Year 7
2011
“Orientation Day”

Information Booklet
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WELCOME TO MUSWELLBROOK HIGH SCHOOL

This booklet has been compiled to provide information to new students and their parents about Muswellbrook High School. Hopefully it will answer those questions you may be asking and thinking about. If you have any questions please come and talk to us.

Ms Henderson
Year 7 Advisor 2011

SCHOOL BADGE

SCHOOL LOGO

MOTTO:  “Labor Omnia Vincit” - Work Conquers All
        “Striving for Excellence in a School that Cares”

COLOURS:  Blue and Gold

ADDRESS:  King Street
           Muswellbrook 2333
           PO Box 198

FAX:  (02) 6543 3927

PHONE:  (02) 6543 1033
        Year Advisor (Ms Henderson), Extension 133 - English Staffroom
MESSAGE FROM THE PRINCIPAL

As a newly enrolling Year 7 student, I would like to welcome you to Muswellbrook High School. The purpose of this booklet is to give you important information about what Muswellbrook High School has to offer you as well as details about the school’s organisation and processes that you will need to know.

It is important that you take note of a few important points that will help make your time at Muswellbrook High School enjoyable and rewarding.

- Make the best of your time at high school as it will provide you with the skills you need to lead a full and productive life.
- Muswellbrook High School has a wide range of curriculum offerings which will give you plenty of choice to follow your interests as you go through high school.
- The high school has many options for you in the sporting area as well as the extra curricular areas of drama, musical presentations, and public speaking and leadership opportunities. Make the effort to take advantage of the many activities the school has to offer.
- It is important that you seek to work to your full ability. You need to be diligent with your school work and be organised and meet deadlines for homework, assignments etc. The school provides a free homework diary to all students; to help with the organisation of your school work.
- Take pride in your school, yourself and your appearance. Muswellbrook High School is a Uniform School and you are expected to wear the school uniform at all times. We have a new uniform available from the uniform shop on the school premises. This uniform has proven very popular with the students.
- Our Welfare system at Muswellbrook High School is based on respecting one another and accepting that all students at the school are entitled to a good education. Students are acknowledged for the good things they do and for their achievements, through our merit awards system.
- If you are in doubt about something related to the school, then ask one of the many support people available to you at the school. These people include your Year Advisor, Deputy Principal, Head Teachers, Office Staff, Girls Advisor and Teaching Staff.
- Muswellbrook High School has an informative website. The main purpose of the website is to provide basic information about the school and latest publications, such as student information booklets, newsletters and photo galleries related to school activities. Check the website out at the following address, www.muswellbro-h.schools.nsw.edu.au

I hope you enjoy your Orientation activities and I look forward to seeing you at Muswellbrook High School at the beginning of Term 1 in 2011.

Mr. Peter Crick
Principal
Muswellbrook High School
MESSAGE FROM THE YEAR ADVISOR

Welcome Year 7 Students and Parents for 2011.

Beginning high school marks the start of what I hope will be an exciting and rewarding time for you. There are a lot of new subjects and experiences for you to enjoy and I hope all of you will strive to get the most out of your high school years. As your Year Advisor, I will be here to assist you through your high school years, Miss Jamie Sturtridge (Science Teacher) is the Assistant Year Advisor and she is also here to assist with any concerns.

High school can sometimes get a bit confusing so if you or your parents ever have any concerns or issues please either make an appointment or contact myself or Miss Sturtridge. These may be in relation to school work, peers or your personal life.

I will be seeing you regularly throughout the year. We have Year Assemblies every fortnight and a welfare lesson once a fortnight as well. I will also be monitoring your progress and behaviour through regular discussions with your classroom teachers. Most importantly, I am always there to encourage and support you.

I can be found in the English staffroom (top of B Block) and am happy to be contacted by parents at any time.

I am looking forward to a great 2011

Tracy Henderson
Year Advisor
THE SCHOOL EXECUTIVE

For each faculty, there is a Head Teacher who is in charge of that area, the teachers and the programs.

The Executive Staff at Muswellbrook High School are:

PRINCIPAL

Mr P. Crick

DEPUTY PRINCIPAL (Organisation)/Senior executive in charge of Yr 7, 9 & 10

Mr B. Drewe

DEPUTY PRINCIPAL (Curriculum)/Senior executive in charge of Yr 8, 11 & 12

Mr G. Erskine

HEAD TEACHERS:

Mathematics: Mr D. Cummings

TAS: Mr B. O’Connor

Science: Mr K. Hunt
HSIE (History, Society & Its Environment):
  Mrs K. Kelly

ENGLISH
  Miss C. Walsh

CAPA (Creative & Performing Arts):
  Mrs. N. Hunt

PE/Health/PD
  Mr. G. Herbert

Special Education:
  Miss Q. Robertson

Administration:
  Mr N. Mulvihill
Muswellbrook High School STAFF List

**English:**
Miss Walsh (Head Teacher),
Mrs. Sokulsky
Ms. Henderson
Mrs. Strachan
Mrs. Westbury
Mrs. Pascoe

**Mathematics:**
Mr. Cummings (Head Teacher)
Mr. Morris
Mr. Banks
Mrs. Rawnsley
Mrs. Paulsen
Mrs. Reichel

**Science:**
Mr. Hunt (Head Teacher)
Mrs. Moore
Ms. Wales
Mr. Watson
Mr. Roberts
Ms. Sturtridge

**HSIE:**
Mrs. Kelly (Head Teacher)
Ms. Kempton
Mrs. Duck
Mr. Nougher
Ms. Smith
Miss Goodworth

**Special Education:**
Miss. Robertson (Head Teacher)
Mrs. Langley
Mrs. Middleton
Miss. Murphy
Mr. Sneesby
Mrs. Young

**S.T.L.A**
Miss. Robertson

**TAS:**
Mr. O’Connor (Head Teacher)
Mr. Taylor
Mrs. Gal
Mr. Hile
Mr. O’Hara
Mrs Thornton
Mrs. O’Connor
Mr. Glase

**Creative and Performing Arts:**
Mrs. Hunt (Head Teacher)
Mrs. Hogan
Mr. Holdsworth
Mr. Mills
Miss. Dixon
Miss. Tulloch

**PD/Health/PE/Japanese:**
Mr. Herbert (Head Teacher)
Miss. Freeman
Mr. McKinlay
Miss. Dean
Mrs. Bailey
Mrs. Savage

**Administration:**
Mr. Mulvihill

**Library**
Mrs. Cullen

**Careers**
Mr. Borg

**Aboriginal Education Officer**
Mrs. Powell
STUDENT REPRESENTATIVE COUNCIL (SRC)

The SRC is the elected student group. Each year students vote representatives onto the SRC. There are student representatives from Year 7 to Year 10. Students on the SRC make a variety of decisions regarding activities in the school.

