Thatcher**

Students are referred to the School Counsellor by teachers, parents, Child Welfare Services or students themselves. The School Counsellor is concerned with psychological welfare, diagnoses of educational and adjustment issues. Counsellors are available for interview with parents. Prior appointment must be made by telephoning the school.

### **Careers Adviser – Kerstin Woodward**

The school has a full time careers adviser who provides information, guidance and advice to help students explore their education and career options, create a resume, search for jobs, apply for jobs and/or apply for further study. Parents may phone for interviews if desired.

### **Supervisor of Girls – Michelle Wilsmore, Supervisor of Boys – Brad Herman**

These teachers are responsible for supporting the wellbeing of students at Toormina High School and have a role in whole school wellbeing issues.

### **Student Support Officer – Leanne Woods**

Our Student Support Officer is a non-teaching school based staff member who supports student's wellbeing and learning through individual and targeted support.

### **Transition Adviser - Matt Francis**

The Transition Adviser provides information and support on alternative educational pathways.

**Youth Worker – Cameron**

Youth workers work in partnership with the Head Teacher Wellbeing to support individual student's social, emotional and physical wellbeing.

**LaST Learning and Support Team – Tim Warner, Rachel Barwick, Maurice Podbury, Ryan Minchinton**

The Learning and Support Teachers provide learning support for students in years 7-12 who are experiencing difficulty in accessing the curriculum. LAST teachers work predominantly within a classroom setting and focus on strengthening literacy and numeracy skills. They manage the implementation of Special Provisions for examinations for students with an identified need. They also complete learning assessments for students in Years 7 to 12.

**Aboriginal Education Officer – Chris McDonald (Rel)**

The Aboriginal Education Officer works in class and in withdrawal settings to support Aboriginal students.

THS Aboriginal Education team assists Aboriginal students, and their parents transition from primary school to high school.

**Support Classes – Scott Gale, Head Teacher Support Unit**

Students with a mild intellectual disability (IM) are supported in a class with a specialist teacher and SLSO (School Learning Support Officer). Students may study at a Life Skills or mainstream level as indicated by a Personal Learning Plan. Students may attend mainstream classes also indicated in their Personal Learning Plan.

Students with more significant intellectual disability or autism are given high level support in discrete classes and follow a special program of study, accessing mainstream classes, as outlined in their Personal Learning Plan.

Students with Funding Support receive support during the transition from primary school to Toormina High School.

**Itinerant Support Staff**

Specialist support teachers and Student Learning Support Officers assist students with sensory needs as outlined in their Personal Learning Plans.

## MERIT SYSTEM

A very important part in the development of a safe and positive environment for our school community is the recognition of the efforts students make to help themselves and others during their time at Toormina High School.

To provide recognition for these efforts, a whole school Merit System has been implemented. The system aims to recognise and acknowledge students who make a contribution to their own education and the broader school community.

Students will receive Sentral Awards for the Merit Criteria.

Every time a student receives 5 Awards, they will be given a 50 Kookies voucher handed out through their Roll Call teacher. They can spend their vouchers at the THS online Kookies Shop.

All students entering the school each year are placed on Maroon level.

Students will be recognised for achieving Bronze, Silver, Gold, Platinum or Diamond at each term's formal assemblies in the Hall.

Students will also receive recognition of achieving first, second or third in a subject once per semester at the Major Awards Assembly. All students must be in full school uniform to accept awards and or prizes.

Level	Criteria	Recognition
Maroon	All students start on this level	
Bronze	15 Sentral Awards across any category	Presented with a certificate at a Year Meeting. Student can spend or save your Kookie dollars.
Silver	25 Sentral Awards across 3 different categories	Presented with a certificate at a Year Meeting. Student can spend or save your Kookie dollars.
Gold	50 Sentral Awards across 5 different categories	Presented with a certificate at a formal assembly. Student can spend or save your Kookie dollars.
Platinum	75 Sentral Awards across 7 different categories	Presented with a certificate at a formal assembly and receive an invite to a VIP event. Student can spend or save your Kookie dollars.
Diamond	100 Sentral Awards across 7 different categories and be nominated by the PBL team and endorsed by the executive	Presented with a certificate at the Major Awards ceremony. Student and parents invited to morning tea after the assembly.

