On April 4, 1936 The Muswellbrook Chronicle recorded the following headline
“The Official Opening of “The School on the Hill”, Muswellbrook District Rural School; Minister for Education performs official opening”.
Thus began the provision of education to the students of Muswellbrook on the current site in King Street. Muswellbrook District Rural School educated students from aged 5 to 16 years of age. In 1952, Muswellbrook District Rural School became Muswellbrook High School and has provided quality education to the community of Muswellbrook since that date.
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PRINCIPAL’S MESSAGE

As a newly enrolling 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. Some points to remember that will make your years, at Muswellbrook High School, more 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 for you 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, 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, 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. The uniform has been completely revised in 2008, and is only available from the school uniform shop.

* 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.

* The Digital Education Revolution and our investment in technology have ensured that all students will have access to many forms of technology as learning tools. It is essential that all students make the most of the benefits that technology has to offer.

* 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 Adviser and Teaching Staff.

I hope you find this booklet useful in introducing you to Muswellbrook High School, and that you have a happy and rewarding education at Muswellbrook High School.

Mr. Peter Crick - Principal
SCHOOL DETAILS

PRINCIPAL: Mr. Peter Crick
ADDRESS: King Street Muswellbrook 2333
POSTAL ADDRESS: PO Box 198 Muswellbrook 2333
PHONE NUMBER: (02) 65431033 FAX NUMBER: (02) 65433927
EMAIL ADDRESS: muswellbro-h.school@det.nsw.edu.au
WEB ADDRESS: www.muswellbro-h.schools.nsw.edu.au
MOTTO: "Labor Omnia Vincit" – Work Conquers All
Striving for Excellence in a School that Cares

CAPTAINS, PREFECTS AND THE SRC-2011

The Captains and Prefects act as representatives and leaders of the students. The Student Representative Council addresses students’ needs. Any student concerns should be put forward through the appropriate year representatives. These will be discussed at the weekly meetings attended by the Principal. Miss. Freeman is the teacher responsible for coordination and the election of the SRC.

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
### CURRICULUM 2011

**HOW WILL YEAR 7 and 8 CLASSES BE ORGANISED?**

Students will be banded into 3 higher ability and 3 mixed ability classes. A class of 27 has been chosen from testing and interviews to form a selective class; this class is called the Opportunity Class. In terms of high achievers, there will be opportunities for extension activities through a Gifted and Talented program.

Students will be placed in one of the following classes based on consultation with the primary schools. Classes will be named: Year 8 classes will be graded and/or banded on a subject by subject basis.

#### STAGE 4 – Years 7 and 8

<table>
<thead>
<tr>
<th></th>
<th>Year 7 2011</th>
<th>Year 8 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Music</td>
<td>English</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Art</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Science</td>
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</tr>
<tr>
<td>History</td>
<td>Welfare</td>
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<tr>
<td>Geography</td>
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</tr>
<tr>
<td>PDHPE</td>
<td>Religious Education</td>
<td>PDHPE</td>
</tr>
<tr>
<td>Sport</td>
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<td>Sport</td>
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</tbody>
</table>

#### STAGE 5 – Years 9 and 10

<table>
<thead>
<tr>
<th>Compulsory KLA</th>
<th>Line A</th>
<th>Line B</th>
<th>Line C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 9</td>
<td>Agricultural Technology</td>
<td>Food Technology</td>
<td>Commerce</td>
</tr>
<tr>
<td>English</td>
<td>Food Technology</td>
<td>Industrial Technology – Timber</td>
<td>Design and Technology – Food</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Industrial Technology – Electronics</td>
<td>Photographic &amp; Digital Media 1</td>
<td>Industrial Technology – Metal</td>
</tr>
<tr>
<td>Science</td>
<td>Physical Activity and Sport Studies</td>
<td>Photographic &amp; Digital Media 2</td>
<td>Music</td>
</tr>
<tr>
<td>History</td>
<td>Visual Arts</td>
<td></td>
<td>Physical Activity and Sport Studies</td>
</tr>
<tr>
<td>Geography</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PDHPE</td>
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<td></td>
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</tr>
<tr>
<td>Sport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Careers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Religious Education</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Year 10              |                             |                             |                             |
| English              | Drama                       | Agricultural Technology     | Agricultural Technology     |
| Mathematics          | Design & Technology – Food  | Design & Technology – Food  | Commerce                    |
| Science              | Food Technology             | Industrial Technology – Food | Information and Software Technology |
| History              | History                     | Industrial Technology – Metal | Industrial Technology – Timber |
| Geography            | Industrial Technology – Electronics | Japanese                | Music                       |
| PDHPE                | Industrial Technology – Metal | Photographic and Digital Media | Physical Activity and Sport Studies |
| Sport                | Physical Activity and Sport Studies | Music                 | Visual Arts                  |
| Careers              |                             |                             |                             |
## STAGE 6 YEARS 11 AND 12