School Captains, Vice Captains and Prefects

Students from Years 11 and 12 make up the Prefects for the school. School Captains and Vice Captains are chosen from Year 12.

Captains: Cassandra Pickham Sam Hume

Vice Captains: Gabrielle Fitzgerald Thomas Marshall

Prefects: Sarah Rodham Daniel Rivers
Year 11 Prefects:

Jennifer Houlahan
Cohen Whyburn

Tamara Petersen
Josh Whyburn

Taylor Bowen
Jake Barner
**HOW WILL YEAR 7 CLASSES BE ORGANISED?**

Students will be banded into 1 top class (opportunity class/7P), 2 middle classes and 2 mixed ability classes.

As you are aware students have been chosen from testing and interviews to form a selective class. This class will be called the Opportunity Class or 7P. The other classes will be decided by your year 6 teachers, Head Teachers and Year Advisors.

In terms of high achievers, there will be opportunities for extension activities through a Gifted and Talented program.

**WHAT WILL YEAR 7 CLASSES BE CALLED?**

Students will be placed in one of the following classes based on consultation with the primary schools.

Classes will be named:

- 7P
- 7E
- 7A
- 7C
- 7H
WHAT HAPPENS EACH DAY?

The school operates on a 10 day (2 week) cycle. Timetables are organised into Week A and Week B.

How many lessons are there?

The school day is divided into 6 periods.

TIMETABLES

You will be given your timetable on Day 1, 2011.
Timetables should be re-written into the School Diary (found in the middle) in pencil so changes can be made and you can easily access it during the school day. The timetable looks like this:

BELL TIMES

<table>
<thead>
<tr>
<th>Normal Days</th>
<th>Assembly Day (45 minute periods)</th>
<th>Year Assembly Day (50 minute periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Mon/Wed/Thur/Fri</td>
<td>Time</td>
</tr>
<tr>
<td>9:02 AM</td>
<td>Roll Call</td>
<td>9:02 AM Roll Call</td>
</tr>
<tr>
<td>9:15 AM</td>
<td>Period 1</td>
<td>9:15 AM Whole School Assembly</td>
</tr>
<tr>
<td>10:05 AM</td>
<td>Period 2</td>
<td>9:45 AM Period 1</td>
</tr>
<tr>
<td>10:55 AM</td>
<td>Recess</td>
<td>10:30 AM Period 2</td>
</tr>
<tr>
<td>11:20 AM</td>
<td>Period 3</td>
<td>11:15 AM Recess</td>
</tr>
<tr>
<td>12:10 PM</td>
<td>Lunch 1</td>
<td>11:40 AM Period 3</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Lunch 2</td>
<td>12:25 PM Period 4</td>
</tr>
<tr>
<td>1:25 PM</td>
<td>Period 5</td>
<td>1:10 PM Lunch 1</td>
</tr>
<tr>
<td>1:50 PM</td>
<td>Period 6</td>
<td>1:35 PM Lunch 2</td>
</tr>
<tr>
<td>2:40 PM</td>
<td>End of Day</td>
<td>2:00 PM Period 5</td>
</tr>
<tr>
<td>3:30 PM</td>
<td></td>
<td>2:45 PM Period 6</td>
</tr>
</tbody>
</table>

A TYPICAL SCHOOL DAY

ROLL CALL
School begins with roll call.
The roll call groups are organised by year, alphabetically with about 15 students in each Eg. 7R1, 7R2, 7R3 etc... Your roll call room and teacher will usually be the same except when they are away.
During roll call you will
- have your name marked for attendance
- hand in any absentee letters
- have daily roll notices read (which provide information about activities happening in the school)
- be asked to DEAR (Drop Everything and Read). There is to be NO talking at this time, only READING. You can read a school book or bring in something of interest to read.
- Have your uniform checked to ensure it meets the school uniform policy

**DAILY LESSONS**
After roll call you will have 2 periods before recess, another 2 periods then lunch. Lunch is divided into two halves called first half lunch and second half lunch. Lunch is followed by 2 periods before home time.

**Tuesdays**
Tuesdays are different as they begin with an assembly. One Tuesday will be a whole school assembly, with the alternate Tuesday being a year assembly.

Whole School Assembly …………………………………………….. In the MPC
Year 7 Assembly…In the “Snake Pit” (The Quadrangle at the bottom of C Block)
Year 8 Assembly ……………………………………………………….In the Library
Year 9 Assembly …………………………………………………….. In the Neate Theatre
Year 10 Assembly ……………………………………………………..In the Undercover Area
Year 11 Assembly ……………………………………………………..In the MPC
Year 12 Assembly………………………………………………………..J Block

**Wednesdays/Thursdays- SPORTS DAY**
Sport is held for Year 7 & 8 each Thursday afternoon- period 5 & 6. On this day you need to wear your sports uniform.

Your day will be normal up until lunch time, however, at the end of lunch bell you will assemble in the MPC for a sport assembly, where your name will be marked off on a sports roll.

You will compete for your house groups, against the other students of your gender in your year. You will participate in a variety of sports, rotating to a different one every 4 weeks.

When you reach Year 9 and 10 you will have an opportunity to choose a sport to do each term. Sport choices include both school based sports and sports held in the Muswellbrook community.
SCHOOL UNIFORM

“The wearing of school uniform depicts pride in the school.”

The wearing of a uniform at MHS is compulsory and we appreciate your co-operation as parents in providing your students with the correct school uniform.

The uniform shop is located on the ground floor of B-Block. The entrance to the shop is via the Main office car park. The opening hours are:

- Tuesdays 7.30am – 11.30am
- Thursdays 12.00pm – 4.00pm

MUSWELLBROOK HIGH SCHOOL UNIFORM

Junior Boys/Girls Polo shirt Uniform
Junior Girls Uniform with Shorts
Junior Girls Uniform with Skirt
Senior Boys/Girls Polo shirt Uniform
Girls Slacks
Senior Girls Uniform Skirt
Sports Uniform - Unisex
Sports Uniform - Unisex
# JUNIOR SCHOOL UNIFORM - YEARS 7-10

