

Macksville High School



education

innovation

imagination

enthusiasm

2024 Information Booklet

Macksville High School

40 Boundary Street, Macksville NSW 2447

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Website: www.macksville-h.schools.nsw.gov.au

Facebook: <https://www.facebook.com/MacksvilleHS>

Podcasts: Visit the website for link to our Podcasts

DATES TO REMEMBER

School Photographs - 5 February 2024

School Swimming Carnival - 15 February 2024

School Cross Country - 3 May 2024

School Athletics Carnival - 17 May 2024

2024 SCHOOL TERM DATES

Term 1 Thursday 1 February to Friday 12 April (Good Friday 29 March, Easter Monday 1 April)

Pupil free days - Tuesday 30 January & Wednesday 31 January

Term 2 Tuesday 30 April to Friday 5 July

Pupil free day - Monday 29 April

Term 3 Tuesday 23 July to Friday 27 September

Pupil free day - Monday 22 July

Term 4 Monday 14 October to Thursday 19 December

Pupil free day - Friday 20 December

Principal's message

Welcome to Macksville High School. Our school community values and promotes lifelong learning. Students are supported in a caring environment where they are equipped with the social and emotional skills to become active and informed citizens. At Macksville High School our staff look forward to working collaboratively with you to support the whole development of your child.

Our school community is committed to building and developing partnerships and pathways for ongoing student success. We have a strong tradition of high quality academic, sporting, cultural and civic accomplishments. Our students enjoy extensive curriculum selections utilising outstanding facilities.

All students who join our school are encouraged to accept the vast array of opportunities on offer. You are encouraged to try your best in all situations and take on leadership roles with integrity and honesty. Respect and teamwork are qualities that we aim to develop in all students.

I sincerely hope that you enjoy your time here at Macksville High School. It is an exciting, progressive and nurturing environment and I look forward to working with you over the coming years as you move through the secondary years of schooling.



Mrs Sheree Burnham
PRINCIPAL

Deputy Principal



Ms Linda McGregor

I would like to extend a warm welcome to you and your family and thank you for choosing to continue your educational journey with Macksville High School. We hope that your time here is enjoyable and rewarding and that you achieve your personal best.

We have a proud tradition of outstanding academic, sporting, cultural and civic achievements. Our school community works together to offer a wide range of activities and opportunities for our students to develop into active, informed citizens and reach their potential.

Make the most of your time at high school and take the time to involve yourself in the extra activities Macksville High School has to offer. If you are willing to work hard, take risks with your learning, improve and broaden your skill set and leadership skills, then you will have a successful time here.

We provide a nurturing, respectful learning environment. Your important role is to ensure that you treat every other member of the school community with respect and courtesy and to do your personal best in all activities.

I look forward to you being a part of our school community at Macksville High School.

Deputy Principal



Mr Peter Joyce

Embrace the Journey at Macksville High School.

We're thrilled to have you have chosen to join our community dedicated to academic excellence, personal growth, and a strong sense of belonging. As you embark on this exciting educational journey, seize the opportunity that lie ahead.

Macksville High School is a place where curiosity thrives, talents are nurtured, and dreams are pursued with determination. In our supportive environment, we're committed to providing the resources and guidance you need to succeed. Our teachers are here to help you discover your unique strengths and talents.

Explore the diverse extracurricular activities offered, from sports teams to clubs, and societies - there's something for everyone. Your personal best is our collective goal, and we believe in the power of hard work, perseverance, and stepping outside your comfort zone to unlock a world of possibilities.

As you become an integral part of our community, uphold the values of respect, courtesy, and kindness, contributing to a positive and inclusive environment where everyone feels valued and supported.

We eagerly anticipate welcoming you to Macksville High School. Together, let's embark on this transformative journey of learning, growth, and self-discovery, creating a lasting legacy of excellence and innovation.

Staff

Principal
Deputy Principal

Mrs Sheree Burnham
Ms Linda McGregor

Head Teachers

Administration
English/Languages
Mathematics
Science
HSIE
Creative and Performing Arts
PDHPE/Wellbeing
Inclusive Education & Learning Support
Teaching And Learning
Technology and Applied Studies

Mr Peter Joyce
Mrs Amanda Hill
Ms Vashti Cooper
Mrs Jenny Conway
Ms Jodie Collits
Ms Kelli Dykes
Mr Jonathon Driver
Ms Kalista Scott
Ms Kellie Dykes
Mrs Denise Alchin

Year Advisers

Year 7
Year 8
Year 9
Year 10
Year 11
Year 12

Mr Benjamin Morrison
Ms Sharon Morris
Mrs Josie Price
Mr Aaron Boatfield
Mr Aaron Parker
Ms Helen Black

Girls Adviser
Boys Adviser
Aboriginal Education Officer
SRC Co-Ordinator
Counsellor
School Business Manager
Canteen Manager

Ms Kathryn Garland
Mr Jonathon Driver
Mr Paul Evans
Mrs Larissa Atkins
Mrs Brooke Farnsworth
Ms Deslie Howe
Mrs Sharon Browne

School Captains



Co-School Captains

From Left:

Taya Rouse, Reegan Welsh, Mrs Sheree Burnham, Zander Bonett and Liam Azzopardi

Respect

Honesty

Pride

Teamwork

Core Values

Our school prides itself on delivering an inclusive education striving to ensure all students have access to a quality education in a diverse school community.

