Welcome to the start of your high school journey

Principal’s Welcome

We are very proud of our school, and also of our long and distinguished history as the first co-educational high school in Sydney.

The school maxim Challenging the Future - Valuing the Past captures our belief that education is about preparing young people for the future. It is about helping young people to build a future that challenges them and improves their lives and the lives of those around them.

Year 7 is a very exciting but sometimes challenging time for students as they move to a very different structure and system of schooling from primary school. Orientation Day provides a brief opportunity for the 2014 Year 7 students to have a taste of the routines and experiences they will encounter at high school next year.

I hope that this booklet provides you with the answers to many of your questions, alleviates some of your concerns and demonstrates to you the ways in which Parramatta High School is a positive, caring community.

Parramatta High School offers students an opportunity to learn and achieve in a challenging and supportive environment. We promote academic excellence and social justice to help our students to become leaders and active citizens who can confidently meet the challenges of contemporary society.

Parramatta High School today represents a mini society with a true mix of cultures, backgrounds, abilities and interests. Our students currently come from 56 different cultural backgrounds and from families with a variety of values and beliefs about learning and social behaviour. Our students have the opportunity to learn many life skills such as tolerance and respect, as well as building their knowledge and understanding through the curriculum areas.

Our core values are Respect, Responsibility and Honesty.

Parramatta High School has a long tradition of academic excellence and high expectations of all students. Our 2013 Higher School Certificate results were again commendable with twelve courses achieving on or above the state average. Two of our students were on the honours list for Indonesian Background Speakers. Over forty-five per cent of the Year 12 HSC students were offered university positions. We are very proud of these results and congratulate the students and their teachers.

I would like to welcome you to Parramatta High School and encourage you to make the most of the many opportunities available to you. I look forward to meeting all our new students and seeing each one of them grow and excel at Parramatta High School.

Ms D Splatt
Principal
Starting high school is a new and exciting experience. You are no longer ‘the big fish in the little pond’, but instead ‘the little fish in the big pond’. As your Year Adviser, it is my role to support and guide you as you make your way from Year 7 through to the Higher School Certificate.

Throughout your years at high school, you will encounter many new experiences and opportunities. You will also be confronted with new challenges and obstacles that you will need to overcome. I encourage you to make the most of the opportunities offered to you, and participate in a range of activities as they become available.

I also encourage you to embrace the challenges and obstacles you encounter, as working through these will help you grow as individuals. Doing this will help to ensure that you enjoy and make the most your time at Parramatta High School and form many strong friendships along the way. I look forward to getting to know all the students in the year group and sharing in their high school journey over the next 6 years.

Ms B Heron
Year 7 Adviser
English Staffroom
On the First Day of School – Wednesday 29 January 2014

- You should arrive at school before 8.25am dressed in your school uniform
- Bring a book/paper for writing, pens and a book to read
- If you need to purchase book packs or pay subject fees on the first day, you will need to do this between 8.00 am and 8.20 am at the Front Office
- If you have any outstanding enrolment documents, they also need to be brought to the front office before the start of day
- When the bell rings at 8.25 am, all Year 7 students will go to the hall for assembly
- If you arrive late, please report to the front office
- You will be involved in a number of activities throughout the day
- You will be given your class, roll class and timetable
- A Year 11 peer support student will take your group on a tour of the school.
- You will finish your day at 2.45 pm