**Summer and Winter**  
**Monday, Tuesday, Thursday and Friday**

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
</table>
| **Polo Shirt** – Sky Blue Polo Shirt with Navy Panelling, White piping, Embroidered Navy collar with Muswellbrook High School logo | **Blouse** – Sky Blue with Muswellbrook High School logo Blouse  
 Or  
 **Polo Shirt** - Sky Blue Polo Shirt with Navy Panelling, White piping, Embroidered Navy collar with Muswellbrook High School logo |
| **Trousers** - Grey (jeans are not permitted) | **Pants** - Navy tailored slacks |
| **Shorts** - Grey (Knee length) | **Skirt** – Navy and gold, check 5 pleat skirt  
 **Shorts** – Navy tailored shorts |
| **Jumper** - Navy with Muswellbrook High School logo | **Jumper** – Navy with Muswellbrook High School logo  
 **Socks** – White, ankle length  
 **Stockings** - Navy  
 **Shoes** - Black, enclosed leather with black shoe laces |
| **Socks** – White, ankle length | **Socks** - White, ankle length |
| **Shoes** - Black, enclosed leather with black shoe laces | **Shoes** - Black, enclosed leather with black shoe laces |
| **Tracksuit Top**- Navy with Gold and Sky Blue piping and Muswellbrook High School logo | **Tracksuit Top**- Navy with Gold and Sky Blue piping and Muswellbrook High School logo  
 **Track Pants** - Navy with Gold and Sky Blue piping |
| **Track Pants** - Navy with Gold and Sky Blue piping | **Scarf (Optional)** – Navy |
## SENIOR SCHOOL UNIFORM - YEARS 11 & 12
### Summer and Winter
**Monday, Tuesday, Wednesday, Thursday and Friday**

<table>
<thead>
<tr>
<th><strong>BOYS</strong></th>
<th><strong>GIRLS</strong></th>
</tr>
</thead>
</table>
| **Polo Shirt** – White polo shirt with Navy panelling, Sky Blue piping, Embroidered Navy Collar with Muswellbrook High School logo | **Blouse** – White embroidered Muswellbrook High School logo.  
Or,  
**Polo Shirt** - White polo shirt with Navy panelling, Sky Blue piping, Embroidered Navy Collar with Muswellbrook High School logo |
| **Trousers** - Grey | **Pants** - Navy tailored slacks |
| **Shorts** - Grey (Knee length) | **Skirt** – Navy and gold, check 5 pleat skirt |
| **Jumper** - Navy with Muswellbrook High School logo | **Shorts** – Navy tailored shorts |
| **Socks** – White, ankle length | **Stockings** - White, ankle length |
| **Shoes** - Black, enclosed leather with black shoe laces | **Shoes** - Black, enclosed leather with |
| **Track Suit Top** - Navy with Gold and Sky Blue piping and Muswellbrook High School logo | **Blazer** – Navy, embroidered Muswellbrook High School logo.  
**Track Pants** - Navy with Gold and Sky Blue piping |
| **Blazer** – Navy, embroidered Muswellbrook High School logo. | **Shoes** - Black, enclosed leather with |
black shoe laces

**Tracksuit Top** - Navy with Gold and Sky Blue piping and Muswellbrook High School logo

**Track Pants** - Navy with Gold and Sky Blue piping

**Blazer** – Navy, embroidered Muswellbrook High School logo.

**Scarf (Optional)** – Navy

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**When is school uniform to be worn?**

Muswellbrook High School is committed to maintaining a high standard of school uniform. All students are required to wear the complete school uniform (unless otherwise instructed):

- at school
- whilst travelling to and from school
- when representing the school at school events and excursions
- when representing the school at Sports carnivals and competitions

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**Why is a school uniform worn?**

Students are required to wear uniform because it provides:

- identification with Muswellbrook High School
- a sense of pride in belonging to Muswellbrook High School
- security, as any strangers are immediately identifiable by staff
- equity, as the dress is the same for all students
- a safe and appropriate standard of dress for a range of school activities
- an economical way for families to dress their children

and as a requirement of the occupational health and safety act 2000 (see below)

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**Accessories and items not to be worn**
Students are advised that the following accessories and items are not to be worn:

- Black or coloured undershirts and singlets (white only)
- Any item of clothing that is not the correct colour or cut (non-uniform)
- Any item of clothing that has an offensive or inappropriate message or image
- White or coloured footwear (black, leather enclosed footwear only)
- Large hoop or long/dangling earrings
- Elastic bands (tying shirts up on the lower back)
- Exposed underwear
- Thongs and slippers
- Beanies and hooded tops
- Chains
- Sharp piercings
- Coloured belts
- Coloured socks
- Long black socks

**Hat Policy**

Students are encouraged to wear a hat at all times when outside for lessons, recess and lunch and extracurricular activities. Hats are not to be worn in school buildings and classrooms. Beanies and other similar head wear are **NOT** permitted.

**Sunsmart in Sport and PDHPE**

Students are encouraged to wear a hat and sunscreen when participating in all outdoor lessons. Sunscreen may be obtained from the PE staffroom if required.

**Reasons why students may be unable to wear school uniform may include:**

- An item may be soiled, torn or damaged
- A student is injured, disabled or has a medical condition
- Religious reasons
- A parent or guardian may be unable to wash due to wet weather
- A parent or guardian may be unable to wash due to family problems/emergencies
- The student may be living away from home for a period of time
- A student is new to the school and has been unable to access the uniform
- Financial reasons (Students are encouraged to apply for financial assistance through the school. These cases will be dealt with individually and sensitively.)

If any of the above cases or if no note or acceptable reason is given then the school policy is that:

- Students will be asked to go to the school library and change into an appropriate item of uniform which will be provided by the school.
- Students will be provided with a private and secure area to change.
- All clothing provided to students has been washed and is in satisfactory condition.
- The non-uniform item is exchanged for the school uniform item and kept in the library until the school property is returned. Students should return borrowed clothing between 3:30-3:40pm.

**Footwear and Safety**
The Department of Education and Training has rigid safety requirements regarding footwear for students in practical classes such as Science, Art, Design & Technology, Food Technology and Agriculture.

The safety requirement states:

“thongs, open type sandals or shoes, shall not be worn in practical classes where there is the possibility of injury through the spilling of hot liquids, metals or the dropping of heavy or sharp instruments, tools etc”.

This requirement is enforced at Muswellbrook High School, thus the need for covered leather shoes in the school uniform. Students are required to wear black shoes with leather uppers, to meet OH&S requirements in practical courses.
ITEMS NOT ALLOWED AT SCHOOL

Students are not allowed to have the following items at school:

- Aerosol cans eg deodorant etc.
- Mobile Phones
- Sharps or dangerous objects eg Knives etc...
- Cigarette lighters/ Matches
- Laser pointers
- Inappropriate literature or reading material
- CD players/ Discmans/MP3 Players/IPODS
- Cigarettes and Illicit Drugs
- Water bombs
- Chewing Gum
- Skateboards/ Scooters
- Liquid paper and Whiteout

Students found in possession of the above items will have them confiscated and will be seriously dealt with through the school disciplinary systems.

Mobile phones and IPODS that are confiscated for the second and subsequent times in the year will need to be collected and signed out by a parent. NO notes will be accepted.

We also encourage students not to bring excessive amounts of money or valuable possessions to school.
The following pages summarise the School Awards/Levels System, where students become eligible for awards after meeting a collection of criteria. It also details the Disciplinary Levels System.