VETO: Based on Sentral data provided by the PBL team to the executive, students can have their Gold, Platinum and Diamond awards vetoed.



## MERIT CRITERIA

<b>Academic Application</b>
<ul style="list-style-type: none"><li>• Completion of set tasks to a high standard</li><li>• Excellence in assessment/assignment work</li><li>• Excellent performance in exams and or practical tasks</li><li>• Consistent classroom effort</li><li>• Consistent completion of homework and extension activities</li><li>• Being able to work independently</li></ul>
<b>School Service</b>
<ul style="list-style-type: none"><li>• Assisting in the library for a term</li><li>• Initiating a scheme or activity to raise awareness or funds. This can be given for each activity or scheme.</li><li>• Fundraising for school extra-curricular activities, this can be given once per event.</li><li>• Completed nomination form for the Student Leadership Team, junior AECG or school committee, this can be given once a year per team.</li><li>• Excellent or exemplary contribution to the school newsletter, this can be given for writing articles or taking photos.</li><li>• Assisting staff in work valuable to the school can be awarded on a termly basis or by event.</li><li>• Helping and supporting other students and staff</li><li>• Actively participating in school assemblies, through presentations and performances.</li><li>• Assisting in the coordination of activities e.g. PBL rewards, setting up the hall etc.</li></ul>
<b>Representing the school community</b>
<ul style="list-style-type: none"><li>• Wearing complete school uniform neatly and consistently</li><li>• Representing THS in any sporting, cultural, catering or academic or competitive activity</li><li>• School band/drama or dance group</li><li>• Participating in public speaking/debating</li><li>• Participating in ANZAC day / NAIDOC day / services</li><li>• Participating in combined school and community initiatives</li><li>• Participating in school sponsored charity work</li></ul>
<b>Leadership</b>
<ul style="list-style-type: none"><li>• Setting an example as a role model</li><li>• Coordinating school activities</li><li>• Active participation on school committees as student representative.</li><li>• Implementation of Student Leadership Team portfolio initiatives</li><li>• Peer support leader</li><li>• Displaying conflict resolution skills (peer mediator)</li><li>• Working cooperatively with staff and students</li></ul>
<b>Improvement / encouragement</b>
<ul style="list-style-type: none"><li>• Behaviour</li><li>• Work / skills</li><li>• Attitude</li><li>• Assisting in the developing in the talents of others</li></ul>

## GENERAL INFORMATION

### Aboriginal Programs

The Aboriginal Education Officer provides support for our Aboriginal and Torres Strait Islander learners both in the classroom and with individualised programs.

The school Aboriginal Education team works in collaboration with teachers, families, and partner schools in planning for a successful transition from primary school.

Community: Regular morning teas 'Yarn Ons' for community members and staff and we join the Community in celebrating NAIDOC week. In 2020, the Nguura (Gunya) was built as a respected cultural space for our students to deepen cultural knowledge and understanding and the school recognises the continuing connection of Aboriginal and Torres Strait Islander peoples to Country. We actively get involved in projects and grants as they become available, these include art projects, building our gardens to include edible native plants, and landscaping projects for the Nguura.

Curriculum: The local Gumbaynggirr language will be taught in Year 8 in 2023, the elective courses in Gumbaynggirr for Year 9-10 with Aboriginal Studies as a Stage 6 course will be offered in our curriculum. Additional Aboriginal Learning classes are in the timetable to provide opportunities for our students to celebrate their cultural identities, the students get opportunities in Aboriginal Girls Dance group, weaving, SistaSpeak and BroSpeak.

Leadership: The Junior AECG Student Leadership Team provides a voice for students, and students have the opportunity to meet with community on Leadership camps. We are committed to providing individualised learning programs and applications for scholarships such as the Elsa Dixon Program and School Based apprenticeships are encouraged.

### Absences

Parents are asked to provide an explanation for an absence within 7 days - this can be done by telephone, via the Parent Portal, note, email, or by replying to a received text message which are sent out daily. Our school participates in an SMS-based system which enables us to give parents instant feedback when their child is absent from school. SMS messages are automatically generated each day from the Sentral Roll – when a student is marked absent at roll-call.

