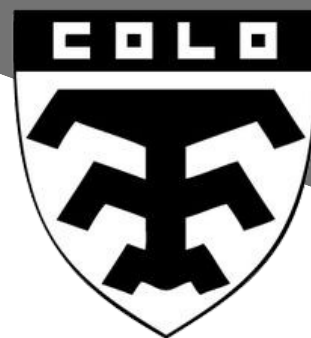


**YEAR 7**

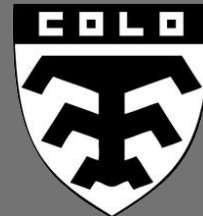
**WELCOME HANDBOOK**

**Colo High School**



# Colo High School

Address	218 Bells Line of Road North Richmond NSW 2754
Phone	02 4571 2011
Email	colo-h.school@det.nsw.edu.au
Website	colo-h.schools.nsw.gov.au
Facebook Instagram Twitter	@ColoHighSchool



## School History

Colo High School was established in 1978 in demountable buildings at North Richmond. The current permanent site was occupied in 1980.

The blue and white colours were chosen to match colours selected by the Uniform Committee. Mr Sam Weller, the school's first Deputy Principal, suggested using the school building plan as a basis for the logo. Mr David Stone, founding Mathematics teacher, drew up the design, which was accepted as the school badge.

The shape also represents the Tree of Knowledge, and its three sections - Students, Staff and Community.

## Houses

Colo High School has four houses, all named after birds of prey. Students are allocated to a house in alphabetical order of their surname.

**Eagles (blue)**   **Falcons (green)**   **Hawks (red)**   **Kestrels (yellow)**

## School Mission Statement

We respect and value ourselves, others, our work and our environment.

## My first day at Colo High School

You will need to be at school by 7.45 am and should stay in the main quadrangle area after arriving at school. There will be a school assembly at 8:05am.

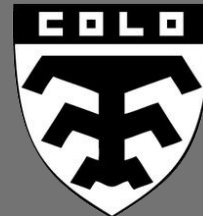
A Year Assembly will follow during which:

1. Students will be addressed by the Principal, Deputy Principal's and Year Advisor
2. Students will receive a school badge
3. Students will be informed of their class groups and rolls will be marked
4. Individual timetables will be distributed and explained

After the assembly, Year 7 students will proceed to class with their teachers for period 2. Normal lessons will continue after recess, for which students will need to have a notebook or exercise book and the usual stationery items.

The Year 7 Parent Handbook lists stationery and other requirements for particular subjects.

School will conclude at 2:20pm. In the afternoon you will be given assistance to locate the homeward bound buses. All buses will be operating and will be available to transport students' home. Alternatively, parents or caregivers are welcome to meet their children at the front of the school.



## Every day you need to bring

Planner  
BYOD  
Red, black and blue pens  
Lead pencil and eraser  
Coloured pencils  
Highlighters  
Ruler  
Glue Stick  
Scissors  
USB (minimum 4MB)

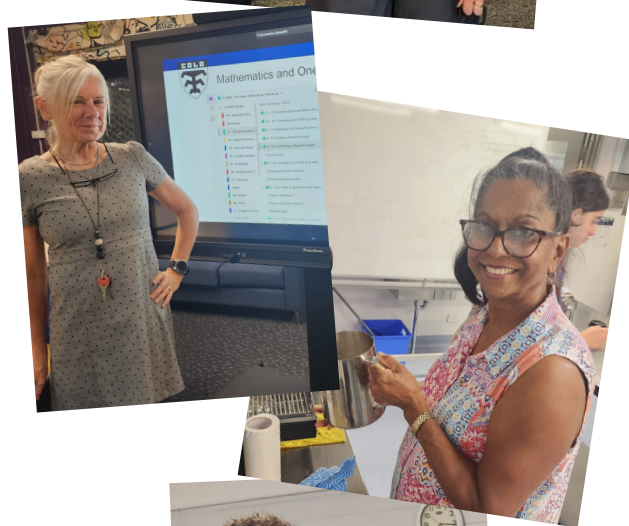
## People you should know

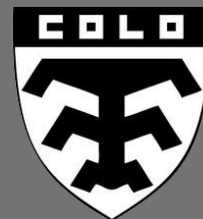
Principal: Mrs Cullen  
Deputy Principal: Mrs Pilgrim (oversees Year 7)  
Deputy Principal: Mrs Wright  
Year Advisors: Mr Walker & Ms Melinz (English)

Head Teacher English: Mrs Smith  
Head Teacher Maths: Mrs Bridge  
Head Teacher Science: Mr Geerling  
Head Teacher Social Science: Mrs Evans  
Head Teacher History: Mr Lendon  
Head Teacher Home Ec: Mrs Kumar  
Head Teacher Industrial Arts: Mr Willoughby-Green  
Head Teacher Visual Arts: Mrs Mountain  
Head Teacher PDHPE: Mrs Collett  
Head Teacher Admin: Mr Kemp  
Head Teacher Welfare: Mrs Szymkow

School Counsellors: Mrs Farrell & Mr Decent  
Learning & Support: Mrs Keevers, Mrs Ridgewell & Ms Jones  
Teacher Librarian: Ms Rieck  
SRC Co-Ordinator: Ms Purcell  
Sports Co-Ordinator: Mr Plummer  
Careers: Mrs McNair  
Admin Manager: Mrs Muzyczka

The parent handbook has a detailed list of the books and equipment you will require for each Year 7 subject.