**MERIT SCHEME**

<table>
<thead>
<tr>
<th>SCHOOL SERVICE</th>
<th>SCHOOL REPRESENTATION</th>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPORT</td>
<td>MERITS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GIVEN OUT BY TEACHERS</td>
<td></td>
</tr>
</tbody>
</table>

**EMERALD CERTIFICATE**

This system rewards pupils who set a fine example to others in the school community. The Commendation System consists of two levels:-

- Emerald Certificates and higher awards.

**Merit Points**

These can be awarded to a student by a Teacher, Peer Support Leader or SRC for any of the following areas - faculty, classroom, sport, school service and school representation. A commendation may be given for:

- **Good classroom work**
- **Leadership in sport**
- **Participation in extra-curricular activities**
- **Outstanding assignments**
- **Fund-Raising activities**
- **Positive attitude**
- **Pride in school**
- **Good test performance**
- **Consistent good class work over a sustained period**
- **Co-operation and assistance**
- **Improved effort**
- **Enthusiasm in sport and/or class**
- **School service**
- **Environmental awareness of school grounds**

Awarding of merit points to students can be done by class teachers to individual students; by faculties to a selected student in a year on a faculty-focus year assembly and by sporting team coaches, welfare group coordinators, drama/music coordinators etc. The awards may be handed out in class or awarded at Faculty Focus Year Assemblies.
Emerald Certificate
This is awarded when students obtain 25 Merit points for demonstrating outstanding and consistent effort and achievement in a variety of school and community activities.

Reward Days
During fourth term, Reward Days will be held to recognise the efforts of consistent workers in Years 7, 8 and 9. Students who have obtained a number of merit points (determined by the Year Adviser) may be given the opportunity to attend.

Recording of Merit Certificates
Presentation of Merits and Awards should be conducted by the Year Adviser and Head Teachers involved in coordinating the awards. Recording of Merits will be done by each faculty, recording of awards distributed will be done by the Year Advisers and the whole system is centrally recorded in a database.
# MERIT SYSTEM OVERVIEW

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>REASON</th>
<th>OUTCOME</th>
</tr>
</thead>
</table>
| **Principal's Medallion Level 9** | • Student receives 450 merit points                         | • Presented at Presentation Day  
• Name on Honour Board  
• Letter to parents  
• Notice in newsletter |
| **Platinum Level 8** | • Student receives 300 merit points                          | • Presented at Presentation Day  
• Letter to parents  
• Notice in newsletter |
| **Diamond Level 7** | • Student receives 150 merit points                          | • Presented at School Assembly  
• Letter to parents  
• Notice in newsletter |
| **Sapphire Level 6** | • Student receives 75 merit points                           | • Presented at School Assembly for Years 7 & 8  
• Presented at Year Assembly for Years 9 to 10  
• Letter to parents |
| **Emerald Level 5** | • Student receives 25 merit points                           | • Presented at School Assembly for Year 7  
• Presented at Year Assembly for Year 8 |
| **White Level 4**   | • All students start here                                    | • Student follows Code of Conduct  
• Follows teacher’s instructions  
• In class on time and completes all set work |
| **Yellow Level 3**  | • Head Teacher Level  
• Yellow Card issued  
• Poor behaviour in one or more faculties  
• Whole school monitoring | • Yellow card is completed by all teachers over a minimum period of 5 days  
• Student reports to the Head Teacher each morning with card  
• On satisfactory completion the student returns to the White Level |
| **Orange Level 2**  | • Deputy Principal Level  
• Orange Card issued  
• Failed to complete Yellow Level satisfactorily  
• Student exhibits extreme misbehaviour | • Orange card is completed by all teachers over a minimum period of 5 days  
• Student reports to the Deputy Principal each day with card  
• No participation in any extra-curricular activities allowed  
• On satisfactory completion of card the student returns to the White Level |
| **Red Level 1**     | • Return from suspension  
• Red Card issued  
• Failure to complete Orange Level satisfactorily | • Red card is completed by all teachers over a minimum period of 5 days  
• Student reports to Deputy Principal  
• No extra-curricular activities  
• On satisfactory completion the student returns to the Yellow Level |
### MUSWELLBROOK HIGH SCHOOL

#### CODE OF BEHAVIOUR AND SCHOOL RULES

The Code and Rules are presented as a list of Rights and Responsibilities valued by the students and staff of Muswellbrook High School. When observed, they will assist each individual in the development of their own self-discipline and will ensure that this school is a safe, pleasant and effective learning environment.

<table>
<thead>
<tr>
<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I have the right to a quality education.</td>
<td>- I have the responsibility to use all opportunities and experiences offered to me in order to develop my unique talents as a person.</td>
</tr>
</tbody>
</table>
| 2. I have the right to obtain the maximum benefit from all classes. | - I have the responsibility to be attentive and co-operative in class.  
- I will not interfere with other students' rights to learn.  
- I will be punctual to school and to all lessons.  
- I will participate in set lesson activities.  
- I will complete homework and assignments to practise and enrich my work skills. |
| 3. I have the right to be treated as an individual with politeness, respect and understanding. | - I have the responsibility to treat others with politeness, respect and tolerance.  
- I will give due respect to the authority of teachers.  
- I will not tease or otherwise hurt the feelings of others, or verbally abuse them.  
- If necessary I should be able to disagree without being rude or disrespectful. |
| 4. I have the right to be safe at school. | - I have the responsibility to make the school safe by not threatening, hitting or hurting anyone or playing rough or dangerous games.  
- I will not throw objects in classrooms or in the playground.  
- I will not bring any weapons to school.  
- I will make myself aware of the special safety requirements for practical subjects regarding protective clothing and footwear.  
- I will not invite or associate with unwelcome visitors in the playground or near boundary fences. |
| 5. I have the right to be physically safe in a clean and well-maintained school. | - I have the responsibility to care for the school environment by keeping it free from litter and graffiti.  
- I should report broken or damaged equipment or any areas of danger. |
| 6. I have the right to be able to work and relax in a healthy environment. | - I have the responsibility to obey the laws and regulations which prohibit the use of illegal drugs, alcoholic drinks and tobacco products at school and on excursions.  
- I will not encourage others to disobey these laws, or associate with those who choose to disobey them. |
| 7. I have the right to expect my property to be safe. | - I have the responsibility not to steal damage or destroy the property of others and to take good care of my property and the property of the school.  
- I have the responsibility to report acts of theft and vandalism. |
| 8. I have the right to expect fair treatment and justice. | - I recognise that I will be penalised if I do the wrong thing, but I will receive praise and recognition for my achievements. |
| 9. I have the right to be told the truth. | - I have the responsibility to be honest and truthful. |
| 10. I have the right to be seen as a useful and worthwhile member of the school. | - I have the responsibility to behave in a manner that fosters community respect and pride for my school while I am at school, going to and from school, or representing the school on sporting trips, excursions, etc.  
- I should wear my correct school uniform with pride.  
- I should maintain my personal hygiene and appropriate modesty at all times. |
| 11. I have the right to access the latest technology provided by the school for educational purposes. | - I have the responsibility to follow the Internet Users Agreement  
- I will not e-mail, SMS or use technology to harass others. |
GENERAL CLASSROOM EXPECTATIONS