Macksville High School's values are RESPECT, HONESTY, PRIDE AND TEAMWORK. These values underpin all that we do here at Macksville High School.

Our students can:

Show respect by

- Considering the feelings of others
- Valuing the culture of others and their point of view
- Showing regard for the safety of others
- Caring for the school environment and the property of others

Be honest by

- Telling the truth
- Being trustworthy in your dealings with others
- Treating others fairly
- Keeping your word

Show pride by

- Wearing our school uniform
- Working to the best of your ability
- Celebrating success
- Being dependable and reliable

Show teamwork by

- Making choices for the good of myself and others
- Being co-operative and working together
- Being kind in words and actions
- Include, value and encourage others

Caring for our Students

We offer a range of support programs for all students to access. Our staff understand the importance of the social and emotional wellbeing of our students, and the influence this has on student learning. We have many staff who are available to work with and support our students and their families including Learning and Support Teachers, School Counsellors, Year Advisers, an Aboriginal Education Officer and a School Chaplain.

The Macksville Way

This program is designed to support students to become a successful member of the Macksville High School community. It runs in Year 7 and incorporates topics including student wellbeing, social skills, study skills and supporting the transition to high school for Year 7.

Student Leadership

Students have the opportunity to develop their leadership, management and communication skills through our Student Representative Council. We encourage active service in the wider community through fund raising activities and community awareness programs.

Macksville Way Student Rewards Program

Our program sets out to develop a school community where all students are engaged and included in their growth and development. It focuses on the key areas of Academics, Attendance, Citizenship and Representation, which ensures all students are recognised and valued for their achievements. Throughout the school year reward events are held to celebrate the success of our students.

Stymie

So what is stymie? Stymie is a reporting platform which allows students to make an anonymous notification so that we can follow up on incidents. Students often find it hard to report harassment and intimidation for a number of reasons. Stymie is also available to those bystanders who feel powerless to help and gives an avenue to empower them to make a difference and help someone. Unless the reporter is willing to supply their name, we will not know who has written the report.

Simply go to stymie.com.au to make a report.

Behaviour code for students

NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.



Core Values

We aim to create a safe place where everyone feels valued and respected. To support our school's core values '**RESPECT, HONESTY, PRIDE and TEAMWORK**' our students can:

Show respect by

- Considering the feelings of others
- Valuing the culture of others and their point of view
- Caring for the school environment and the property of others

Be honest by

- Telling the truth
- Being trustworthy in your dealings with others
- Treating others fairly

Show pride by

- Wearing our school uniform
- Working to the best of your ability
- Celebrating success

Show teamwork by

- Being co-operative and working together
- Being kind in words and actions
- Include, value and encourage others

Positive Behaviour Expectations

Classroom

- Follow teacher's direction
- Be on time, line up quietly
- Be ready for class with your equipment
- Phones off, away and in bag
- Hats off
- Do your best to complete set work activities



Mobile Phones and other Technology

- Phones off and away in your bag before entering the classroom
- Please always handle school equipment with care



Playground

- Be safe and respectful
- Always leave area clean
- Stay in bounds at all times



Use Appropriate School Language

- Always be polite and use your manners



Positive Social Expectations

To help make everyone feel safe and respected always be:

- Kind
- Thoughtful
- Fair
- Open-minded
- Trustworthy



Don't forget you can Stymie issues at www.stymie.com.au

If you are warned to change your behaviour and it continues the teacher may:

- place you on **detention**
- **record** your behaviour on Sentral

If the behaviour continues

- You will be placed on a **Level 1** behaviour contract by your teacher and contact will be made home

If you do not meet expectations on the monitoring card

- You will be placed on a **Level 2** behaviour contract by the Head Teacher and contact will be made home

If the behaviour continues

- You will meet with the **Deputy Principal** and your parents/carers

**Positive
behaviour
is rewarded**

What are the Awards?

ZINC

A student must receive recognition once in each category to achieve Zinc level recognition

BRONZE

This is achieved once a student has received **3 awards in each category cumulatively**

SILVER

This is achieved once a student has received **6 awards in each category cumulatively**