If there is no reply after 7 days the absence will be recorded as 'unjustified' on the school's official roll and DoE system. In cases of absence for students in Years 11 and 12 who are absent when assessment tasks are due, they may be asked for a medical certificate (see separate Assessment Policy document).

### Assemblies

School assemblies are held every Wednesday after Period 2, in the main assembly area. Year group assemblies are conducted periodically by Year Advisers. Special assemblies for awards will be convened as required.

## Bicycles and Scooters

Bicycles and scooters must not be ridden in the school grounds. Students are to walk their bikes/scooters to the bike area, where they should be secured with a lock and chain. The bike area is then out of bounds to all students until the end of the school day.

The school has constructed a bicycle shelter to try to provide security, however, it cannot be guaranteed. The shelter will be locked each day. Bicycles cannot be removed from the shelter during the day unless there is an emergency. In such a case the student requiring the bicycle/scooter is to see the front office.

Students who have permanent early leave passes or students who have to leave early on a given day (a one-off situation) can secure their bicycles to the two racks provided on the outside of the shelter.

**Skateboards** are **not** to be brought to school.

## Bus Travel

Students living outside a 2.0km radius or 2.9km walking distance from the school are entitled to free bus travel. Year 6 - 7 students or new enrolments who have had a bus pass in the previous year need to update their information online <https://apps.transport.nsw.gov.au/ssts/updateDetails>

Students who are applying for free bus travel for the first time can apply on line at [transportnsw.info/school-students](https://transportnsw.info/school-students) or call 131500 for assistance.

Students who are in a shared parenting situation and need to travel from two addresses need each parent to make a separate application for each address online.

Bus passes are expected to be shown to driver on each bus trip. If you lose your pass you can apply and pay online.

For details:

Busways North Coast P/L	Forest Coaches (Formerly Sawtell)	Forest Coaches (Formerly Ryan's)	Newcombe Coach
4 O'Keefe Drive	9 Newcastle Drive	9 Hurley Drive	40 Industrial Drive
COFFS HARBOUR	SAWTELL	COFFS HARBOUR	COFFS HARBOUR
6652 2744	6653 3344	6653 7261	6652 3201

## Canteen

The canteen serves a wide variety of hot and cold foods, drinks and snack foods. Lunch orders may be placed before school or in the 20 minute recess.

## Computer Network

Year 7 students will be provided with assistance early in Term 1 to familiarise them with the logon process. When students sign out of the school their network account is automatically deleted.

## Communication

Please ensure our school office is notified of any changes to your phone number, mailing address, email address and emergency contact details.

The school newsletter is sent via Facebook, Parent Portal, email and Skoolbag (see next page) every fortnight. If you would like to have a hard copy of the newsletter mailed to you please contact the school on 66533077, or pick up a copy at the Toormina Gardens newsagency. The newsletter is also available via the Toormina High School website [www.toormina-h.schools.nsw.edu.au](http://www.toormina-h.schools.nsw.edu.au) the website also has important dates, photos, news and information.

THS also has a school Facebook page and a THS Library Facebook page.

## Communication continued

### Sentral Parent Portal

Toormina High School uses Sentral, which is a web-based software platform that manages school administration and student data. Our preferred method of communication to our parents and carers is through the Sentral Parent Portal. This is available as a convenient mobile phone app called "Sentral for Parents" on both Apple and Android devices.

Through the Sentral Parent Portal you will be able to access information for your child/children such as:

- Absences (to view absences and advise us of your child's absence)
- Newsfeed
- Newsletters
- Timetables (via Web Portal button)
- Attendance summary (via Web Portal button)
- School Reports (via Web Portal button)
- Various Resources such as Exam timetables, Subject Selection Guides, information and instruction documents
- Book in for parent teacher interviews at the relevant time

To download and install the Sentral for Parents app please see the instructions on the Toormina High School website > Links > Sentral for Students and Parents > Parent Portal Registration Instructions > click on Instructions:

<https://toormina-h.schools.nsw.gov.au/links/parent-portal-registration-instructions.html>

After registering, you will need to input your unique access key to link to your child's information. The access keys will be provided to new parents at the start of the 2022 school year. For parents with older students at Toormina High School who have already registered on the Sentral for Parents app, the new Year 7 student should be automatically added to your app.