<table>
<thead>
<tr>
<th>Year 11 - 2011 Line Pattern</th>
<th>Year 12 - 2011 Line Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Line A</strong></td>
<td><strong>Line A</strong></td>
</tr>
<tr>
<td>English (Advanced)</td>
<td>English (Advanced)</td>
</tr>
<tr>
<td>English (Standard)</td>
<td>English (Standard)</td>
</tr>
<tr>
<td>English Studies</td>
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<td><strong>Line B</strong></td>
<td><strong>Line B</strong></td>
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<tr>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>General Mathematics</td>
<td>General Mathematics</td>
</tr>
<tr>
<td>Applied Mathematics</td>
<td>Applied Mathematics</td>
</tr>
<tr>
<td><strong>Line C</strong></td>
<td><strong>Line C</strong></td>
</tr>
<tr>
<td>Business Services</td>
<td>Community and Family Studies</td>
</tr>
<tr>
<td>Business Studies</td>
<td>Industrial Technology</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Legal Studies</td>
</tr>
<tr>
<td>Design &amp; Technology</td>
<td>Primary Industries</td>
</tr>
<tr>
<td>Sport, Lifestyle and Recreation Studies</td>
<td>Visual Arts</td>
</tr>
<tr>
<td><strong>Line D</strong></td>
<td><strong>Line D</strong></td>
</tr>
<tr>
<td>Agriculture</td>
<td>Exploring Early Childhood</td>
</tr>
<tr>
<td>Biology</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Community and Family Studies</td>
<td>Personal Development, Health and Physical Education</td>
</tr>
<tr>
<td>Modern History</td>
<td>Photographic and Digital Media</td>
</tr>
<tr>
<td>Music</td>
<td>Sport, Lifestyle and Recreation</td>
</tr>
<tr>
<td>Senior Science</td>
<td>Japanese Continuers</td>
</tr>
<tr>
<td>Visual Arts</td>
<td></td>
</tr>
<tr>
<td><strong>Line E</strong></td>
<td><strong>Line E</strong></td>
</tr>
<tr>
<td>Exploring Early Childhood</td>
<td>Agriculture</td>
</tr>
<tr>
<td>Industrial Technology Timber</td>
<td>Ancient History</td>
</tr>
<tr>
<td>Legal Studies</td>
<td>Biology</td>
</tr>
<tr>
<td>PDHPE</td>
<td>Senior Science</td>
</tr>
<tr>
<td>Physics</td>
<td>Business Studies</td>
</tr>
<tr>
<td>Primary Industries</td>
<td>Music</td>
</tr>
<tr>
<td><strong>Line F1</strong></td>
<td><strong>Line F1</strong></td>
</tr>
<tr>
<td>Drama</td>
<td>Drama</td>
</tr>
<tr>
<td>Ancient History</td>
<td></td>
</tr>
<tr>
<td><strong>Line F2</strong></td>
<td><strong>Line F2</strong></td>
</tr>
<tr>
<td>Construction</td>
<td>Metal and Engineering</td>
</tr>
<tr>
<td>Hospitality</td>
<td>TAFE – Wednesday</td>
</tr>
<tr>
<td><strong>TAFE – Wednesday</strong></td>
<td>Hairdressing</td>
</tr>
<tr>
<td>Hairdressing</td>
<td></td>
</tr>
<tr>
<td><strong>Line F3</strong></td>
<td><strong>Line F3</strong></td>
</tr>
<tr>
<td>Metal and Engineering</td>
<td>Construction</td>
</tr>
<tr>
<td><strong>TAFE – Thursday</strong></td>
<td>Hospitality</td>
</tr>
<tr>
<td>Automotive</td>
<td>Physics</td>
</tr>
<tr>
<td>Animal Care</td>
<td>TAFE - Thursday</td>
</tr>
<tr>
<td>Beauty Therapy</td>
<td>Automotive</td>
</tr>
<tr>
<td>Business Services</td>
<td>Animal Care</td>
</tr>
<tr>
<td>Centre Based Child Care</td>
<td>Beauty Therapy</td>
</tr>
<tr>
<td>Construction</td>
<td>Business Services</td>
</tr>
<tr>
<td>Electrotechnology</td>
<td>Centre Based Child Care</td>
</tr>
<tr>
<td>Horse Industry Skills</td>
<td>Construction</td>
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<tr>
<td></td>
<td>Electrotechnology</td>
</tr>
<tr>
<td></td>
<td>Horse Industry Skills</td>
</tr>
<tr>
<td><strong>Line G</strong></td>
<td><strong>Line G1</strong></td>
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<tr>
<td>English Extension</td>
<td>English Extension</td>
</tr>
<tr>
<td>Maths Extension</td>
<td></td>
</tr>
<tr>
<td><strong>Line G2</strong></td>
<td><strong>Line G2</strong></td>
</tr>
<tr>
<td></td>
<td>Mathematics Extension</td>
</tr>
</tbody>
</table>
WHAT HAPPENS EACH DAY?
The school operates on a 10 day (2 week) cycle. Timetables are organised into Week A and Week B.