GOLD

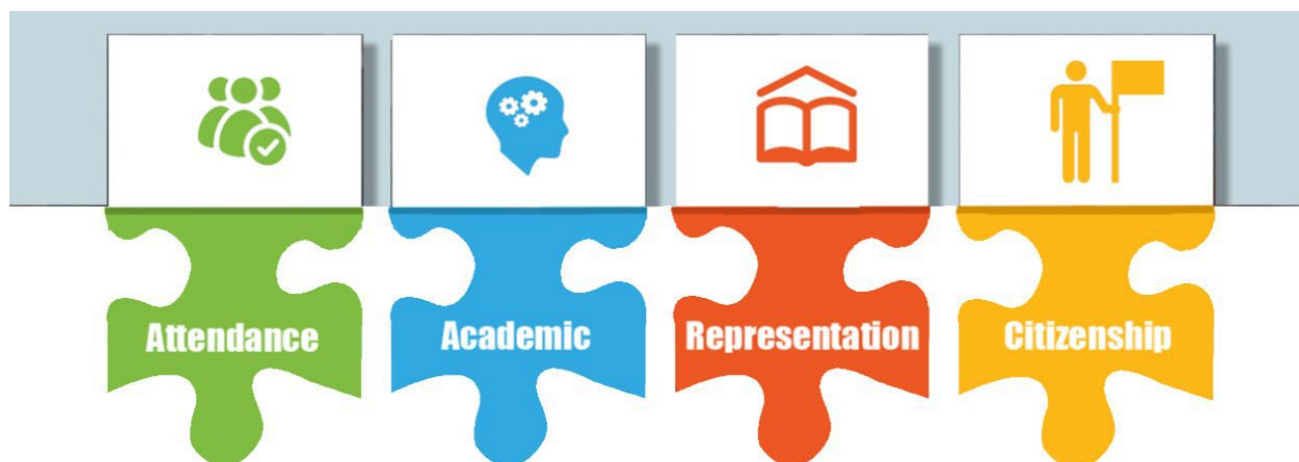
This is achieved once a student has received **10 awards in each category cumulatively**

PLATINUM

This is achieved once a student has received **14 awards in each category cumulatively**

MACKSVILLE MEDAL

Students will also have the opportunity to gain the MACKSVILLE MEDAL, the most esteemed award offered at Macksville High School. This award is achieved by receiving **18 awards in each category cumulatively**. This signifies the sustained meritorious effort that these students have displayed throughout the duration of their entire time at Macksville High School.



What are students recognised for?

Academic Recognition

- ◆ Consistent Effort
- ◆ Improved Application
- ◆ Outstanding Achievement
- ◆ Excellence in Classroom Achievement

Attendance Recognition

- ◆ 90 % or above and this will be reviewed at the end of each term - Term 1, 2, 3 and 4

School Representation

- ◆ Representing Macksville High in a cultural activity
- ◆ Representation in any given event at zone, regional or national level including sports, academic or cultural events
- ◆ Representing Macksville High in the school or broader community whilst on an excursion or incursion in an exemplary manner

Citizenship

- ◆ School Service
- ◆ Working towards enhancing the school community
- ◆ Community Service
- ◆ Consistent Uniform

Teamwork

Pride

Respect

Honesty

Promoting student wellbeing

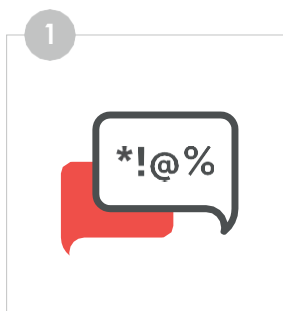
www.stymie.com.au



enquiries@stymie.com.au

**One in four Australian students are bullied.
Stymie gives kids the power to say something.**

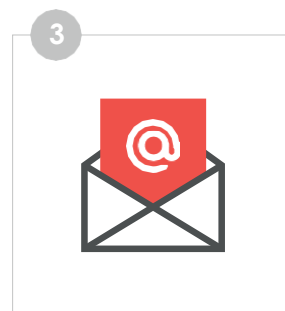
Stymie allows students at your school to send anonymous notifications about someone who they believe is being bullied or harmed. Allowing them as bystanders to remain anonymous, gives them the courage to overcome the fears and social pressures that prevent them from speaking up. It also relieves feelings of helplessness for students who want to help their peers but don't quite know how. **Ultimately, Stymie helps your school community foster caring and respectful relationships.**



An incident occurs that involves bullying, harassment, assault or illegal activity.



Bystanders use an internet-enabled device to make an anonymous notification via Stymie.



Your school receives the notification & responds to the incident according to its wellbeing framework.

Learn more at stymie.com.au



Books and Equipment

	Year 7
Basic stationery requirements	Pen Pack - (multiple - Blue, Black, Red) HB Pencils Highlighter x 3 Eraser Pencil Sharpener Glue sticks 30cm Ruler (not metal) Pencil case Coloured pencils Scissors
Optional items	Felt tip markers Correction tape
English	1 x 192 & 1 extra (writing) pg A4
Maths	1 x 192 Grid pg A4
Science	1 x 192 pg A4
HSIE	1 x 192 pg A4
PDHPE	1 x 128 pg A4
PDHPE Prac	Sports uniform* and running shoes
Language	1 x 96 pg A4
Music	1 x 96 pg A4 Music Book
Technology	1 x 20 pg A4 + Display folder
Special Equipment	Calculator (Maths/HSIE/Science/TAS - available from school) Safety glasses (TAS/Science) Geometry Set (Set square, protractor, compass) Apron (TAS) Enclosed black sturdy shoes

** Students are required to change out of their uniform and into their sports uniform for practical PDHPE lessons*

Student's stationery supplies should be checked and replaced as required during the year.