Bell Times

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY (Hall assembly)</th>
<th>WEDNESDAY (Quad Assembly)</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2</td>
<td>9.30 - 10.30</td>
<td>9.30 - 10.30</td>
<td>9.30 - 10.30</td>
<td>9.30 - 10.30</td>
<td>9.30 - 10.30</td>
<td>9.30 - 10.30</td>
</tr>
<tr>
<td></td>
<td>RC/Dear 10.30-10.45</td>
<td>RC/Dear 10.30-10.45</td>
<td>RECESS 10.30-10.45</td>
<td>RC/Dear 10.30-10.45</td>
<td>RC/Dear 10.30-10.45</td>
<td>RC/Dear 10.30-10.45</td>
</tr>
<tr>
<td>P3</td>
<td>11.15-12.15</td>
<td>11.15-12.15</td>
<td>11.00 - 12.00</td>
<td>11.20-12.20</td>
<td>11.15-12.15</td>
<td>11.15-12.15</td>
</tr>
<tr>
<td></td>
<td>12.15 - 1.15</td>
<td>12.15-12.45</td>
<td>ASSEMBLY 12.00-12.50</td>
<td>ASSEMBLY 12.20-12.50</td>
<td>12.15 - 1.15</td>
<td>12.15 - 1.15</td>
</tr>
<tr>
<td>P4</td>
<td>12.45-1.45</td>
<td>12.45-1.45</td>
<td>1.20 - 2.20</td>
<td>1.20 - 2.20</td>
<td>LUNCH 1.15-1.45</td>
<td>LUNCH 1.15-1.45</td>
</tr>
<tr>
<td></td>
<td>1.15-1.45</td>
<td>1.15-1.45</td>
<td>1.20 - 2.20</td>
<td>1.20 - 2.20</td>
<td>1.20 - 2.20</td>
<td>1.20 - 2.20</td>
</tr>
<tr>
<td>P5</td>
<td>1.45 - 2.45</td>
<td>1.45 - 2.45</td>
<td>1.45 - 2.45</td>
<td>1.45 - 2.45</td>
<td>1.45 - 2.45</td>
<td>1.45 - 2.45</td>
</tr>
</tbody>
</table>
The Challenge of High School

This booklet will help you find your way around Parramatta High School, answer some of the most frequently asked questions, and provide you with the information you need to know about your new school.

Values Statement

Parramatta School is a safe, happy and positive learning environment for all students. It also recognises the importance of promoting in students, values to ensure that such an environment is maintained.

Parramatta High School's values are **RESPECT, RESPONSIBILITY** and **HONESTY**.

These values underpin our beliefs and attitudes, give meaning to our lives and a sense of purpose, identity and social cohesion.

As a student at Parramatta High School, I will

Show Respect by

- considering the feelings of others
- valuing the culture of others and their point of view
- showing regard for the personal safety of others
- caring properly for the school environment and the property of others

Take Responsibility by

- resolving differences with others non-violently
- cooperating willingly with others in the school community
- volunteering to contribute constructively to school life
- being proud of the school
- being accountable for my actions

Be Honest by

- telling the truth
- being trustworthy in my dealings with others
- treating others fairly
- keeping my word
- working to the best of my ability
What you need to know about Parramatta High School

Location

Address  
Cnr Great Western Highway & Pitt Street  
PARRAMATTA NSW 2150

Telephone  
9635 8644

Fax  
9687 1139

Email  
parramatta-h.school@det.nsw.edu.au

Website  
www.parramatta-h.schools.nsw.edu.au

Parramatta High School does not have parking available on school grounds for parents.

There is a 24 hour bus transit lane on Pitt Street and the Great Western Highway.

It is not safe to stop in these lanes to drop students off at school or to pick them up after school. Free 2 hour and 4 hour parking for parents is available in Good St, Amos St or Steele St, or paid parking across the road in Campbell St.
School Map

If you get lost, ask for help, check the map below or the one on the Year 7 notice board.

Visual Arts Rooms
(below IA Rooms)

Music Rooms
(under the Canteen, next to Staff Car Park)
**Parramatta High School Staff**

**The role of staff**

**Principal**  
The Principal is responsible for the organisation, management, supervision and efficiency of the school.

**Deputy Principals**  
The Deputy Principals are responsible for the efficient day to day operation of the school. They deal with matters relating to the discipline and welfare of students, as well as the organisation of the school and the general supervision of students.

**Head Teachers**  
Head Teachers are responsible for the planning and teaching of courses of study provided in their respective faculties. They place students in classes appropriate to their levels and are responsible for determining student progress and assessment.

**Classroom Teachers**  
Classroom Teachers are responsible for the delivery of appropriate programs which meet stage outcomes whilst meeting the needs and abilities of individual students. They also provide support and guidance to students in their studies.

**Year Advisers**  
Year Advisers provide academic support, emotional support and guidance to students in their year group.

**Welfare Co-ordinator**  
The Welfare Co-ordinator provides support to students in need and is the contact person when a student is experiencing problems.