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><strong>Time</strong></td>
<td><strong>Mon/Wed/Thur/Fri</strong></td>
<td><strong>Time</strong></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 Period 1</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>Period 4</td>
<td>11:40 AM Period 3</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Lunch 1</td>
<td>12:25 PM Period 4</td>
</tr>
<tr>
<td>1:25 PM</td>
<td>Lunch 2</td>
<td>1:10 PM Lunch 1</td>
</tr>
<tr>
<td>1:50 PM</td>
<td>Period 5</td>
<td>1:35 PM Lunch 2</td>
</tr>
<tr>
<td>2:40 PM</td>
<td>Period 6</td>
<td>2:00 PM Period 5</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>End of Day</td>
<td>2:45 PM Period 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3:30 PM End of Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Time</strong></th>
<th><strong>Tuesday – Full Assembly</strong></th>
<th><strong>Time</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>9:02 AM Roll Call</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:15 AM Whole School Assembly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:45 AM Period 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:30 AM Period 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:15 AM Recess</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:40 AM Period 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:25 PM Period 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:10 PM Lunch 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:35 PM Lunch 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2:00 PM Period 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2:45 PM Period 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3:30 PM End of Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Time</strong></th>
<th><strong>Tuesday – Year Assembly</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>9:01 AM</td>
<td>Roll Call/Year Assembly</td>
</tr>
<tr>
<td>9:15 AM</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:05 AM</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:55 AM</td>
<td>Recess</td>
</tr>
<tr>
<td>11:20 AM</td>
<td>Period 3</td>
</tr>
<tr>
<td>12:10 PM</td>
<td>Period 4</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Lunch 1</td>
</tr>
<tr>
<td>1:25 PM</td>
<td>Lunch 2</td>
</tr>
<tr>
<td>1:50 PM</td>
<td>Period 5</td>
</tr>
<tr>
<td>2:40 PM</td>
<td>Period 6</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>End of Day</td>
</tr>
</tbody>
</table>
A TYPICAL SCHOOL DAY

ROLL CALL
School begins with roll call.
Roll call classes are organised by year. Students are grouped alphabetically with approximately 15 students in each class eg. 7R1, 7R2, 7R3 etc... Your roll call room and teacher will usually be the same each day.