Books and Equipment continued

Year 8	
Basic stationery requirements	Pen Pack - (multiple - Blue, Black, Red)
	HB Pencils
	Highlighter x 3
	Eraser
	Pencil Sharpener
	Glue sticks
	30cm Ruler (not metal)
	Pencil case
	Coloured pencils
	Scissors
Optional items	Felt tip markers Correction tape
English	2 x 128 pg A4
Maths	1 x 192 pg A4
Science	1 x 128 pg A4
HSIE	1 x 196 pg A4
PDHPE	1 x 96 pg A4
PDHPE Prac	Sports uniform* and running shoes
Language	1 x 192 pg A4
CAPA Art	A3 or A4 Visual Art Diary
Technology	1 x 20 pg A4 + Display folder
Special Equipment	Calculator (Maths/HSIE/Science/TAS - available from school) Safety glasses (TAS/Science) Geometry Set (Set square, protractor, compass) Apron (TAS) Enclosed black sturdy shoes

* Students are required to change out of their uniform and into their sports uniform for practical PDHPE lessons

Student's stationery supplies should be checked and replaced as required during the year.

Books and Equipment continued

	Year 9	Year 10
Basic stationery requirements	Pen Pack - (multiple - Blue, Black, Red)	Pen Pack - (multiple - Blue, Black, Red)
	HB Pencils	HB Pencils
	Highlighter x 3	Highlighter x 3
	Eraser	Eraser
	Pencil Sharpener	Pencil Sharpener
	Glue sticks	Glue sticks
	30cm Ruler (not metal)	30cm Ruler (not metal)
	Pencil case	Pencil case
	Coloured pencils	Coloured pencils
Scissors	Scissors	
¹ Optional items	Felt tip markers Correction tape	Felt tip markers Correction tape
English	2 x 128 pg A4	2 x 128 pg A4
Maths	1 x 192 pg A4	1 x 192 pg A4
Science	1 x 128 pg A4	1 x 128 pg A4
HSIE	1 x 128 pg A4	1 x 128 pg A4
PDHPE	1 x 96 pg A4	1 x 96 pg A4
Language	1 x 192 pg A4	1 x 192 pg A4
CAPA		
Visual Art	A3 or A4 Visual Art Diary	A3 or A4 Visual Art Diary
Ceramics	A3 or A4 Visual Art Diary	A3 or A4 Visual Art Diary
Music	1 x 128 pg A4	1 x 128 pg A4
Technology	1 x 128 pg A4, 1 x 20 pg A4 Display folder	1 x 128 pg A4, 1 x 20 pg A4 Display folder
Special Equipment	Calculator (Maths/HSIE/Science/TAS - <i>available from school</i>) Safety glasses (Science/TAS - <i>Timber, Electronics, Metal</i>) Enclosed black sturdy shoes Industrial Tech. Timber - Artline 0.4 Fine felt tip black pen, apron, setsquare (30, 60, 90) or <i>geometry set</i> Geometry set (HSIE/Maths/TAS) Food Technology - apron, container and display folder Textiles - fabric as required, display folder PDHPE/PASS - Sports uniform* and running shoes	

*
Students are required to change out of their school uniform and into their sports uniform for practical PDHPE & PASS lessons

Books and Equipment continued

Preliminary and HSC	English Advanced	192 pg A4 + 128 pg A4
	English Standard	192 pg A4 + 128 pg A4
Basic stationery requirements	English Studies	128 pg A4 + A4 Display Folder
	Mathematics Advanced	192 pg A4 + board approved scientific calculator
	Mathematics Standard	192 pg A4 + board approved scientific calculator
Pen Pack - (multiple - Blue, Black, Red)	Science Biology	128 pg A4 x 2 + board approved scientific calculator
	Science Chemistry	128 pg A4 x 2 + board approved scientific calculator
	Science Physics	128 pg A4 x 2 + board approved scientific calculator, protractor
HB Pencils	Ancient History	192 pg A4
	Business Studies	192 pg A4
	Legal Studies	192 pg A4
Highlighter x 3	Marine Studies	128 pg A4
	Aboriginal Language	128 pg A4
	PDHPE	192 pg A4, A4 display folder (optional)
Eraser	SLR	Sports uniform* and running shoes
Pencil Sharpener	Language	1 x 192 pg A4
Glue sticks	Engineering	Rochford - Stage 6 Engineering Studies (<i>available from school</i>)
30cm Ruler (not metal)	Food Technology	64 pg A4 x 3
Pencil case	Textiles & Design	A5 Artbook Fabric as required
Scissors	I.T. Electronics	A3 Display folder (Major Works) Clutch pencil & leads 128 pg A4
Optional Stationery requirements	Coloured pencils	I.T. Timber
	Coloured felt tip pens	
	Correction tape	
Board approved scientific calculators are available from school	Music	A3 Display folder (Major Works), 128 pg A4
	Visual Art	Artline 0.2 Fine Felt tip black
	Visual Design	Artline 0.4 Fine Felt tip black
Photography	Clutch pencil & leads	
VET Business services	Apron	
VET Construction	Set square (30, 60, 90)	
VET Hospitality	1 x 128 pg A4	
VET Manufacturing & Engineering	A3 or A4 Visual Art Diary	
VET Sports Coaching	A3 or A4 Visual Art Diary	
	Photography	A4 Display folder
	VET Business services	64 pg A4
	VET Construction	Enclosed sturdy black shoes (leather)
	VET Hospitality	A4 Display folder, Hospitality uniform, enclosed sturdy black shoes (leather)
	VET Manufacturing & Engineering	Safety glasses, Work shirt, enclosed sturdy black shoes (leather)
	VET Sports Coaching	Hand whistle

**Students are required to change out of their uniform and into their sports uniform for practical SLR lessons*

School Uniform

It is a specific requirement of Macksville High School that each student on site must be readily recognised as authorised to be on school premises. This can only be achieved by school uniform that is worn in a way that is appropriate to a school. Revealing clothing, offensive captions or WH&S risks are not acceptable at any time.