**Careers Adviser**  
The Careers Adviser assists students in investigating career options, in making career choices and organising work experience.

**International Students Adviser**  
The International Students’ Adviser looks after the welfare of the international fee paying students and is available to guide and support these students in all aspects of their schooling.

**School Counsellor**  
School Counsellors are experienced teachers and psychologists with an understanding of child development and experience in recognising and understanding problems of learning and behaviour, and deciding ways of dealing with them.

**School Administrative Support Staff**  
School Administrative Support Staff answer organisational questions, received monies, and direct students to appropriate teaching staff.
### Where can I find staff members?

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Ms Splatt</td>
<td>Front Office</td>
</tr>
<tr>
<td>Deputy Principal (Years 7, 9 &amp; 11)</td>
<td>Mr Gokel</td>
<td>Front Office</td>
</tr>
<tr>
<td>Deputy Principal (Years 8, 10 &amp; 12)</td>
<td>Mr Taylor</td>
<td>Front Office</td>
</tr>
<tr>
<td>Head Teacher English</td>
<td>Ms Begg</td>
<td>English/Languages Staffroom</td>
</tr>
<tr>
<td>Head Teacher Mathematics</td>
<td>Mr Paleologos</td>
<td>Mathematics Staffroom</td>
</tr>
<tr>
<td>Head Teacher Science</td>
<td>Mrs Harrison</td>
<td>Science Block</td>
</tr>
<tr>
<td>Head Teacher HSIE</td>
<td>Ms Kougelos</td>
<td>HSIE Staffroom</td>
</tr>
<tr>
<td>Head Teacher PDHPE</td>
<td>Mr Youssef</td>
<td>PDHPE Staffroom</td>
</tr>
<tr>
<td>Head Teacher Languages/T&amp;L</td>
<td>Mrs Smith</td>
<td>English/Languages Staffroom</td>
</tr>
<tr>
<td>Head Teacher TAS</td>
<td>Mr Wise</td>
<td>Industrial Arts Staffroom</td>
</tr>
<tr>
<td>Head Teacher Administration</td>
<td>Mr Wise</td>
<td>Rolls Office</td>
</tr>
<tr>
<td>Head Teacher Teaching &amp; Learning</td>
<td>Mrs Bedwany</td>
<td>Computers/CAPA Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mrs Jones</td>
<td></td>
</tr>
<tr>
<td>Year 7 Adviser</td>
<td>Ms Heron</td>
<td>English/Languages Staffroom</td>
</tr>
<tr>
<td>Year 8 Adviser</td>
<td>Mr Pollock</td>
<td>HSIE Staffroom</td>
</tr>
<tr>
<td>Year 9 Adviser</td>
<td>Mr Dieckmann</td>
<td>English/Languages Staffroom</td>
</tr>
<tr>
<td>Year 10 Adviser</td>
<td>Ms Williams</td>
<td>PDHPE Staffroom</td>
</tr>
<tr>
<td>Year 11 Adviser</td>
<td>Mrs Edwards</td>
<td>HSIE Staffroom</td>
</tr>
<tr>
<td>Year 12 Adviser</td>
<td>Mrs Duong</td>
<td>Science Staffroom</td>
</tr>
<tr>
<td>International Students Adviser</td>
<td>Ms Yan</td>
<td>Mathematics Staffroom</td>
</tr>
<tr>
<td>Girls Supervisor</td>
<td>Ms Bouziannis</td>
<td>HSIE Staffroom</td>
</tr>
<tr>
<td>Welfare Co-ordinator</td>
<td>Mrs Moore</td>
<td>Home Economics Staffroom</td>
</tr>
<tr>
<td>Aboriginal Students Co-ordinator</td>
<td>Mr Pollock</td>
<td>HSIE Staffroom</td>
</tr>
<tr>
<td>Transition Co-ordinator</td>
<td>Mrs Moore</td>
<td>Home Economics Staffroom</td>
</tr>
<tr>
<td>Careers Adviser</td>
<td>Mrs Ibrahim</td>
<td>Careers Office</td>
</tr>
<tr>
<td>Sports Organiser</td>
<td>Ms Williams</td>
<td>PDHPE Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mr White</td>
<td></td>
</tr>
<tr>
<td>Librarian</td>
<td>Mrs Nyilos</td>
<td>Library</td>
</tr>
<tr>
<td>School Chaplain</td>
<td>Lisa Massey</td>
<td>Chaplain’s Office (next to the Print Room)</td>
</tr>
<tr>
<td></td>
<td>Mrs Cooper</td>
<td>Counsellor’s Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(opposite Room 6)</td>
</tr>
<tr>
<td>School Administration Manager</td>
<td>Mrs Knight</td>
<td>Rolls Office</td>
</tr>
<tr>
<td>First Aid</td>
<td>Ms De Angelis</td>
<td>Front Office</td>
</tr>
<tr>
<td></td>
<td>Mrs Burrows</td>
<td>Attendance Office</td>
</tr>
<tr>
<td></td>
<td>Ms McDonald</td>
<td>Home Economics Staffroom</td>
</tr>
</tbody>
</table>
Key Learning Areas