During roll call you will
- have your name marked for attendance.
- 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, there are then 2 more periods before 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 ..................................................... In J Block

SPORT
Muswellbrook High School students have the opportunity to be involved in a wide range of Combined High School sports, carnival and knockout competitions throughout the year.
The School holds annual athletics and swimming carnivals, as well as a cross country event. Attendance at School carnivals is compulsory.
Year 9 and 10 sport is held each Wednesday afternoon- period 5 & 6. On this day you need to wear your sports uniform. Your day will be normal 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.
During 2011, sport will follow an integrated model, where Years 9 & 10 will be able to make sporting choices from the selection of sports available in each term, and their sporting day is Wednesday. Years 7 & 8 follow a set yearly plan and compete against all other sporting houses to give students the widest exposure possible to sporting opportunities while enjoying friendly competition against their peers. Years 7 & 8 will have their sports day on Thursday.
Some sports have a weekly cost due to the hiring of facilities/ equipment or payment of entry fees or instructors eg. Swimming, Aerobics etc...
Students will be supervised on the way to and from sport.
Sports choices change seasonally and you will be able to select a different sport each term. Sports choices include both school based sports and sports held throughout the Muswellbrook Community.

Years 9 and 10 – Wednesday Sport
Years 7 and 8 – Thursday Sport
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. At the end of the year students who have received many merits and have worked consistently throughout the year, will be invited on a “Reward Day” Excursion to be held in Term 4.

SCHOOL FEES
The general service fee, to cover the cost of equipment, paper, materials and services deemed necessary for the education of students, has been set by the school P&C and the School Budget Committee at:

* Year 7-12 $30.00 per term

Many elective courses (Years 9, 10, 11 & 12) in the TAS and CAPA faculties have a charge for consumable items used in practical lessons. These fees range from $10.00 to $110.00 a year in 2010.

TERM DATES FOR 2011

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Friday 28 January 2011</td>
<td>Friday 8 April 2011</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td></td>
<td>Monday 31 January (Year 7 and 12)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuesday 1 February (Year 8 and 11)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 26 April 2011</td>
<td>Friday 1 July 2011</td>
<td>Staff Development Day</td>
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<tr>
<td></td>
<td>Wednesday 27 April 2011</td>
<td></td>
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<tr>
<td>Term 3</td>
<td>Monday 18 July 2011</td>
<td>Friday 23 September 2011</td>
<td>Staff Development Day</td>
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<tr>
<td></td>
<td>Tuesday 19 July 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 10 October 2011</td>
<td>Friday 16 December 2011</td>
<td></td>
</tr>
</tbody>
</table>
“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 will be available from the uniform shop which is to be open in B Block at Muswellbrook High School on Tuesdays from 7.30am – 11.30am and Thursdays from 12.00pm – 4.00pm.
<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Polo Shirt</strong> – Sky Blue Polo Shirt with Navy Panelling, White piping, Embroidered Navy collar with Muswellbrook High School logo</td>
<td><strong>Blouse</strong> – Sky Blue with Muswellbrook High School logo Blouse</td>
</tr>
<tr>
<td><strong>Trousers</strong> - Grey (jeans are not permitted)</td>
<td><strong>Or,</strong></td>
</tr>
<tr>
<td><strong>Shorts</strong> - Grey (Knee length)</td>
<td><strong>Polo Shirt</strong> - Sky Blue Polo Shirt with Navy Panelling, White piping, Embroidered Navy collar with Muswellbrook High School logo</td>
</tr>
<tr>
<td><strong>Jumper</strong> - Navy with Muswellbrook High School logo</td>
<td><strong>Pants</strong> - Navy tailored slacks</td>
</tr>
<tr>
<td><strong>Socks</strong> – White, ankle length</td>
<td><strong>Skirt</strong> – Navy and gold, check 5 pleat skirt</td>
</tr>
<tr>
<td><strong>Shoes</strong> - Black, enclosed leather with black shoe laces</td>
<td><strong>Shorts</strong> – Navy tailored shorts</td>
</tr>
<tr>
<td><strong>Tracksuit Top</strong>- Navy with Gold and Sky Blue piping and Muswellbrook High School logo</td>
<td><strong>Jumper</strong> – Navy with Muswellbrook High School logo</td>
</tr>
<tr>
<td><strong>Track Pants</strong> - Navy with Gold and Sky Blue piping</td>
<td><strong>Socks</strong> - White, ankle length</td>
</tr>
<tr>
<td></td>
<td><strong>Stockings</strong> - Navy</td>
</tr>
<tr>
<td></td>
<td><strong>Shoes</strong> - Black, enclosed leather with black shoe laces</td>
</tr>
<tr>
<td></td>
<td><strong>Tracksuit Top</strong>- Navy with Gold and Sky Blue piping and Muswellbrook High School logo</td>
</tr>
<tr>
<td></td>
<td><strong>Track Pants</strong> - Navy with Gold and Sky Blue piping</td>
</tr>
<tr>
<td></td>
<td><strong>Scarf (Optional)</strong> – Navy</td>
</tr>
</tbody>
</table>
**SPORTS UNIFORM – YEARS 7-10**  
*Summer and Winter*  
*Wednesday, PDHPE practical lessons, Sports Carnivals and School Sporting teams*