GIRLS' UNIFORM YEARS 7-10

Skirt or Tailored Shorts	Regulation maroon check or black shorts with school logo
Pants	Plain maroon or grey long pants/tracksuit pants same shade as check in skirt. Black or maroon tights may be worn under skirts.
Jumper or Jacket	Plain maroon.
Shirt	Plain white with a short sleeve and collar or MHS sports polo. Logos and artwork should not be visible under white shirts.
PE/Sport	MHS sports polo with black shorts with school logo. Grey or maroon tracksuit pants for Wednesday sport.
Footwear	Leather/waterproof fully enclosed shoe/boot in accordance with WH&S requirements. Thongs and slip on styles are not permitted at any time. White socks or black pantyhose may be worn with skirts or pants.

BOYS' UNIFORM YEARS 7-10

Pants	Plain grey shorts, long maroon or grey pants/tracksuit pants or black shorts with school logo.
Shirts	Plain white with a short sleeve and collar or MHS sports polo. Logos and artwork should not be visible under white shirts.
Jumper or Jacket	Plain maroon.
PE/Sport	MHS sports polo with black shorts with school logo. Grey or maroon tracksuit pants for Wednesday sport in cold weather.
Footwear	Leather/waterproof fully enclosed shoe/boot in accordance with WH&S requirements. Thongs and slip on styles are not permitted at any time.

GIRLS' UNIFORM YEARS 11 & 12

Skirt or Tailored Shorts	Regulation green check or black shorts with school logo.
Pants	Plain bottle green or grey long pants/tracksuit pants, green same shade as check in skirt. Black or bottle green tights may be worn under skirts.
Jumper or Jacket	Plain bottle green or personalised MHS senior jumper.
Shirt	Plain white with short sleeves and a collar or MHS senior sports polo. Logos and artwork should not be visible under white shirts.
Footwear	Leather/waterproof fully enclosed shoe/boot in accordance with WH&S requirements. Thongs and slip on styles are not permitted at any time. White socks or black pantyhose may be worn with skirts or pants.

BOYS' UNIFORM YEARS 11 & 12

Pants	Plain grey shorts, bottle green or long grey pants/tracksuit pants or black shorts with school logo.
Shirts	Plain white with short sleeves and a collar or MHS sports polo. Logos and artwork should not be visible under white shirts.
Jumper or Jacket	Plain bottle green or personalised MHS senior jumper.
Footwear	Leather/waterproof fully enclosed shoe/boot in accordance with WH&S requirements. Thongs and slip on styles are not permitted at any time.

Uniform suppliers:

Binalong Promotional Clothing - 2/17 Princess Street, Macksville, Ph: 02 6568 2578

Nambucca T-Shirts - 42 Bowra Street, Nambucca Heads, Ph: 02 6569 4270

Curriculum

YEAR 7 - each student studies the following all year:

- English
- Maths
- Science
- History/Geography
- Macksville Way
- Language
- Music
- Technology
- PD/H/PE
- Scripture
- Sport

YEAR 8 - each student studies the following all year:

- English
- Maths
- Science
- History/Geography
- Technology
- PD/H/PE
- Scripture
- Art
- Sport

YEAR 9 - each student will study the following:

- English
- Maths
- Science
- History/Geography
- PD/H/PE
- Scripture
- Elective W
- Elective Y
- Elective Z
- Sport

YEAR 10 - each student will study the following:

- English
- Maths
- Science
- History/Geography
- PD/H/PE
- Scripture
- Elective X
- Elective Y
- Elective Z
- Sport
- Careers

Electives for Years 9 and 10 may include such subjects as:

Agricultural Technology, Business Studies, Ceramics, Computer Studies, Child Studies, Digital Media, Food Technology, Graphics Technology, Language, Industrial Technology-Automotive, Electronics, Engineering, Metal and Timber, Music, Photography, Textiles Technology and Visual Arts (Subjects may change each year).

Curriculum continued

YEARS 11 & 12

To be eligible for the award of a Higher School Certificate, students must satisfactorily complete at least 12 units in Year 11 (Preliminary) and at least 10 units in Year 12 (HSC). We offer a large range of courses and assist our students to construct either an academic program of study resulting in an ATAR or a Vocational Education program structured towards the workplace.

ATAR courses include:-

- English
- Mathematics
- Science - Physics, Chemistry, Biology
- Business Studies
- Community and Family Studies
- Drama
- Engineering Studies
- Food Technology
- Geography
- History - Ancient, Modern
- Industrial Technology - Timber, Metal, Electronics, Multimedia
- Legal Studies
- PDHPE
- Textiles and Design
- Visual Arts

Vocational Education (VET)

Range of VET courses may include:-

- Business Services
- Construction
- Hospitality
- Metals & Engineering
- Primary Industries
- Sports Coaching

VET Co-ordinator is Mr Michael Smith - Pathways/Alternative Study

Distance Education Co-ordinator is Ms Julie Smith/Mrs Cheryl Dunn

TVET Co-ordinator is Mrs Helen Black.