For security reasons, an access key can only be used by one registered user. An additional key/s can be provided for another parent/carers if this is required or convenient.

*Note: to be able to view the documents attached in the Sentral for Parents app, your phone will need a PDF (Portable Document File) Reader. Many phones will already have a PDF reader installed, but if your phone won't open the PDF files, you can choose one of the free PDF Reader apps from the App store or Google Play store to download & install.*

### Sentral Student Portal

Note that students also have access to a Sentral Student portal where they can access their timetable, Newsfeed, resources such as Assessment Handbooks, Newsletters, School Reports and Attendance summary information. Students can access this via the Toormina High School website > Links > Sentral for Students and Parents > click on Sentral Student and Parent Portal:

<https://toorminahs.sentral.com.au/portal2/#!/login>

Students sign in with their school username (eg joe.citizen334) & their school password.

## **Emergency Contact**

If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a written message will be sent immediately to the student. If a student needs to make emergency contact with anyone they can do so through the school's main office. Students are not permitted to call a parent/carer on a mobile phone to arrange for the parent to collect them from school. If a student is sick, the class teacher or deputy will direct them to the front office.

## **Examinations**

Examinations are held for each subject each semester during the nominated examination week/s. There are also the following external examinations for students:

National Assessment Program Literacy and Numeracy (NAPLAN) – Years 7 and 9.

Higher School Certificate (HSC) – Year 12.

Science Validation of Assessment 4 Learning and Individual Development (VALID ) - Year 10 & 8.

## **Homework/Study Habits**

Desirably, homework should be done each night. Homework should involve revising, summarising and learning notes and work completed during the day. It may include reading of books, learning of spelling and preparation of work.

## **Late to School**

Students arriving late to school must have a note from their parents/guardians explaining the reason for the late arrival. Late students go straight to class until 9:10am, after 9:10 students must go to the front desk in the school office. No explanatory note, message or text means this will be marked as 'absent unjustified' on the Sentral Roll system.

## **Leave Passes**

Students seeking permission to leave school during the day are to present a note from their parents to the Deputy Principal **before** school commences. Leave Passes will only be issued for special occasions. Parents and students are asked to try to keep medical and dental appointments outside of school hours.

If leaving school early, students must possess a School Leave Pass for partial absence which will be issued at the front office after permission has been granted by the Principal or Deputy Principal.

## **Library**

The Library is open before school, at recess and lunch time (excluding Wednesday recess). After school use may be possible by arrangement.

Students are welcome to access all the library resources. Books are available for borrowing. Current magazines, periodicals, daily newspapers, videos, computer programs and the internet are available for use in the library. Students will need to see the Librarian in order to access the computers as they are very popular. The library also provides a quiet haven for reading or studying.

## **Lockers**

School lockers are available for \$5 per year.



## **Medication and Medical Conditions**

All students requiring medication to be administered during the school day must hand it in to the front office first thing in the morning with a permission note from parents. Where the medication has been prescribed by a medical practitioner a note from the doctor including dosage requirements must be included.

If a student suffers from a serious or chronic condition (such as allergies, asthma or epilepsy) it is necessary that parents inform the school of the condition as soon as possible and, when necessary, provide medication and an action plan formulated by the family doctor. If you have any questions or concerns please contact the school on 6653 3077.

## **Mobile Phones/including Smart Watches and Yondr**

At the beginning of the school year, every student will be assigned a personal Yondr Pouch with an ID Number, similar to being assigned a textbook. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.

The Yondr Process School Entrance (beginning of the school day): As students enter the school, they will:

- Turn their mobile phone off.
- Unlock their empty Yondr Pouch using an Unlocking Base at the School Entrance(s).
- Place their mobile phone inside the pouch, securely close it and store in their backpack. Each student will maintain possession of their mobile phone inside their Yondr Pouch for the duration of the school day. Late students will do this process at the Office prior to moving to class.

School Exit (end of the school day): As students exit the building at the end of the school day, they will:

- Unlock their pouch using an Unlocking Base at a School Exit(s).
- Remove their mobile phone from their pouch.
- Securely close their empty pouch and place it in their backpack ready for the next school day.

If a student does not follow Yondr procedures and phone is confiscated, parents will be required to collect the phone from the school office.