At High School, students are expected to:

- Move throughout the school corridors quietly and as quickly as possible.
- Line up outside the classroom on the wall closest to the door.
- Remove hats before entering the classroom, put them into your bag.
- Move into the classroom on teacher instructions, take a seat and get organised for the lesson eg Take out book, pens etc...
- Quietly wait for teacher instructions about the lesson and follow teacher instructions throughout the lesson.
- No chewing or eating in class.
- No swearing / inappropriate language or conversations.
- Do not leave the classroom unless you have the teacher’s permission.
- Leave class only after the teacher has dismissed you.
- Respect the property of the school and property belonging to other students and staff.
- Be respectful of other students, staff and members of the public.
- ALWAYS TRY TO DO YOUR BEST.

MONITORING STUDENT BEHAVIOUR - (Junior and Senior Welfare Teams)

To monitor student performance and behaviour at school, Muswellbrook High School has a welfare system called RISC.

If your teachers believe you are not performing in class, not behaving appropriately or having some problems, you will have your name entered on the RISC program. A group of staff (Junior and Senior Welfare Teams) meet weekly to look over which students have been entered on the program. If your name appears a number of times you will be asked to attend an interview to discuss the situation, possibly with your parents.

If it continues, you may be placed on a Conduct Card. A conduct card requires you to have your teachers’ rate and comment on your behaviour in each lesson. The Year Advisor will then monitor your progress daily until improvement is seen.

If improvements are not seen, further action will be taken, according to the school discipline system.
THE SCHOOL DIARY

Every student at Muswellbrook High School is given a school diary donated by Bengalla Mining Company.

Students are encouraged to use this diary throughout the year. The diary contains valuable information about the school. Students can use it to organise and record their homework, assignments and tests.

Included in the diary is also information regarding school uniforms, daily organisation, student rights and responsibilities, code of conduct.
PEOPLE WHO CAN HELP YOU
The following people other than your Year Advisor may be able to help you during your time at Muswellbrook High School.

THE SCHOOL COUNSELLORS – Ms. Head and Mr. Freeman
The School Counsellor is the person in the school whose job it is to help you with any problems you might have. They will try to help you make the best use of your abilities and help you to solve any problems, which make it difficult for you to do your best at school.

If you would like to speak to Mr Warren Freeman or Ms Dianne Head you are able to make an appointment to do so.

GIRLS STUDENT ADVISOR – Ms. Smith (relieving)
You can talk to her if you have a problem or need advice, rather than seeing your Year Advisor.

ABORIGINAL EDUCATION WORKER – Mrs. Powell
Indigenous students can come and discuss any concerns they may have or seek advice in confidence with Mrs Powell in her staff room, which is located in K Block. Assistance with class work or assignments may also be provided if required.

OFFICE STAFF
You may come in contact with the office staff during your time at school. They are:

Ms Halsted......................................................... School Admin Manager (Front Office)
Mrs Cox..........................................................School Admin Officer (Front Office until 11:30am)
Mrs Dickie.................................School Admin Officer (Food Prep Room between C15 & C17)
Mrs Greenham.............................. School Admin Officer - Administration (E-Block)
Mr Jones..........................................................Ag Farm Assistant (Ag Farm)
Mrs Jones.................................................School Admin Officer (Science prep room)
Mrs Nimmo/Mrs Gill.................................Canteen Manager (Canteen)
Mr Jim Kiem ................................................School Maintenance (Front Office)
Mrs Sansom............................................ School Admin Officer (Front Office)
Mrs Scott......................................................School Admin Officer (Library)
Mrs Ward...................................................... School Admin Officer (Front Office)
Mrs Flanagan ............................................. School Admin Officer (Front Office)
Mrs Cheers ..................................................School Admin Officer (Front Office)
Mrs Clifford..............................................School Admin Officer (Front Office)
Ms Holdsworth.................................School Admin Officer (Front Office)
Ms Richards............................................School Admin Officer (Front Office)
OTHER USEFUL INFORMATION

EMERGENCY EVACUATIONS
A continuous bell rings until the emergency is over. Students should leave the building calmly under the direction of teachers and assemble in their roll call class on the oval. Your class roll will be marked by your roll teacher.

SPORTING HOUSES
Our sporting Houses bear the names of the Upper Hunter River
Goulburn- Red
Hunter- Green
Page- Yellow
Paterson- Blue
Students will be placed into houses according to their surname.

EXTRA CURRICULAR ACTIVITIES
Muswellbrook High School has proudly supported the commitment of its students in extra curricular activities such as:
VOCAL GROUP
STAGE BAND
CONCERT BAND
ENGLISH, MATHS, SCIENCE COMPETITIONS
DEBATING
PUBLIC SPEAKING
REPRESENTATIVE SPORT
SRC
ENVIRO CLUB

TOILETS
The toilets are located near the Multi Purpose Centre. If you need to visit the toilets during a lesson, you will need to negotiate this with your teacher.
The toilets are not a place for socialising.

PAYMENT OF MONEY FOR EXCURSIONS/ FEES
Money to be paid for excursions, sport, fees etc. is to be paid to the front office before school, at recess or at lunchtime. You will be given a receipt for your payment. Keep this as it may be needed to show a teacher.

OUT OF BOUNDS AREAS
In the playground, there are some areas that are “out of bounds”. You are not to be in these areas at any time during the school day. They are indicated by yellow lines painted on the ground around the school. (Refer to school map)
SCHOOL CANTEEN
The school canteen provides a variety of sandwiches, rolls, juice, low calorie soft drinks, low fat hot foods (in terms 2 and 3), yoghurt etc.

If you want to order lunch, you need to order it at the canteen before school and collect it at the start of lunch.

NATIONAL ANTHEM
You will be required to know and sing the National Anthem at Assemblies.

"ADVANCE AUSTRALIA FAIR"

Australians all let us rejoice,
For we are young and free;
We’ve golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature’s gifts
Of beauty rich and rare;
In history’s page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross,
We’ll toil with hearts and hands,
To make this Commonwealth of ours
Renowned of all the lands.
For those who’ve come across the seas,
We’ve boundless plains to share,
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing
Advance Australia Fair
Muswellbrook High School Policy Statement

The Internet provides an opportunity to enhance students’ learning experiences by providing access to vast amounts of information across the globe. Email communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes. Today’s students are exposed to email and the Internet in their community. They have the right to expect secure access to these services as part of their learning experiences with the NSW Department of Education and Training.