School Contribution and Subject Fees

Voluntary Contribution

Years 7 & 8	\$45.00
Years 9 & 10	\$45.00
Years 11 & 12	\$55.00

Payment may be made by cash, cheque, EFTPOS or online through the school website:
www.macksville-h.schools.nsw.gov.au

Students may pay fees at the School Office BEFORE ROLL CALL, at RECESS or LUNCHTIME.
Parents may pay fees during office hours.

FEES MAY BE PAID YEARLY, HALF YEARLY, EACH TERM or BY REGULAR INSTALMENTS

Year 7

English	\$5.00
Language	\$7.00
Music	\$10.00
Technology	\$60.00

Years 9 & 10 continued

Textiles Technology	\$30.00
Timber Technology	\$75.00
Visual Arts	\$30.00

Year 8

Art	\$20.00
English	\$5.00
Technology	\$60.00

Years 11 & 12

Fees are payable for both Year 11 and 12

Construction	\$50.00
11 Engineering Studies <small>(inc workbook)</small>	\$50.00
12 Engineering Studies	\$20.00
English	\$5.00
Food Technology	\$70.00
Hospitality	\$70.00
IT Electronics	\$60.00
IT Timber	\$100.00
Manufacturing and Engineering	\$60.00
Music	\$25.00
Photography	\$40.00
Primary Industries	\$40.00
Visual Arts	\$30.00
Visual Design	\$30.00

Years 9 & 10

Agriculture	\$15.00
Child Studies	\$20.00
Drama	\$20.00
Electronics	\$70.00
English	\$5.00
Engineering	\$60.00
Food Technology	\$60.00
Metal Technology	\$60.00
Music	\$15.00
Photography	\$30.00
Primary Industries	\$15.00

Sport

Macksville High School meets the mandatory Department of Education sport requirement by offering a variety of sports options of a Wednesday afternoon. **All students are expected to participate in sport each week.**

Years 11 and 12 students only are exempt from Wednesday Sport. Students who are injured and cannot participate in sport must bring a note. Students who misbehave at sport will be placed on a sport detention the following week.

Parents should be aware that getting messages to students during sport on Wednesdays can be difficult and we cannot guarantee that the student will receive the message.

Sports offered may include:

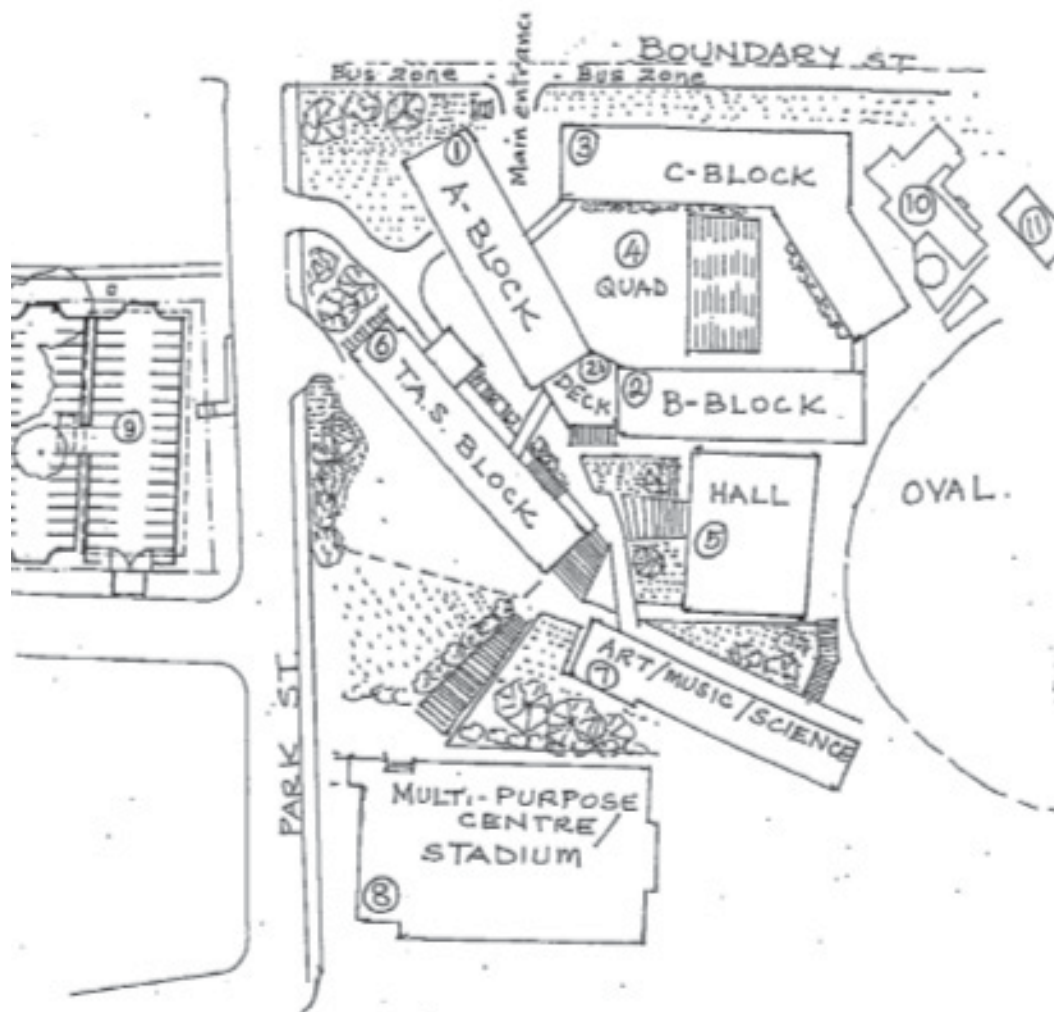
- tennis
- soccer
- fishing
- golf
- football (4 codes)
- canoeing
- swimming/surfing
- volleyball
- netball
- basketball