<table>
<thead>
<tr>
<th>BOYS &amp; GIRLS</th>
</tr>
</thead>
</table>
| **Sports Polo** – Gold polo shirt with Navy panelling, Sky Blue piping, Embroidered Navy Collar with Muswellbrook High School logo  
**Shorts** – Navy with Gold and Sky Blue piping (Knee length)  
**Socks** – White sports socks  
**Shoes** – Suitable sports shoes with tie-up laces (no skate shoes)  
**Tracksuit Top**- Navy with Gold and Sky Blue piping and Muswellbrook High School logo  
**Track Pants** - Navy with Gold and Sky Blue piping |

**SCHOOL UNIFORM - YEARS 11 & 12**  
*Summer and Winter*  
*Monday, Tuesday, Wednesday, Thursday and Friday*

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
</table>
| **Polo Shirt** – White polo shirt with Navy panelling, Sky Blue piping, Embroidered Navy Collar with Muswellbrook High School logo  
**Trousers** - Grey  
**Shorts** - Grey (Knee length)  
**Jumper** - Navy with Muswellbrook High School logo  
**Socks** – White, ankle length  
**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 |
| **Blouse** – White embroidered Muswellbrook  
**Or,**  
**Polo Shirt** - White polo shirt with Navy panelling, Sky Blue piping, Embroidered Navy Collar with Muswellbrook High School logo  
**Pants** - Navy tailored slacks  
**Skirt** – Navy and gold, check 5 pleat skirt  
**Shorts** – Navy tailored shorts  
**Jumper** – Navy with Muswellbrook High School logo  
**Socks** - White, ankle length  
**Stockings** - Navy  
**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  
**Scarf (Optional)** – Navy |
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

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)

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 extra-curricular activities. Hats are not to be worn in school buildings and classrooms. However, we do not encourage the wearing of offensive logos/pictures on hats. 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.
# 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>
<tr>
<td>2. I have the right to obtain the maximum benefit from all classes.</td>
<td>- 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.</td>
</tr>
<tr>
<td>3. I have the right to be treated as an individual with politeness, respect and understanding.</td>
<td>- 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.</td>
</tr>
<tr>
<td>4. I have the right to be safe at school.</td>
<td>- 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.</td>
</tr>
<tr>
<td>5. I have the right to be physically safe in a clean and well-maintained school.</td>
<td>- 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.</td>
</tr>
<tr>
<td>6. I have the right to be able to work and relax in a healthy environment.</td>
<td>- 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.</td>
</tr>
<tr>
<td>7. I have the right to expect my property to be safe.</td>
<td>- 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.</td>
</tr>
<tr>
<td>8. I have the right to expect fair treatment and justice.</td>
<td>- I recognise that I will be penalised if I do the wrong thing, but I will receive praise and recognition for my achievements.</td>
</tr>
<tr>
<td>9. I have the right to be told the truth.</td>
<td>- I have the responsibility to be honest and truthful.</td>
</tr>
<tr>
<td>10. I have the right to be seen as a useful and worthwhile member of the school.</td>
<td>- 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.</td>
</tr>
<tr>
<td>11. I have the right to access the latest technology provided by the school for educational purposes.</td>
<td>- I have the responsibility to follow the Internet Users Agreement. - I will not e-mail, SMS or use technology to harass others.</td>
</tr>
</tbody>
</table>
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/IPods/MP3 Player
- 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 will be given to Front Office and can be collected at 3.30pm.

The second time and there after in the same year the item 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.

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 teacher permission
- Leave class only after the teacher has dismissed you.
- ALWAYS TRY TO DO YOUR BEST

MONITORING STUDENT BEHAVIOUR

(Register Individual Student Contact & 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 problem, 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 following pages summarise the School Awards/Levels System, where students become eligible for awards after meeting a collection criteria. It also details the Disciplinary Levels System.