Use of the Internet and email services provided by the NSW Department of Education and Training is intended for research and learning and communication between students and staff. Access to Internet and email at school will assist students to develop the information and communication skills necessary to use the Internet effectively and appropriately.

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

Students using Internet and email services have the responsibility to report inappropriate behaviour and material to their supervisors.

Students who use the Internet and Email Services application provided by the NSW Department of Education and Training must abide by the Department's conditions of acceptable usage. They should be made aware of the acceptable usage policy each time they log on.

Students should be aware that a breach of this policy may result in disciplinary action in line with their school’s discipline policy.

Responsibilities and Delegations

Access and Security

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through Internet and Email Services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- prompt off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
- a message that was sent to them in confidence.
- a computer virus or attachment that is capable of damaging recipients’ computers.
- chain letters and hoax emails.
- spam, eg unsolicited advertising material.
- never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  - sexually explicit or sexually suggestive material or correspondence.
  - false or defamatory information about a person or organisation.
  - ensure that personal use is kept to a minimum and Internet and Email Services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
  - never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.
  - ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
  - be aware that all use of Internet and Email Services can be audited and traced the e-learning accounts of specific users.

**Privacy and Confidentiality**

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.

**Intellectual Property and Copyright**

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users’ works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the Internet or Intranet has the approval of the principal or their delegate and has appropriate copyright clearance.
Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions while using Internet and Email Services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access Internet and Email Services.
- the misuse of Internet and Email Services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Students will report:

- any Internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Training.
SCHOOL ATTENDANCE, STUDENT ABSENCE
AND THE LAW

Under the Education Act 1990 (Section 22) and the Education Amendment Act 2009 (No. 25), parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 17 years.

The school day starts at 9.01am with Roll Call. It is each student’s responsibility to move to their Roll Call room promptly after the bell rings in the morning, and ensure that their Roll Teacher marks them as being at school.

WHOLE DAY ABSENCE FROM SCHOOL

Students should attend school every day, unless:

* the child is too sick to leave the house
* the child has an infectious disease
* the child is incapacitated by injury which would prevent movement around the school
* the child has to honour a religious commitment
* the child is accompanying the parent and no alternative arrangements can be made

LATENESS TO SCHOOL

Students arriving at school during Roll Call should go directly to Roll Call. Students arriving at school after Roll Call should go directly to E-Block (Student Administration office). Late students MUST provide a note from home explaining the reason for their lateness. The student’s lateness will be recorded on the school roll as a Partial Absence on that day. Where no note is supplied for lateness to school the absence will be marked as being “unexplained”.

LEAVE PASSES - Students who need to leave school during the day (a PARTIAL ABSENCE), need to follow the following procedures;

- Students MUST report to E-Block Administration Office, BEFORE ROLL CALL, to obtain a Leave Pass.
- Students MUST have a note requesting a Leave Pass.
- The note MUST contain the students full name, year and roll class, date of absence, REASON for absence, TIME of departure and return to school and parent/guardian signature.
- Official Leave Passes will be issued and the back will be stamped with a school stamp.

In the event where you are required to pick up a student for a Partial Absence and no note has been provided (ie. in the case of an emergency), please do not take the student without notifying the school. Students are to be picked up and signed out from the front office. A note can be signed here and an Official Leave Pass will be issued by the office staff.

SUPPLYING NOTES FOR ABSENCES

Students who are absent from school, need to supply a note within 7 days explaining their absence. Failure to do so will result in the absence being marked as being ‘Unexplained’.

The note should include:

- The Student’s Name (both Given and Surname)
- Year and Roll Class
- Date/s of absence/s
- Signature of parent/guardian

Where notes come in with no reason, the absence will remain ‘Unexplained’. To avoid this occurring, an adequate reason needs to appear on the note.
STUDENT REQUIREMENTS FOR CLASS

Students will require many different items as they move through classes in Year 7.

Book packs are available from the Muswellbrook High School canteen and contain all the equipment necessary for High School. The book packs are available for purchase at $40.00.

ADDITIONAL STUDENT REQUIREMENTS

- Students do not require a calculator in year 7.
- Sport clothes (to change into for PE prac lessons).
- A suitable bag / back pack / lunch box and drink bottle
- 1 pair safety glasses to participate in experiments in Science
- Students will also require any other stationery requirements needed for general school/classroom purposes. eg Black or blue and red ballpoint pens, 30 cm ruler, scissors, glue, pencils/ pencil case, textas etc...
- Students will be required to cover and label all books used at high school, preferably in contact or plastic covering.
- Students will also be required to make a contribution to the school for fees per student per year. An invoice will be sent to parents throughout the year.
- Parent support in paying the School Contributions is appreciated, as it goes to buying resources and equipment to support their child’s education. Total School Contribution for the year is $120.00.
**WHAT IF I...? TROUBLESHOOTING**

What if

(a) **you arrive late for school** - report to Mrs Greenham in E-Block as soon as you arrive at school.

(b) **you are absent from school** - you must bring a satisfactory note to your roll call teacher. Preferably on the day you return to school. If the absence is longer than 3 days your parent/guardian should phone the office. If you are sick for 5 days or more you may be asked to bring a medical certificate.

(c) **you need to leave school during the day** - you must bring a note showing the date, reason and time to the Administration Office (E-Block) before roll call to get a partial absence pass.

(d) **your parent/guardian cannot afford to pay for uniforms, equipment or fees** - bring a letter to your Year Advisor, explaining the circumstances. A second-hand clothing pool is available at the Library.

(e) **you are sick or injured at school** – you will need a note from your teacher to go to the Administration Office to Sick Bay. A first-aid assistant will assess your condition and will usually call your parent to take you home. If you are sick during a lesson, get a note from your teacher to go to sick bay. If it is necessary for you to take any medication regularly your parent/guardian must contact the school to make appropriate arrangements.

(f) **you miss the bus** – report to the teacher on bus duty or report to the front office or your Year Advisor, as soon as possible.

(g) **you forget equipment/pens or lunch** – go and see your Year Advisor to borrow a pen for the day.

(h) **you are being bullied or feel unsafe at school** – our school has a policy of “everyone has the right to feel safe at school” so deal with it sensibly. Report to the teacher on duty your Year Advisor or Executive in charge of Year 7 and discuss the situation so it can be dealt with appropriately.

(i) **you need to use the phone** – get a permission note from your Year Advisor to use the phone in the front office. You need to have a good reason.

(j) **you are unable to wear uniform** – Bring a note explaining the reason to your Year Advisor. You will then be directed to the library to sign in and change into uniform.
Following is advice provided by the Department of Education and Training on starting your child at High School. More details can also be found on the internet by going to www.schools.nsw.edu.au

Going to high school will be a new experience for your child. The school is likely to be much bigger than the primary school and your child may feel lost and insecure at first. Instead of being a senior in a small school, they are now a beginner in a big school.