Students participate in three carnivals. These are normal school days - students are expected to attend. Students are strongly encouraged to dress in their house colours and earn points for their team by participating.

School Swimming Carnival - 15 February 2024 at Macksville Swimming Pool

School Cross Country - 3 May 2024 at School

School Athletics Carnival - 17 May 2024 at Scotts Head



(1)	A BLOCK Admin, Principal, Deputy Principals, Print Room, Clinic, HSIE, Canteen, School Counsellor	(6)	TAS BLOCK Photography, Engineering, Textiles & Design, Hospitality, Graphics, Coding, Trade Training Centre
(2)	B BLOCK PE, General Learning	(7)	Art, Music, Science (Lower ground)
(2B)	DECK	(8)	STADIUM – Multi-purpose Centre
(3)	C BLOCK Library, English, Maths, Computers	(9)	CAR PARK – Park Street
(4)	QUAD COLA (covered outdoor learning area)	(10)	LEARNING CENTRE (K1 & K2)
(5)	HALL Performing Arts Space	(11)	Wellbeing & Engagement Hub (K3)

Day to Day Routine

The school operates on a ten-day cycle, day 1 through to day 10 with sport on a Wednesday afternoon. You will receive your timetable on your first day of school.

Bell Times

Regular

Pastoral Care	9:00 - 9:10
P1	9:10 - 10:00
P2	10:00 - 10:50
Recess	10:50 - 11:10
P3	11:10 - 12:00
P4	12:00 - 12:50
Lunch 1	12:50 - 1:10
Lunch 2	1:10 - 1:30
P5	1:30 - 2:20
P6	2:20 - 3:10

Tuesday - Assembly

Pastoral Care	9:00 - 9:10
P1	9:10 - 9:57
P2	9:57 - 10:44
Assembly	10:44 - 11:02
Recess	11:02 - 11:22
P3	11:22 - 12:09
P4	12:09 - 12:56
Lunch 1	12:56 - 1:16
Lunch 2	1:16 - 1:36
P5	1:36 - 2:23
P6	2:23 - 3:10

Absences

Students should only be absent from school if they are sick or if there is a family emergency. Please inform the school of the student's absence by sending in a note, phoning, replying to SMS or emailing the school within 7 days. Students who fall below 85% attendance will be subject to the Department of Education attendance policy.

Lateness

Students arriving late must have a note from their parent/carer explaining why they are late. On arrival they must report to the front office and sign in to school. They will be provided with a late pass that will gain them admittance to class.

Early departure from school

Notes requesting special permission for a student to leave school early must be presented to the front office prior to the start of the school day. The note **must give a reason** for the early departure and a time. The student will be issued with a pass that will enable them to leave class, but the student will need to go to the front office to receive their **early leaver's pass** at the time of their departure. The child must be in the care of the parent/carer during school hours once a pass is issued. It is expected that, where possible, appointments are made out of school hours.

The canteen

Lunch orders are placed at the lunch order window and paid for before 8:50 am or at recess. The orders can be collected at lunchtime at the lunch order window.



The Canteen is always looking for volunteers. If you have a few hours a week that you could spare and help the Canteen out, please contact Sharon on 6568 1066. Lunch, tea, coffee, and lots of laughs are provided.

Lost property

Students must accept responsibility for the care of their own property. Valuable items should be left at home and clothing should be labelled. If, for special reasons you have a large sum of money or an article of value, it can be handed into the front office for safe keeping. Lost property is kept in the front office.

When you need to pay money

All money that needs to be paid to the school (eg: excursions, camps, fees) should be taken straight to the front office in the morning before school, during recess and lunch. Online payment arrangements can be made via the school website -

<https://macksville-h.schools.nsw.gov.au>

Breakfast club

Breakfast club is a school initiative that runs every morning next to the canteen until 8:50 am providing students with a simple breakfast prior to starting their school day.

Playground areas

Before school all students are to remain in the main quad and under the COLA. Students utilising the breakfast club or canteen are to return to the main quad until the beginning of period one at 9:05 am. Supervision is provided in this area.

At **Recess** students are to be seated in the main quad and under the COLA. Students utilising the canteen are to return to the main quad. At this time, students should avail themselves of the toilets and refill their water bottles. The oval is not open at this time. Staff supervision is provided in the canteen, main quad and behind B block (Seniors only).

Lunch is broken into two 20-minute halves. Lunch one students should be in the main quad and under the COLA. Once again students should avail themselves of the toilets and refill their water bottles. Staff supervision is provided in the canteen, main quad and behind B block (Seniors only). The **oval** and **basketball** court is not open until **Lunch two**. Students should not be in these areas until a staff member is on duty.