## **Movement between Lessons**

Bike area is out of bounds during school time.

CORRIDORS AND OPEN AREAS are out of bounds during RECESS and LUNCH (during wet weather Years 7 and 11 may sit in the Social Sciences, Art and Music corridor. Years 8, 9 and 10 may sit in the Mathematics and Science corridor.

SCHOOL GROUNDS – students must NOT leave the school grounds unless they are either:

- Accompanied by a teacher.
- Going on an excursion/sporting trip/PE; or
- Leaving for a valid reason and have a Leave Pass indicating time of departure.

## **Parent Teacher Evenings & Individual Appointments**

Toormina High School works closely with its parent community and welcomes parent involvement in the education of our students. If you would like to talk to a teacher or a member of the school executive about your child's progress Parent Teacher Evenings are conducted several times throughout the year. Alternatively parents can contact the school on 6653 3077 to arrange a mutually acceptable time for an appointment.

## **P & C Association**

All parents are urged to join the P & C Association for a fee of \$2.00 per family. P & C meetings are held in the Staff Common Room. Parents are encouraged to come along and have their say in matters involving their children. For more details telephone the school or check THS website for meeting dates.

## **Reports**

School Reports are posted out as follows:

Years 7 – 10	Semester 1 Report posted in Week 2, Term 10 Semester 2 Report posted in Week 10, Term 4
Year 11	Interim Report posted in Week 10, Term 2 Preliminary Report posted Week 4, Term 4
Year 12	Interim Report posted Week 5, Term 2 Final Report handed out Week 10, Term 3

## **Security**

The school gates are locked between 9.30am and 3:00pm, with the exception of the main front gate leading to the Administration Office.

All visitors to the school are asked to report to the Front Office upon arrival.

## **Sick Students**

Students who are injured or become sick at school are to report to the Front Office. In general, please do not send children to school if they are sick in the morning. Parents will be asked to collect their children from school if they are too sick to return to class from sick bay.

## **School Socials**

School Socials are held regularly. These are for current Toormina High School students only. Teachers give up their own time to organise and supervise School Socials. No student will be released until the social has finished. Socials run from 6:00 p.m. – 9:00 p.m. Strict rules of behaviour and attendance are applied. Tickets have to be purchased prior to the School Social, no tickets are sold 'at the door'. Students on a current yellow or pink card are NOT permitted to attend.

## **Skoolbag**

Skoolbag is a free app for your smartphone, iPad or tablet which allows you to receive alerts and information instantly from our school. We encourage everyone to install Skoolbag. This is an easy, cost effective means of communication for THS. Skoolbag will be used for all emergency communication. Simple installation instructions are on the back of this booklet, the THS website or contact the school on 66533077.

## **Sport**

Sport is a compulsory part of the curriculum and is held on Wednesday afternoon for Years 7, 8, 9, and 10. All students participate in Swimming and Athletic Carnivals - participation in Cross-Country is optional. Problems have arisen in the past with pupils requesting leave on Wednesday afternoons. It would be appreciated if parents could avoid making appointments for the children during this time.

The school offers a wide variety of both recreational and team sports. Special arrangements are made during wet weather. During sport periods Year 7 students participate at school and will sample and learn rules and skills for most of the sports that are available as choices in future years.

**Sport Houses:** The four Houses were formed on the basis of the first letter of your surname:

**A – D** Barramundi Colour - Red      **E – K** Marlin Colour - Blue

**L – R** Nannygai Colour - Yellow      **S – Z** Trevally Colour - Black & White

## SCHOOL AND SUBJECT CONTRIBUTIONS

### General Contributions

Year 7	\$40.00 per year
Years 8, 9 & 10	\$50.00 per year
Years 11 & 12	\$60.00 per year

### Subject Contributions for Year 7 and Year 8

Technology Mandatory Fees are \$45.00 per year.  
Visual Arts Fees \$45.00 per year. (Year 8 only)  
Music Mandatory Fees are \$10 per year. (Year 7 only)

### Subject Contributions for Other Years

Approximate costs for elective subjects have been printed in the Subject Selection Handbooks. Statements will be forwarded to parents in Term 1 listing contributions.