Within each Key Learning Area teachers differentiate the work that is set for each class so the learning needs of all students are met.

**English**

English is a mandatory course that is studied from Years 7–12 with at least 400 hours to be completed by the end of Year 10. This is a requirement for students to receive their Record of Student Achievement (RoSA) at the end of Year 10.

In Year 7 English students will have the opportunity to develop core skills in reading, writing, listening, speaking, viewing and representing.

**Mathematics**

Mathematics is a mandatory course that is studied from Years 7–10 with at least 400 hours to be completed by the end of Year 10. This is a requirement for students to receive their Record of Student Achievement.

In Year 7 Mathematics students will have the opportunity to develop core skills in communicating, interacting, problem-solving, decision-making, analysing and applying formulae in various problems.

**Science**

Science is a mandatory course that is studied from Years 7–10 with at least 400 hours to be completed by the end of Year 10. This is a requirement for students to receive their Record of Student Achievement.

In Year 7 Science students will have the opportunity to develop:

a. Core skills in planning investigations, conducting investigations, communicating information and understanding, developing scientific thinking and problem-solving techniques, working individually and in teams, and

b. Knowledge and understanding in the history of Science, the nature and practice of Science, applications and uses of Science, implications of Science and the environment, current issues, research and development, models, theories and laws, and structures and systems related to the physical world, matter, and the interactions within the physical world, matter, the living world and earth and space.

**HSIE**

**History**

History is a mandatory course that is studied from Years 7–10 with at least 200 hours to be completed by the end of Year 10. This is a requirement for students to receive their Record of Student Achievement.
In Year 7 History students will have the opportunity to develop skills in comprehension, analysis and use of sources, understanding perspectives and interpretations, empathetic understanding, research and communication.

**Geography**

Geography is a mandatory course that is studied from Years 7–10 with at least 200 hours to be completed by the end of Year 10. This is a requirement for students to receive their Record of Student Achievement.

In Year 7 Geography students will have the opportunity to develop a wide range of skills such as gathering, organising and evaluating geographical information from a variety of sources, including fieldwork. Students will learn to critically assess the ideas and opinions of others and to form and express their own ideas and arguments.

**Personal Development Health and Physical Education**

Personal Development, Health and Physical Education (PDHPE) is a mandatory course that is studied from Years 7–10 with at least 300 hours to be completed by the end of Year 10. This is a requirement for students to receive their Record of Student Achievement.

In Year 7 PDHPE students will have the opportunity to maximise their potential and obtain life long appreciation and understanding of healthy living and exercise. Students will be given the skills to make correct decisions regarding their lifestyle and health.

**Visual Arts**

Visual Arts is a mandatory course that is studied in Years 7 and 8 with at least 100 hours to be completed by the end of Year 8. This is a requirement for students to receive their Record of Student Achievement.

In Year 7 Visual Arts students will have the opportunity to develop skills in practical work as well as critical & historical study.

**Music**

Music is a mandatory course that is studied in Years 7 and 8 with at least 100 hours to be completed by the end of Year 8. This is a requirement for students to receive their Record of Student Achievement.

In Year 7 Music students will have the opportunity to develop their knowledge understanding and skill in the concepts of music through composing, performing and listening activities.
**Technological and Applied Studies**

Technology is a mandatory course of 200 hours which is studied over two years in years 7 and 8. The course involves designing, producing and evaluating quality design units of work over a 10 week period.