From day one, there will be many changes students need to get accustomed to, including having a number of different teachers and different classrooms, often spread across a larger campus. Set class periods on particular subjects may also be of a longer duration than in primary school. They will be required to carry around notes and books from class to class.

New teachers
In high school, students may have eight or more subject teachers, plus a student adviser to provide help and support. It’s common for new Year 7 students to feel concerned that their needs and interests might get lost in the crowd. It is important to let them know that there are always people available to help them and that they should not hesitate to ask questions.

New subjects
In Year 7 students will be introduced to subjects they haven't experienced before, and other subjects may have a different approach and emphasis from primary school learning. They will also be expected to be more independent and self reliant, than in primary school.

The timetable
Some timetables may also be based on a ‘two week cycle’, with the lessons in Week A being different from those in Week B. It’s a good idea for your child to check their timetable when they get home every evening so they can be sure to pack their bag with everything they’ll need for the next day – such as books, writing materials, PE uniform and sporting equipment.

Being prepared for the next school day cuts down on stress for both you and your child, especially when they’re settling in. Try to spend some time each night in the first few weeks of school talking with them about school and going through their timetable with them, in preparation for the next day of work.

Your child’s progress
Reports play a vital role in telling you how your child is going at school. Student reports will be sent home to you at least twice a year, usually at the end of terms 2 and 4, to give you a clear understanding of your child’s progress.

Both the Principal and teachers will be more than happy to discuss your child’s progress with you. Many high schools hold parent/teacher meetings to provide parents with the opportunity to discuss their child’s progress with all of their child’s teachers. Other high schools have an ongoing ‘open door policy’, and encourage parents to visit or telephone the school if they wish to discuss any concerns or ideas they may have.
Keeping in touch with school activities

Your child’s school will regularly send you newsletters, notes and invitations to school functions and parent meetings. Most of this information will be given to your child, with the expectation that they take it home to you.

Getting involved

Our high school always welcome parent involvement and support.

Parent groups like the P&C Association provide a great opportunity to become involved in the life of the school and to participate in school decision making.

Your school will be able to provide details of meeting times for their established parent groups.

Volunteering at school events and fundraisers can be a great way to meet other parents and school staff. Any help that you are able to offer will be appreciated.
Parents: Ten Tips to help prepare Students for high school

Entering high school is an exciting time for students. They are moving into what is often a larger school environment. This can lead to anxiety or periods of unease. Here are some steps parents and caregivers can take to help students start high school on a positive note.

1. Be interested and enthusiastic about their move to high school.
Your encouragement will help your child to make a successful transition to High School. Listen to their experiences and expectations.

2. School Participation
Always keep a look out for events at your child’s school which may help him/her learn about what high school is like. Become involved in the school’s Parents and Citizens Group, as it provides vital input for parents to the schools organisation and programs.

3. Make sure travel arrangements to and from school are organised.
Organise travel passes. This will help settle some of the concern about independent travel. Talk about back-up travel arrangements, for example, what to do if a bus or train doesn't come.

4. Discuss the changes every student will experience.
Emphasise that many people feel apprehensive about changing from a small primary school to a larger high school, and that there will be people to help them adjust.

5. Organise your child's uniform well before the first day of school.
Having the new uniform will help your child start to feel a sense of belonging to the school.

6. Learn about school routines and timetables.
Talking to students already enrolled at the school can be useful in finding out information about things such as sporting venues used by the school and school finishing times. The school will provide information before it's needed.

7. Help your child to develop good study habits.
Try to provide them with somewhere private and quiet to study. Help your child to set aside a particular time to study. Work out a daily timetable that incorporates all your child's needs and interests. Regularly viewed TV programs, club activities and sport should all be part of the timetable. Ultimately they will need to manage their own study and they can guide you in what is helpful for them.

8. Practise organisational skills.
In the first few weeks of high school you might want to check with your child that they have the right books for the following day. You will quickly encourage a good habit.

9. Discuss emergency and safety issues.
Talk about these issues - including crossing roads or taking essential medication - simply and without emotion. Allow your child to contribute their views. Find out who the staff are at the school that can help them if they need it on issues such as medication.

10. Let your child know that you trust them and that they can trust you.
Keep communication open about all your child's experiences, and make sure they know you're available if things go wrong.
How to Help your children with homework and study

Homework
Your child will generally have homework set and as they move into more senior years the homework and study demands will increase. Homework reinforces work done in class and helps develop skills such as research and time management. It also helps to establish the habits of study, concentration and self discipline.

You can help your child by:

▪ taking an active interest in their homework
▪ supporting them in setting aside time for homework
▪ providing a dedicated place for homework and study if possible
▪ assisting teachers to monitor homework by signing completed homework if requested, and be aware of the amount of homework set
▪ communicating any concerns to teachers about the nature of homework or your child’s approach to homework
▪ encouraging your child to read and take an interest in current events
▪ alerting the school to any domestic circumstances or extra-curricular activities which may need to be taken into consideration when homework is being set or marked.

Try to keep noise and distractions to a minimum. If possible, turn off the TV. Encourage other family members to support these students where possible, eg older brothers and sisters can help with homework, going to the library, etc. Other good places to study are libraries, After School Study Centres, etc.

Be organised
It is important for your children to use their time effectively when studying.

Help your children select a regular time for studying.

Help high school students make study timetables. Encourage them to stick to the timetable.

Help your children be prepared for the next day by making sure homework is done and packed in the school bag.

During the school week, remember to set aside time for regular breaks when doing homework and study.

It is important for children to have free time on weekends.

Refer to the school diary, school calendar and assessment schedule to assist with planning for tasks.
Get FITT. Have a study plan for;

i. How often  Frequency

ii. What to do (summaries, exams, revision, research)  Intensity

iii. How Long  Time

iv. What Subject  Type

By supporting your children in homework and study, you will be letting them know that their education is important to you.

**Be Interested**
Ask your children about their day at school.

Ask your children to check their bags for homework.

Listen to what your children tell you.

If you have younger children, spend some time each day listening to them read, helping them learn their spelling words etc.

Praise your children when they are successful.

If your children do not do well at something, encourage them to keep doing their best.

Find out if your school has access to an After School Study Centre, the Aboriginal Tutorial Assistance Scheme, Etc.

Check the student Assessment Schedule for upcoming tasks. All Students, 9, 10, 11 and 12 are issued with their personal assessment schedule in term 1 each year.

Take a daily look in the student diary for homework issued by a class teacher.

**Muswellbrook High School – Home Reading Program**

**WHY?**  Regular reading brings improvement in all school subjects.

**WHAT TO DO?**  Listen to your child read aloud for about ten minutes each day for at least six weeks.

**HOW?**  
* Encourage your child to find interesting reading material (books, school novels, magazines, newspapers, textbooks etc.)
* Insist that they sit and read without distractions such as the radio or television.
* Ask them questions about what they are reading.
  For example; Why they chose this? What it is about?
DO SPEED CHECKS
Every few days encourage your child to read a passage aloud to you.