**MERIT SCHEME**

- **SCHOOL SERVICE**
- **SPORT**
- **SCHOOL REPRESENTATION**
- **FACULTY**

**MERITS GIVEN OUT BY TEACHERS**

- **EMERALD CERTIFICATE**
- **SAPPHIRE CERTIFICATE**
- **DIAMOND CERTIFICATE**
- **PLATINUM CERTIFICATE**
- **PRINCIPAL’S MEDALLION**
Merits

These can be awarded to a student by a Teacher, Peer Support Leader or Prefect 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 Merits to students can be done by class teachers; 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.

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 Certificates (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 Advisor 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 Advisors and the whole system is centrally recorded in a database.

Semester Awards

Each semester, students who have achieved highly and have been recognised through obtaining a good report, are eligible for the presentation of a Semester Award. Students obtaining a Semester Award will have credit points awarded towards their achievement of a merit award.
# 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  
| | | • Reward Day outing  
| **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 Years 8 to 10  
| **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  

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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

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

Special Education:
  Miss Q. Robertson

ENGLISH
  Miss C. Walsh

PE/Health/PD
  Mr. G. Herbert

Administration:
  Mr. N. Mulvihill
THE SCHOOL COUNSELLOR
The School Counsellor is the person 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.
Mr Warren Freeman and Ms Dianne Head are available by appointment.

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

ABORIGINAL EDUCATION OFFICER – Mrs. Powell
Indigenous students can come and discuss any concerns or seek advice in confidence with Mrs Powell in her staff room, which is located in K Block. Also if you need assistance with class work or assignments she may be able to assist you.

OTHER USEFUL INFORMATION

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
(There is more detailed information at the back of this book)
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. All students who leave class are required to have a note from their teacher.

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 lunch. Money will not be accepted during class time. 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)
ADMINISTRATION INFORMATION

SCHOOL ATTENDANCE, STUDENT ABSENCE AND THE LAW
Under the Education and Public Instruction Act 1987, 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 8.53am 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”.

LEAVING SCHOOL GROUNDS DURING THE DAY
Students may need to leave the school grounds during the day for one of two reasons: to go home for lunch or to keep an appointment with a Doctor, Dentist, etc. that cannot be made outside of school hours.

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.

BUS PASSES
Please contact the bus company in question.
ADMINISTRATION OFFICE

The Office is open from 8.30am to 3.45pm. Students may pay monies for fees, excursions etc from 8.45-8.55am, 11.00am-11.15am, and 1.00pm-1.45pm. Please make sure receipts are retained as this is your only proof of payment. The Office maintains records of each student’s home address and phone number and emergency contact numbers. It is essential to notify the office when changes occur in any of these.

We have a qualified First-Aid assistant on duty from 8.45am to 3.30pm each school day. The Sick Bay is situated in the main administration office. Students who are sick must have their teacher’s written permission to report to the office to the First-Aid assistant who will ascertain the severity of injury or sickness. An ambulance will be called in case of an emergency. If a student is unable to attend classes, parents will be called to collect them. Our First-Aid assistants are not registered nurses and are not qualified to give medication. If your child requires regular medication, we ask you to check with your Doctor to see if it can be altered around school hours. If not, please advise the Year Advisor prior to enrolment so that you can be given the necessary forms, requiring completion by both your child’s doctor and yourself. These forms must be returned to school before your child may receive any medication.

ENROLMENT PROCEDURES

All new enrolling students are required to make an appointment with the Principal for interview before enrolment procedures commence. A parent or guardian is required to be present at the interview. Please check that you have completed the Student Enrolment Form and return it to school as soon as possible. Family details should include details of parents or guardians residing at the same address as the child being enrolled. Any details relating to parents not residing with the child may be included in the student section of this form.