Students will learn about different technologies, materials, tools and techniques relevant to the personal, commercial and global areas of human activities.

Students will gain an understanding and appreciation of as well as develop skills in design processes, design theory and the work of designers. They will gain skills in ICT, the responsible selection and safe use of materials, tools and techniques. These skills will be enhanced through practical experience in designing and producing practical projects.

Core classes are integrated to form Technology classes. This course is allocated 6 periods per timetable cycle for one semester and each class will rotate through possible areas of study in Technics, Food Technology, Textiles and Computing throughout the year.

**Languages**

Language is a mandatory course that is studied in Years 7 and 8 with at least 100 hours of a Language course to be completed by the end of Year 8.

In Year 7 Language PHS students will be able to speak French and Indonesian and read, write and listen to essential French and Indonesian expressions.

Year 7 students will participate classes of French or Indonesian in both Semester 1 and 2 – one semester of each language.
Attendance

All children between the ages of 6 and 17 years are legally required to attend school on each day that instruction is provided. All schools record daily attendances. Furthermore, regular attendance and punctuality are essential to maintain good academic progress.

It is a parent or caregiver's duty to ensure regular school attendance. Schools are required to inform parents promptly of any case of truancy or of any unexplained absences. In some cases, parents may be prosecuted by the Department of Education and Communities for their child's extended absences.

All school days are regarded as of equal value and importance. For instance dental appointments should not be made for sports afternoons or days of sporting carnivals. Similarly, poor attendance at the end of each term and the end of the school year is often a cause for concern.

Roll Call & DEAR

Students are to report to their roll call group when school starts at 8.25 am each day. This is where the daily attendance will be marked. You will be placed in a roll group that consists of students from all years and this will be your roll group for the rest of your time at Parramatta High School.

With the aim of improving reading skills, the school sets aside time each day for students to ‘Drop Everything and Read’ (DEAR). Every morning students read during roll call from 8.25 am till 8.45 am. Students are expected to bring a book to school every day for reading. Books can be borrowed from the library, purchased, borrowed from a friend or brought from home. No talking or writing is allowed during DEAR.

What if I am Late to school?

Students who arrive before 8.45 am are to report to their roll call teacher. After 8.45 am students must report to the Deputy Principal. If possible, you should bring a note from a parent explaining lateness. Students will be asked to swipe their student ID card to obtain a Late Pass, which you need to show to your classroom teacher. A record of late arrival is maintained. All late arrivals, even those before 8.45am, are recorded as a Partial Absences in the attendance roll. If you are late regularly you will be placed on detention and your parents will be notified.
**What if I need to leave early?**

Students are requested to make appointments for the doctor, dentist or orthodontist outside of school hours, as all partial absences count towards your total absences for the year. Students must not assume that a request to leave early from school will be granted. Notes must be brought to the Deputy Principal before 8.25 am and an Early Leaver Request from the Front Office will be arranged. Notes should clearly show your full name, roll class and the time you are leaving school. The note must clearly explain the reason for the early departure, the name and phone number of the person with whom you have the appointment (if possible an appointment card showing these details) and a parent contact number for verification of details. Where possible, these appointments are not to be made on a sport afternoon.

Before leaving the school grounds, students are to report to the Front Office to obtain an Early Leaver’s Pass. Students are to keep this pass on them once they leave the school premises as you may be asked by the police or DEC truancy officers for proof that you have been given permission to leave school.

**Am I allowed to leave school during the day?**

Parents are always advised if students are to leave school on an excursion for part of a day or a whole day.

The school has a duty of care to students during school hours. Therefore students are not permitted to leave the school grounds without the approval of the Principal/Deputy Principal’s and parental permission in writing to the school. Students who break this rule will be regarded as truants.

**What if I am absent from school?**

After each absence, a note signed by your parent or caregiver stating the dates absent and giving reasons for the absence must be presented to the roll teacher at the commencement of roll marking. If you do not provide adequate reasons for absences, they will be regarded as **absent without leave**. Parents should explain any absences within 7 days.

If you are going to be away for more than two days, please notify in writing or by telephone on 9635 8644. Absences of more than three days require a medical certificate. Notes are sent to parents if absences are unexplained.