Time your child to find out both:
* How many words they can comfortably read in a minute?
* How many mistakes they make?
  (A mistake is any word incorrectly left out or added -
   If your child corrects the mistake it is not to be counted).
* Fill in a record chart. It helps show how your child is going.

“BUT I HAVEN’T GOT TIME”
Reading is a very portable activity. Your child can read with you while you:
* Do daily chores such as cooking
* Relax after dinner, (turn the TV off)
* Get ready in the morning
* You may find it worthwhile to have your child read to younger brothers and sisters.

EXTRA HELP
Some students may need more help and you can help your child’s reading by following this reading method;
* Choose a story to read.
* When reading you and your child must always point to what is being read by placing your fingers underneath the word. Move your finger smoothly along the line.
* You read a few paragraphs aloud while your child follows.
* Read the paragraphs aloud with your child reading aloud at the same time.
* Listen to your child re-read the same passage again alone.
* Repeat this exercise for about 10-15 minute

PARENTS PLEASE NOTE
The speed check need only be done once or twice a week.
However some reading practice needs to be done nightly.

Support Teacher Learning Assistance
EXTRA CURRICULAR ACTIVITIES – MORE DETAILED INFORMATION FOR YOU

Japanese
The emphasis in learning a second language is on communication. Therefore students learn to read and write in Hiragana script. Students will also learn to listen and speak in Japanese. The culture of Japan will be studied to gain an understanding of the country, its people and similarities to our society. We have a sister-school relationship with Sayama Seiryo Senior High School in Japan. All Year 7 students will correspond with a student in Japan throughout the year. We will construct these letters and emails in class.

It is essential that students revise their work continually (after each lesson) as a second language is quickly forgotten if not used.

The Year 7 Japanese course consists of seven units of study.
Unit 1: Myself and Family
Unit 2: The Classroom
Unit 3: Travel
Unit 4: Making Friends and Meeting People
Unit 5: School Life
Unit 6: Food
Unit 7: Entertainment

All students require an A4 exercise book, school diary, pens, coloured pencils, ruler and glue for every lesson.

As your child begins High School, it becomes increasingly important for us to work together to attain optimum outcomes for each student.

Homework will consist of constant revision of class work, new vocabulary and the Hiragana Writing System. Frequent class quizzes will be conducted to ensure revision and practice is sustained.

It is the responsibility of the student who misses lessons due to excursions or absence from school to catch up on the work. They should do this by borrowing another student’s book, see the class teacher for handouts and ask if they have any questions.

There will be at least one major written task per semester and periodic listening, speaking, reading and writing tests will be given.

More detailed assessment procedures will be sent home with your child next year.

We look forward to a productive year.
Melinda Savage
Year 7 Languages Course Co-ordinator
Performing Arts Ensemble

The Muswellbrook High School Performing Arts Ensemble comprises students from Stage Band, Vocal Ensemble, Dance Ensemble combined with Elective Music & Drama students. The ensembles perform at school functions, community events and in our school Musical Production. Performing Arts Ensemble students are provided with the following opportunities:

Excursion

The Encore Concert at the Sydney Opera House where the best HSC Music Performances and Compositions from throughout the state are presented in a concert. Students are shown the standards of performances expected by the Board of Studies and obtain ideas for maximising their performance results in their own exams. This

On Stage is a display of the highest performing Drama students’ Performances and Individual Projects throughout the state. Students have the opportunity to familiarise themselves with the standards expected by the Board of Studies and use their knowledge to improve their own results.

In 2007 one of our Drama Students showcased her costume design in

Star Struck is a major artistic and musical extravaganza. The shows will include entertaining voices, beautiful choral moments, energetic dancing medleys and grand spectacles, all performed by the spirited young people of NSW Public Schools of the Hunter/Central Coast Region. In 2009 & 2010 Muswellbrook High School Dance Ensemble took part as major contributors to this wonderful event.

Performances

- The Major Performance for our Performing Arts Ensemble is our Musical Production which is usually held around the middle of the year and involves students from Years 7 to 12 (Year 12 approved Elective CAPA students only).
- School Assemblies and Ceremonies such as Anzac Day, Education Week, NAIDOC Week, Year 10 School Certificate Ceremony, Year 12 Higher School Certificate and Leaving Ceremony, Presentation Night and Year 6 Orientation Day.
- Performances in the community as representatives of Muswellbrook High School such as at the Bengalla Family Fun Day.
- 2010 saw the first “Muswellbrook High School’s Got Talent” - a performance evening which showcases our performing arts students.
- In 2009 and 2010, our Muswellbrook High School Dance Ensemble has been successful in their performances as part of Starstruck - a Hunter Central Coast representative extravaganza of Performing Arts.
- In 2009 and 2010 two students have performed as part of the representative Hunter Symphonic Wind Ensemble in Newcastle.
Students are encouraged to extend their skills and performance opportunities by becoming members of the Upper Hunter Conservatorium of Music Ensembles.

Rehearsals:

Students rehearse regularly in order to prepare for performances in school and in the wider community. Rehearsals are held at the following times:

- **Stage Band** – 8:15am Wednesdays in C25 with Miss Tulloch
- **Vocal Ensemble** – During Roll Call and with 8.15am Tuesdays
- **Elective Music, Drama & Dance** – Lesson time
- **Dance Ensemble** – Lunchtimes with Miss Dean
- **Drama Ensemble** – with Mrs Sokulsky and Mrs Hogan

How do I become a member?

If you are interested in becoming a member of Muswellbrook High School Performing Arts Ensemble, please see Mrs Hunt in the Creative and Performing Arts Staffroom or any of the Creative and Performing Arts Staff.

“But I’ve never performed in public before!”

Our highly qualified, experienced staff will help you to develop the skills and confidence to perform with the rest of our ensemble to the best of your ability. If you are interested and enthusiastic – you’ll be fine!

“I’ve performed at Primary School but I’m not sure I want to do it at High School, I won’t know anyone there – what if it’s not cool?”
Our staff choose relevant, interesting work for our ensemble to perform. Students perform to a very high standard which is respected by other students throughout the school. The variety of choice in the Performing Arts Ensemble allows for a wide variety of students to enjoy dancing, singing or playing an instrument. Why not ask an older student who is a member of the ensemble what it’s like, you’ll find out what they really think.

Have a great Christmas and
enjoy your holiday.
We look forward to seeing you at Muswellbrook High School in 2011.

The first day of school for year 7 is on
31/01/2011

(This day is for Year 7 & 12 Students only,
The rest of school returns on Tuesday 01.02.11)