When you enrol your child at this school, please check that you have the following:

* Birth Certificate or Identity documents
* Transfer Certificate (If transferring from another NSW government school)
* Immunisation Certificate
* Court Order (if Applicable)
* Proof of address

If your child is not an Australian Citizen, you will need to provide:

* Passport or travel documents
* Current Visa and previous visas (if applicable)

In addition, if your child is a temporary visa holder you will also need to provide:

* Authority to enrol or evidence of permission to transfer provided by the International Student Centre (if holding an International full fee student visa, sub class 571P)
* Authority to enrol for visitor and temporary resident holders may be required (other than sub class 571P referred to above) issued by the Temporary Visa holders Program Unit
* Evidence of the visa the student has applied for (if the student holds a bridging visa)

After the interview with the Principal, the enrolment form is completed, the student will then meet the Deputy Principal Curriculum (if in Years 9~12) to arrange elective choices. Year 7 & 8 students will meet with their Year Advisor to arrange a placement in class.

Once students in Year 9 to 12 have completed their choices, they will meet with the Year Advisor to arrange placement in class.

All new students will be allocated students from their year to orientate them to classes, teachers and students in their years.
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.
**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. If you forget a note, your roll call teacher will send a reminder note home.

(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 the Principal, explaining the circumstances. A second-hand clothing pool is available at the Library.

(e) **you are sick or injured at school** - go to the Administration Office next 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 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.

(h) **you need to use the phone** – ask for permission from the staff at the front office to use the phone. You need to have a good reason. If required, the office staff will consult the Principal or Deputy Principal before permission is given.

(i) **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.
## SCHOOL CANTEEN
### MENU - 2011

### Hot Food
- **Chicken/Beef Burger**: $3.50
- **Chicken & Gravy Roll**: $3.20
- **Hot Dog**: $2.50
- **Egg & Bacon Muffin**: $2.50
- **Chicken Wrap**: $2.50
- **Lasagne**: $3.00
- **Beef/Cheese Cruizer**: $2.80
- **Wedges**: $2.00
- **Sausage Roll**: $2.20
- **Chiko Roll**: $1.50
- **Chicken & Corn Roll**: $1.50
- **Nuggets (3)**: $1.00
- **Pizza HP/CB**: $2.00
- **Cheese & Bacon Bun**: $1.60
- **Wedges**: $2.00
- **Chiko Roll**: $1.50
- **Sausage Roll**: $2.20
- **Chiko Roll**: $1.50
- **Chicken & Corn Roll**: $1.50
- **Nuggets (3)**: $1.00
- **Pizza HP/CB**: $2.00
- **Cheese & Bacon Bun**: $1.60
- **Wedges**: $2.00
- **Chiko Roll**: $1.50
- **Sausage Roll**: $2.20
- **Chiko Roll**: $1.50
- **Chicken & Corn Roll**: $1.50
- **Nuggets (3)**: $1.00
- **Pizza HP/CB**: $2.00
- **Cheese & Bacon Bun**: $1.60

### Drinks
- **All Cans**: $2.00
- **Small Juice**: $1.60
- **Poppers**: $1.00
- **Water**: $1.50
- **Flavoured Water**: $1.80
- **Oak Flavoured Milk Small**: $2.00
- **Oak Flavoured Milk Large**: $3.00
- **Moove Milk Small**: $1.50
- **Dare Milk**: $3.00
- **Dare Milk Large**: $4.00
- **Custard**: $2.00
- **Small Juice**: $1.60
- **Poppers**: $1.00
- **Water**: $1.50
- **Flavoured Water**: $1.80
- **Oak Flavoured Milk Small**: $2.00
- **Oak Flavoured Milk Large**: $3.00
- **Moove Milk Small**: $1.50
- **Dare Milk**: $3.00
- **Dare Milk Large**: $4.00
- **Custard**: $2.00

### Rolls
- **Ham Salad**: $3.70
- **Cheese Salad**: $3.70
- **Chicken Salad**: $3.70
- **Chicken, Lettuce, Mayo**: $3.20
- **Corned Meat, Cheese & Pickles**: $3.20
- **Egg & Lettuce**: $3.20
- **Tuna Wrap**: $3.70

### Snacks
- **Puddings**: 20c
- **Butter Menthol/Eucalyptus**: 50c
- **JJ’s**: 80c
- **Oreo’s**: 80c
- **Chips**: $1.00
- **Finger Bun**: $2.00
- **Fruit**: 80c

### Parents/Grandparents....

**Have you been thinking about volunteering?**

**Please give us a call or come in for a day to try it out.**

*Maree or Stasia 65432699.*

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Depending on the number of volunteer helpers in the canteen it may take a while to be served. Placing a lunch order is highly recommended to guarantee getting exactly what you want. Lunch order bags are available at the canteen from 8.30am and only take a minute to fill out. Those with lunch orders can come to the far right window and get your order without lining up.