## STUDENT LEADERSHIP and CITIZENSHIP

Students at Toormina High School are expected to display and 'grow into' citizenship and leadership roles. Students are expected to make a contribution to their school and community. Students may develop their leadership skills through peer tutoring and membership of the Student Leadership Team.

### Student Leadership Team

The Student Leadership Team are a group of students elected by their cohort and staff that play an integral role in the running of school functions and represent the school in the wider community. The Student Leadership Team are a visible force within the school, acting as positive role models for the younger students. Students are encouraged to make suggestions for school improvements or communicate any problems to their representatives for discussion at team meetings. The Student Leadership Team also organises fundraising activities during the year for a variety of causes.

### How do you join?

Student representatives are elected after a self-nomination process.

## SCHOOL CONTACT DETAILS

**Telephone:** 02 66533 077

**Email:** [Toormina-h.school@det.nsw.edu.au](mailto:Toormina-h.school@det.nsw.edu.au)

**Website:** [www.toormina-h.schools.nsw.edu.au](http://www.toormina-h.schools.nsw.edu.au)

**Facebook:** 'Like' & 'share' our posts on our official Facebook page which has the school logo.

## IMPORTANT DATES

### Student TERMS 2022

- 1) 28/1/22 – 8/04/22 Year 7,11 & 12 begin Term 1, 2022, on Tuesday, February 1  
Year 8, 9 & 10 return on Wednesday, February 2
- 2) 26/04/22 – 1/07/22 All students return 27/04/22
- 3) 18/07/22 – 23/09/22 All students return 19/07/22
- 4) 10/10/22 – 20/12/21 All students return 10/10/21

### PUPIL FREE DAYS/ School Development Days

Term 1	Friday, 28 January 2022, Monday, 31 January 2022
Term 2	Tuesday, 26 April 2022
Term 3	Monday, 18 July 2022
Term 4	Friday, 20 December 2022

### PUBLIC HOLIDAYS

Easter	Friday, 15 April – Monday, 18 April 2022
Anzac Day	Monday, 25 April 2022
Queen's Birthday	Monday, 13 June 2022
Labour Day	Monday, 3 October 2022