**Exemption from Attendance**

Students intending to travel interstate or overseas, participate in a sporting event or in the entertainment industry for more than 3 days are required to make an application for Exemption from School. Applications are available from the school office and should be supported by a booking/ticket confirmation.
Uniform

Uniform Requirements

The wearing of the uniform at Parramatta High School is of a high standard. The support of parents or caregivers for the compulsory uniform policy is a contributing factor in maintain such high standards.

All students are expected to wear full school uniform each day and must provide a note from their parents if they are out of uniform. The note is to clearly state why the item of uniform is not being worn.

The school does not acknowledge any variations to the uniform.

Parents with genuine hardship should contact the Principal in writing if assistance with uniform purchases is required.

To assist you with your preparations, the uniform requirements are listed below:

Junior Girls
- White blouse with PHS emblem
- Navy blue skirt
- Navy blue pants

Junior Boys
- Blue shirt
- Grey pants
- Grey shorts

Senior Girls
- Light blue pintucked blouse
- Two blue plaid skirt *
- Navy blue pants

Senior Boys
- Sky blue shirt
- Grey short
- Grey pants

All students
- Blue woollen jumper
- Navy blue sloppy joe
- PE Shirt
- PE Shorts
- Navy blue tracksuit jacket and track pants
- PHS Cap (available from school office)
- School Tie (available from school office)

Shoes and Socks:

Girls
- Black leather lace up shoes with white ankle socks or black pantyhose

Boys
- Black leather lace up shoes with grey socks

Sport (boys & girls)
- Predominately white sports shoes with white socks
Purchasing School Uniforms

The school uniform is available for purchase from OZ Fashions. There are second hand uniforms available on request.

* The senior girls skirt must be purchased from Merrylands West School & Drapery Centre, Coolibah Centre, 9 Sherwood Road, Merrylands. (Ph. 9637 4502)
School Dress Code

- Students must arrive at and leave school in full school uniform.
- Students must wear the uniform designated for their year.
- For Girls – pants/skirts are to be navy blue only – not black or with any other colour/markings. There must be no splits, tears, pockets or buttons on the sides of the pants. No hipster pants, jeans or leggings are to be worn. Short white ankle socks or black stocking are to be worn. No knee highs. A long sleeve blouse may be worn for cultural/religious reasons.
- For Boys – trousers should be a light-medium grey, not dark grey, black or navy or with any other colour/markings. Cargo pants/shorts, coloured belts, chains or jeans are not allowed. Shirts must be properly buttoned and tucked in at all times.
- Students must wear black leather lace up shoes in a traditional style for safety reasons. Ballet shoes, canvas shoes, open shoes or shoes with high heels are not allowed. Sports shoes may only be worn for PE or Sport. Shoes may not to be worn without socks.
- A school sloppy joe or knitted jumper with the school logo may be worn by students. No other colours, markings or brand names are permitted. Tops with hoods are not permitted.
- PE Uniforms are not to be worn to and from school. Students are allocated time to change into and out of their PE uniform at the beginning and end of each PE lesson.
- On Tuesdays when there is Sport, students in Years 9, 10 & 11 are allowed to wear their full sports uniform to school. A mixture of sport and everyday school uniform is not acceptable. If students have a lesson in Industrial Arts, Food Technology and/or Science, they must wear their black leather lace up shoes for these lessons for safety reasons.
- If students choose to wear ties, they must have their top button done up and wear the tie in the traditional manner.
- Students wishing to wear a cap or hat must wear the PHS school cap or hat. Caps/hats are not to be worn indoors.
- Students wishing to wear additional clothing for extra warmth in winter must ensure this is not visible either above or below shirts. No round neck t-shirts or coloured undergarments are to be visible through shirts. V necked white t-shirts are acceptable. A white skivvy may be worn in winter months under the sloppy joe or jumper – not the school shirt.
- No makeup, including nail polish is to be worn and no jewellery/adornment (except for watch, sleepers or studs) is to be visible while students are in school uniform. Hair restraints must be discreet and in school colours.
- School uniform is to be worn during examinations and excursions unless students are notified otherwise.
Questions about High School

How can I be prepared for school each day?