Afternoon buses

All students waiting to catch afternoon buses are to be seated in the COLA. Should they need to use the toilet or refill water bottles this should be done quickly, and students should return to the quad to await their bus.

What to leave at home

Items such as iPads, cameras, computer games and skateboards, aerosol cans of any kind including deodorants as well as dangerous items, are to be left at home. If your child rides a bike to school, they should have a padlock/chain to secure it.

Mobile phones can be brought to school, however, they **MUST** be **pouched at all times** and away during school hours. Pouches are provided by the school and replacement pouches can be purchased for \$10 at the office. All contact should come through the front office.

Change of parent/student details

It is very important that we have the correct information relating to your student(s) on our computer system due to a variety of reasons that include:

- safety of students regarding up-to-date information on Court Orders, parental access, etc;
- correct information for State and National reporting and other government agencies such as Centrelink; and

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- information provided by you assists our school and benefits your student(s) in terms of the provision of funding and levels of additional education support by the government.
 - providing information about your occupation and education is voluntary but your information will help to ensure that all students are being well served by Australian schools.

Contact with teachers

Parents/carers can make an appointment for an interview or arrange to speak with a teacher at a suitably convenient time. Contact the school office who will take the details and leave a message for the staff member to contact you. Please be aware that teachers may not be available to take calls straight away as they may be teaching.

Excursions

Excursions occur frequently during the school year either for one or more lessons, a whole day, overnight or many days. All students require a consent form signed by their parent/carer before they attend any excursion. Costs are kept as low as possible. Full payment must be made by the given date. Payment for excursions can be made at the front office before school, recess and lunch time and can be made by cash, cheque, eftpos or on-line.

Refunds – will not be issued for activities such as sport and minor local excursions/activities for non-attendance. For the larger excursions, a partial refund only may apply (even for illness) as the bus component of excursions is charged based on the number of students anticipated to be attending.

Insurance

The State Government provides the Supplementary Sporting Injuries Benefits Scheme which covers serious injuries or death of children who are injured while participating in school operated or authorised sporting or athletic activities. Such activities include physical education classes, school lessons, carnivals, competition, and training. This is the only insurance cover provided. Parents/carers, if they feel it necessary, can obtain personal accident insurance for their children to cover less serious injuries. Ambulance cover is provided for students whose families do not have private health cover or a health care card while they are attending sport or on a school authorised excursion except when on an excursion interstate.

At this point of time, there is no reciprocal ambulance service between the States and parents/carers will be required to sign a form when going on an interstate excursion acknowledging this and agreeing to pay any resulting costs.

Medications

We are unable to administer medications such as Panadol, etc., to students. If prescription medication (as per a doctor's instructions) is required to be administered on a regular basis, please contact the school office for the procedure to be followed.

Office hours

The school office is open between 8:30 am and 3:30 pm Monday - Friday. Money will be receipted from students before school, recess and lunch times - but not during class time. Parents/carers are able to pay monies at any time during office hours.

Parent Teacher meetings

Parent Teacher meetings are held in the Stadium during the year. You will be notified via the newsletter and email of the date. Students are advised during year meetings and daily notices.

Phone calls and messages for students

Only emergency phone calls are permitted to be made by students at the front office. As mobile phones should be off and pouched during school hours, please contact the front office during the day and a message will be passed onto your child.

Please contact the front office during the day and a message will be passed onto your child.

Please Note: Mobile phones are not permitted to be used during school hours and should be pouched. The school is not responsible for any losses.

School clinic

If a student is unwell during class, he/she needs to inform their class teacher.

The teacher gives the student a note to come to the sick bay. As there are limited resources for caring for sick students, parents/carers or emergency contacts are phoned to collect the student. Please keep your details up to date to enable quick notification of any illness or injury to students. Students must attend the sick bay, not contact parents directly. We request that students who are feeling unwell not be sent to school to help stop the spread of disease.

School Reports

- Years 7 to 10 reports are issued twice a year at the end of semester 1 and 2.
- Year 11 reports are issued mid term 2 and early term 4.
- Year 12 reports are issued at the end of term 1 and term 3.

Student assistance scheme

This scheme provides financial assistance towards educational expenses. The school has limited funds to distribute to students on a needs basis. Distribution will only cover some course contribution charges. The Voluntary Contribution is not covered by this scheme. Application forms can be obtained from the office.

Visitors

All visitors to the school, including parents, must report to the office before consulting a student or staff member. All visitors are required to sign the visitor's book. A visitor's badge will be provided, which is to be worn whilst on the school grounds and return when leaving the school.

Communication

Parent Teacher nights are held twice yearly but should you be concerned about your child's well-being, please do not hesitate to contact the school.

We have a **Facebook** page and a website that regularly features student achievement and activities.

At any time you are welcome to contact the school to discuss your child. Please do not hesitate to phone the front office and they will direct you to the appropriate person to deal with your enquiry.

Contact details:

Phone: (02) 6568 1066

Email: macksville-h.school@det.nsw.edu.au

Website: <https://macksville-h.schools.nsw.gov.au>

Facebook: <https://www.facebook.com/MacksvilleHS>