*Please indicate on the bag whether your order is for recess or lunch. Icypoles cannot be included in lunch orders.*
SCHOOL STAFF-2011
PRINCIPAL: Mr. P. Crick

DEPUTY PRINCIPAL ORGANISATION:
Mr. B. Drewe

HEAD TEACHERS:
Miss C. Walsh ......................... English
Mr. K. Hunt .......................... Science
Mr. B. O’Connor ..................... TAS
Mr. G. Herbert ....................... PD/H/PE and LOTE
Miss. Robertson ................. Special Education

Teachers:

English
Ms. Henderson
Mrs. Pascoe
Mrs. Sokulsky
Mrs. Strachan
Mrs. Westbury

Mathematics
Mr. Banks
Mr. Morris
Mrs. Paulsen
Mrs. Rawnsley
Mrs. Reichel

Science
Mrs. Moore
Ms. Wales
Mr. Watson
Mr. Roberts
Miss Sturtridge

HSIE
Mrs. Duck
Miss Smith
Ms. Kempton
Mr. Nougher
Miss Goodworth

TAS
Mrs. Gal
Mr. Taylor
Mr. O’Hara
Mr. Hile
Ms. Thornton
Mr. Glase
Mrs. Ham

CAPA
Mr. Holdsworth
Mrs. Hogan
Miss Tulloch
Mrs. Dixon
Mr. Mills

PD/H/PE
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Support
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Ms. Murphy

LOTE
Mrs. Bailey
Mrs. Savage

Careers
Mr. Borg

Counsellors
Mr. Freeman
Ms. Head

Library
Mrs. Cullen

IST Vision
Mr. Owen

IST Behaviour
Mrs. Young

Aboriginal Education Officer
Mrs. Powell

ANCILLARY STAFF
Ms. Halsted (SAM)
Mrs. Cheers
Mrs. Clifford
Ms. Cox
Mrs. Dickie

SPECIAL EDUCATION STAFF:
Mrs. Aird
Mrs. Bone
Mrs. Braithwaite
Mrs. Hernando

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Mrs. Hernando

YEAR ADVISORS-2009

Year 7 ................................ Miss Freeman
Year 8 ................................ Ms Pascoe
Year 9 ................................ Mrs. Reichel

Girls Advisor ....................... Miss N Smith

Year 10 .............................. Ms. Smith
Year 11 .............................. Mr O’Hara
Year 12 .............................. Mr McKinlay

Ms. Richards
Mrs. Sansom
Mrs. Scott
Mrs. Ward

Mrs. Huggins
Mr. Lawson
Mrs. McGahen
Mrs. Durham

Mrs Radcliffe
Mrs. Serhan
Ms. Guest
Mrs. Haig

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NSW Department of Education & Training

Internet and Email Services Policy

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.
- log 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.
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

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

iii. How Long

iv. What Subject

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Intensity</th>
<th>Time</th>
<th>Type</th>
</tr>
</thead>
</table>

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, it’s 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.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Myself and Family</td>
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<tr>
<td>2</td>
<td>The Classroom</td>
</tr>
<tr>
<td>3</td>
<td>Travel</td>
</tr>
<tr>
<td>4</td>
<td>Making Friends and Meeting People</td>
</tr>
<tr>
<td>5</td>
<td>School Life</td>
</tr>
<tr>
<td>6</td>
<td>Food</td>
</tr>
<tr>
<td>7</td>
<td>Entertainment</td>
</tr>
</tbody>
</table>

All students require an A4 exercise book, school diary, pens, 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 practise 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.

Fiona Bailey

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 excursion is usually held in Term 1.

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 this State Display.

Schools Spectacular 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.

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.
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 with Mrs Hunt
- **Vocal Ensemble** – Lunchtime Tuesdays with Mr Denham
- **Elective Music & Drama** – Lesson time
- **Dance Ensemble** – 3:30pm Tuesdays 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.