High school provides many opportunities for students to demonstrate their independence and organisational skills. Students need to be prepared for each day with pencil case, pens, ruler, the correct books, equipment and student diary. It is a good idea to check the next day's timetable and pack your bag for school the night before.

Teachers will expect this organisation as well as neat, organised work in books and classroom activities.

How do I pay money to the school?

Payments for excursions, competitions, music hire and subject fees, etc. may be made at the Front Office from Monday to Thursday – before 8.25am, at recess and lunchtimes. No payments are accepted on Fridays.

What if I can't afford something I need for school?

See your Year Adviser, the Deputy Principal or the Principal if you are having difficulty paying for something you require for your schooling. We will try to help whenever we can.

Students should not miss out on things because of the current financial difficulties, and these matters will be kept strictly private.

What do I do if I lose my timetable?

Visit the Year 7 noticeboard near Room 10 and copy down a new one.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Call/Dear</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td>Recess</td>
<td>Recess</td>
<td>Recess</td>
<td>Recess</td>
<td>Recess</td>
</tr>
<tr>
<td>Period 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 4</td>
<td></td>
<td></td>
<td>Assembly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>Period 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What do I do if I lose my diary?

See the Deputy Principal to arrange the purchase of a new one.
Who do I see if I’m sick during the school day?
If you feel sick during class time ask your teacher to issue you with a leave pass and go to the Front Office where a first aid officer will give you assistance. If you feel sick during recess or lunch, speak to the teacher on playground duty or go to the front office. Students are not permitted to call their parents from mobile phones in the classroom or playground. The Front Office staff will contact your parents.

Parents are required to organise for sick/injured students to be collected from school as soon as possible. They may also arrange for a relative or family friend to collect the students. It is important that you keep your family contact details – such as home and mobile phone numbers up to date, as well as the details of your emergency contacts.

If you are feeling sick before school we recommend that you stay at home and seek medical attention where appropriate.

What if I need to take medication at school?
In some circumstances students may take medication at school as part of their health plan. Parents or caregivers must advise the school of the circumstances and arrange for the student to take their medication under the supervision of a trained member of staff.

Who do I see if I can’t do Sport or PE?
Students who are unable to do Sport or PE for a medical reasons should bring a medical certificate from their doctor or a note from their parents. This needs to be shown to either the students PE teacher or to the Sport’s Organisers.

What if I need to go to the toilet during class time?
Students are expected to go to the toilet during recess and lunchtime but in exceptional circumstances may be granted a leave pass to go to the toilet.

What if I ride my bike to school?
Make sure that you wear a helmet and that you do not ride across the pedestrian crossing (walk your bike across). You may leave your bike locked with a security chain in the bike area near the Industrial Arts rooms. Helmets may be left in the Front Office or in the Deputy Principal’s office.

What shouldn’t I bring to school?
Pressure-Pack cans of any kind are not permitted at school. This includes (though is not limited to) the fashionably common small-size cans of spray deodorant. Similarly do not bring thick TEXTA or marker pens or liquid paper.

Knives of any kind are not permitted at school. Students who bring knives to school face suspension.

Alcohol, tobacco and drugs are not permitted at school. Students who bring any such substances to school face suspension.
Who do I see if I'm troubled, need help or are having a problem at school?

If you are worried about some part of school life ask someone you trust for advice. Speak to a teacher, your Year Adviser or a Deputy-Principal. Students can make an appointment to see the School Counsellor. Girls can also ask to speak with the Girls Supervisor.

What if I have problems outside school?

If things are troubling you and are affecting your schoolwork, seek out help from someone you trust. They may not be able to change anything, but sometimes it helps just having someone else know what’s going on. The school will try to put you in contact with people who can help, or work with you to solve the problem.

What if I’m being bullied or harassed?

---

It’s OK to tell

Bullying and Harassment
You don’t have to accept it.