## BELL TIMES

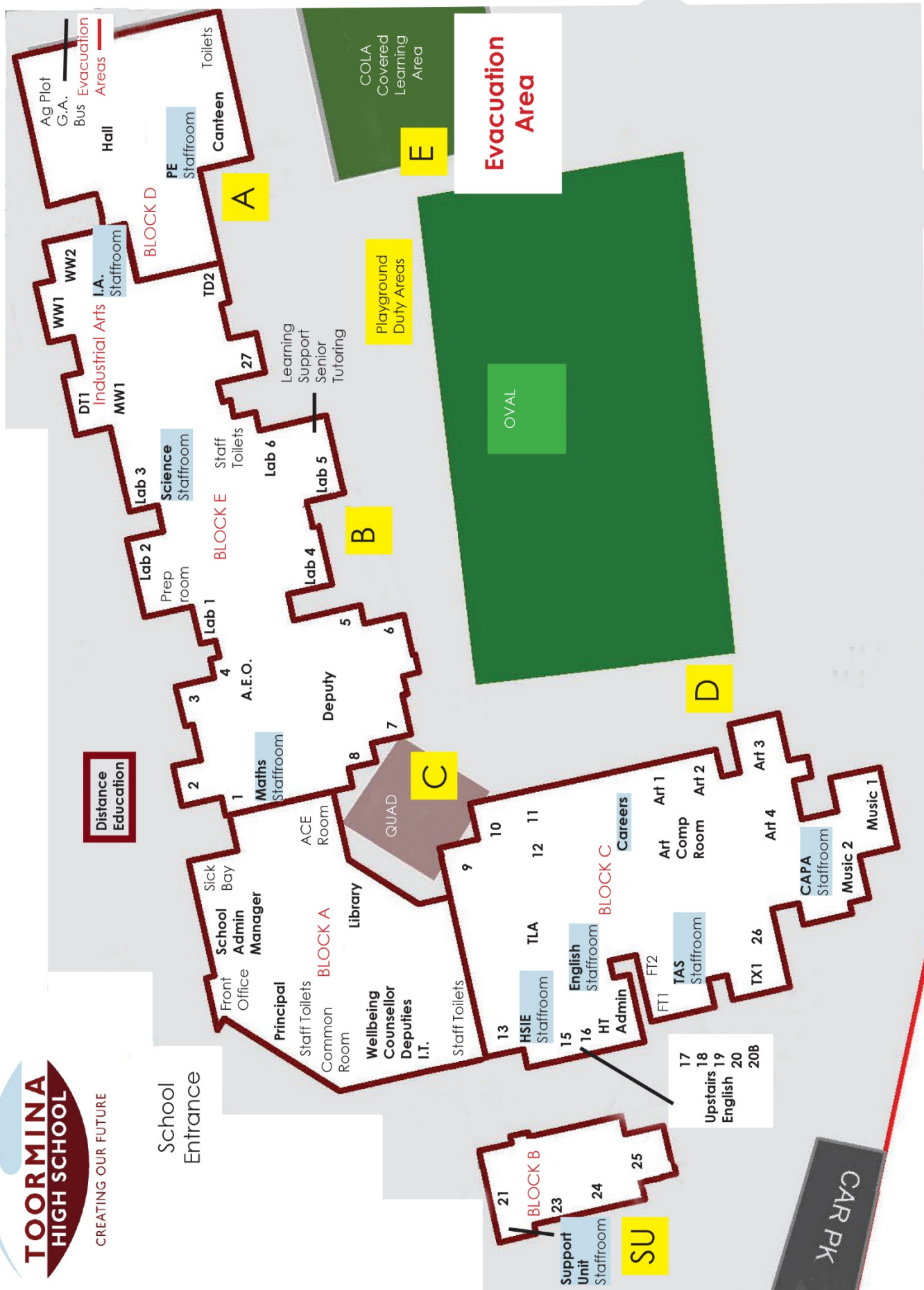
Monday, Tuesday, Thursday, Friday		Wednesday	
Warning Bell	8:55am - 9:00am	Warning Bell	8:55am - 9:00am
Roll Call	9:00 - 9:10	Roll Call	9:00 - 9:10
Period 1	9:10 - 10:00	Period 1	9:10 - 10:00
Period 2	10:00 - 10:50	Period 2	10:00 - 10:50
Recess	10:50 - 11:20	Assembly	10:50 - 11:10
Period 3	11:20 - 12:10	Recess	11:10 - 11:40
Period 4	12:10 - 1:00pm	Period 3	11:40 - 12:30
Lunch	1:00 - 1:30	Lunch	12:30 - 1:00pm
Period 5	1:30 - 2:20	Sport	1:00 - 3:00
Period 6	2:20 - 3:10		

The school operates on a fortnightly timetable – **Week A** and **Week B**. Each term will commence with a Week A timetable followed by a Week B.

# SCHOOL MAP

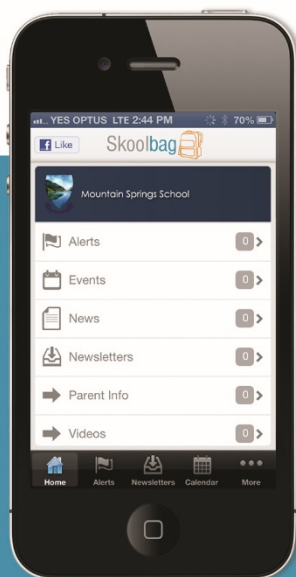


School Entrance



CAR PK





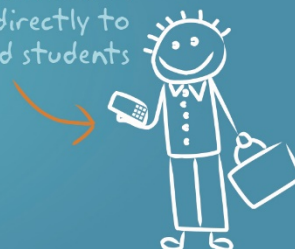
# Skoolbag

Smartphone school to parent communication

Skoolbag is a mobile App for your school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android Tablets). Ideal for:

- > School, free push notification alerts
- > School events
- > School newsletters
- > School documents
- > School RSS feeds
- > School social media (Facebook, Twitter)

Skoolbag delivers school notices directly to parents and students



## How To Install Skoolbag On Your Smartphone

### iPhone & iPad Users

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps", your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.




### Android Users

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.



Google play

Don't forget to like us on Facebook! 

Find out more at [www.skoolbag.com.au](http://www.skoolbag.com.au)

Skoolbag delivers school notices directly to parents and students