Bullying and Harassment are unacceptable
You don’t have to put up with bullying & harassment
There are many non-violent solutions to your problems

Speak Up!
Everyone has a right to feel safe

At Parramatta High School we have people who have been specially trained to solve problems of bullying and harassment

<table>
<thead>
<tr>
<th>Principal</th>
<th>Deputy Principals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Splatt</td>
<td>Mr Gokel &amp; Mr Taylor</td>
</tr>
<tr>
<td>Girls Supervisor</td>
<td>Student Welfare</td>
</tr>
<tr>
<td>Ms Bouziannis</td>
<td>Ms Moore</td>
</tr>
<tr>
<td>Year Adviser</td>
<td>School Counsellors</td>
</tr>
<tr>
<td>Ms Heron</td>
<td>Ms Cooper &amp; Mr Tate</td>
</tr>
</tbody>
</table>

How can I help someone who is being bullied?
You can make a difference for a friend who is being bullied...
- Listen to someone who is being bullied and encourage that person to talk about what if feels like to be bullied
- Support someone who is being bullied in the actions they take – tell a teacher or a school official
- Support someone who is being bullied by clearly communicating to the bully or bullies that bullying and harassment are unacceptable – you may choose to do this as an individual or as part of a group

DOING NOTHING SAYS - It’s OK to bully

What will happen to bullies at Parramatta High School?
At Parramatta High School bullies can expect to...
- Lose privileges – complete a detention, spend time in the SOS room, be withdrawn from the playground or perhaps be suspended
- Make amends to the person who was bullied or harassed
- Have their parents informed of the bullying incident
- Spend time completing activities which develop positive behaviours – such as school beautification
- Examine their own behaviour and develop a plan for eliminating their bullying behaviour

BULLIES WILL FACE CONSEQUENCES
Using Electronic Devices at School

At Parramatta High School, electronic devices are defined as: mobile phones, PDA’s /Personal Organisers or handheld computers, personal listening devices (such as iPods/MP3/MP4 players), iPads, digital cameras and recorders, stereos and speaker systems. This excludes the DEC issued student laptops.

Acceptable Uses of Electronic Devices

There are some exceptional circumstances when electronic devices may be used at school with the permission of a teacher. Otherwise they must be turned off at all times and we encourage students to leave them at home.

Unacceptable Uses

An electronic device is deemed to have been used inappropriately if:

- disruption the learning environment or interference with the operation of the school occurs and/or
- the safety or well-being of any student is threatened

Mobile Phones must not be seen or used during school time. There may be exceptional circumstances whereby students are granted permission from a staff member to use their mobile phoned.

No photos or videos are to be taken at any time. This includes the use of mobile phones to take photo or video footage.

The safety and security of any electronic device is the responsibility of the owner. Students are reminded not to leave electronic devices in unattended bags.

The Deputy Principal may take electronic devices if they are misused. They will be returned to a parent or caregiver.
**Scripture**

Parramatta High School is privileged to have available two Scripture options for students; Muslim Scripture and Christian Scripture. Both Scripture options are available to all students, however, they are not compulsory. Christian Scripture runs lessons on Thursdays, while Muslim Scripture is run on Fridays, with a separate session for boys and girls. Each year group from Years 7 to 10 will have the opportunity to attend Scripture for one term. E.g. Year 10 attends scripture in Term 1, Year 9 attends Scripture in Term 2, Year 8 attends Scripture in Term 3 and Year 7 attends Scripture in Term 4.

Christian Scripture teachers are at school from Monday through to Thursday. An office in the school has been made available for the Scripture Staff. Students and staff are welcome to come for pastoral care or any other needs they have. Christian Scripture also runs other regular weekly and term events throughout the year. These include Bible Studies (Chocolate Tuesday for girls and Man Up! for boys). Both of these are held at recess and are times for students to interact with the Bible in small groups. Christian Scripture teachers also arrange a seminar for students once per term, which all students are able to attend.

**Parents and Citizens Association**

All parents and caregivers are welcome to attend Parramatta High School P & C meetings and are encouraged to do so. These meetings are held once each school term starting at 7 pm in the School Library. Meeting dates are published in the school newsletter Parramatters and on the school website.

The opinions of the parents and caregivers discussed at P & C meetings are highly valued by the school Principal and staff. All relevant school matters are discussed and P & C input has impact on school policies and procedures. The meetings are the perfect opportunity for parents to ask questions, share their opinions and learn about the school's direction on important issues. The P & C is also involved in supporting families and raising funds for the students at Parramatta High School. Ultimately, The P & C exists for the welfare and education of the students at Parramatta High School.