## What do I do if?

- I need to leave school early:
  - Bring a note signed by a parent/caregiver explaining the reason and stating your name and class
  - Take that to either Deputy for their approval before Roll Call
  - Take your approved note to the Front Office before 8:05am
  - Pick up your Early Leaver's Pass from the Front Office at recess
  - You will be collected from the Front Office
  - Parent/caregiver will sign the Early Leavers Book as you are collected
  
- I'm absent from school:
  - On the day you return from a short absence, bring a note stating your name, class, days absent and reason for absence - hand the note to your Roll Call teacher
  - In the event of an extended absence or requests for special leave other than sickness, parents/caregivers are asked to phone the school on 4571 2011
  
- I'm late to school:
  - Go to the Front Office to sign in
  - You then need to have the slip signed by a Deputy before going to class
  
- I can't wear uniform:
  - Bring a note, written, dated and signed by your parent/caregiver stating the reason
  - This note should be signed by your Roll Call teacher
  
- I arrive early at school:
  - Go immediately to the quadrangle - which is the only area in bounds in the morning
  - Do not wait at the front of the school or in the bus bays
  
- I ride my bike to school:
  - On arrival take your bike to the bike racks behind the Maths block
  - Secure your bike with a lock and chain
  
- Another teacher wants me to assist with an activity during class time:
  - See your regular teacher beforehand and ask for permission and a note
  
- I need to make a phone call:
  - In an emergency situation please see the Front Office if a call needs to be placed through to your parent/caregiver
  - Remember that mobile phones are to be OFF and AWAY



## What do I do if?

- I need to go to the toilet during class time:
  - Ask your teacher for permission and have your planner signed in the appropriate section at the back
  
- I have a personal problem:
  - Talk to a friend, your class teacher, one of your Year Advisors, HT Welfare, a Counsellor or your Deputy Principal
  
- I'm being bullied:
  - Tell a teacher, your class teacher, one of your Year Advisors, the HT Welfare, a Counsellor or your Deputy Principal
  
- Racial comments are being made about me:
  - Tell your class teacher, one of your Year Advisors, Head Teacher, HT Welfare, a Counsellor or your Deputy Principal
  
- I wish to go to the Library Resource Centre:
  - The library is open before school every day except Thursday
  - It is open at recess on Tuesday and Thursday and lunchtime every day
  - During class time you need a note from your teacher authorising your visit to the library
  
- I want to borrow from the library:
  - You will be issued with a library photo card so just show this when you want to borrow
  
- I want to buy my lunch:
  - Order your lunch at the canteen BEFORE school, or at recess or line up at lunchtime for the food that is otherwise available
  - Ordered lunches are picked up in a priority line
  
- I need to leave the classroom:
  - Ask the teacher for permission and make sure you have a note from your teacher
  
- I feel sick in class:
  - Tell your teacher and will probably be sent to the Front Office with a note from your teacher.
  
- My teacher does not arrive:
  - A class representative should go to the faculty staff room to tell the Head Teacher of the subject

## What do I do if?

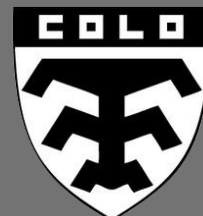
- I've lost my timetable:
  - Replacement copies of your personal timetable can be obtained from the Front Office for a cost of 20 cents
- I need to bring a mobile phone to school:
  - Keep your mobile phone with you at all times - you are responsible for its safety and the school takes no responsibility for theft/damage etc
  - Any mobile phone must be switched off at all times during the day - unless a teacher gives you permission to use it for work
- I want to stand for the SRC:
  - Nominations for Year 7 SRC members (two boys and two girls) are called for in Term 2
- I've missed my bus home:
  - See the teacher on bus duty or go to the Front Office

## How to do well at High School

- Try as hard as you can
- Revise the day's work at night
- Plan my homework and study time
- Don't leave work to the last moment
- Talk to my parents/caregivers about my work
- Ask questions if I don't understand something
- Pay attention in class
- Do set homework first
- Aim to earn merits and certificates
- Talk to my teachers about schoolwork
- Include some sport and recreation in my life
- Spend 30 minutes each night on homework or study
- Behave to others as I would like them to behave to me





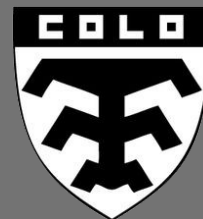


## Junior Uniform (Year 7 to 10)

<b>Shirts</b>	White formal cotton shirt with Colo emblem (girl and boy styles) * Or Royal/navy/sky polo shirt with Colo emblem (unisex)*
<b>Bottoms</b>	Navy pleated day skirt or culottes (skirt to be no more than 10cms above the centre of knee)* Or Navy shorts, mid -thigh length (girl & boy styles)* Or Navy long pants/trousers (girl & boy styles) <b><i>Navy track pants are NOT permitted</i></b>
<b>Jumpers and Jackets</b>	Royal blue V-neck woollen jumper with Colo emblem (unisex)* Or Royal blue sloppy joe with Colo emblem (unisex)* Or Navy/royal/sky soft shell with Colo emblem (unisex & <i>by order only</i> )* Or Royal blue polar fleece zip up jacket with Colo emblem (unisex)* Or Royal blue rugby top with Colo emblem (unisex)* Or Royal blue school blazer and tie with Colo emblem ( <i>available to SRC or other students by arrangement</i> )
<b>Footwear</b>	All black (no colour) fully enclosed leather shoes or ankle high boots with flat heel which satisfy the Dept. of Education regulations ( <i>see images</i> ) White socks (with all uniform items except formal long pants) Navy/black/flesh coloured stockings ( <i>without patterns</i> )
<b>Hat</b>	Navy/sky Colo cap (unisex)*
<b>Sport and PE</b>	Colo sports shirt (unisex)* Royal sport short (unisex)* White socks Navy microfibre track pants (unisex)* <i>for PE lessons/Sport day only</i> Navy/sky Colo cap (unisex)* Royal Colo jumper / soft shell jacket Appropriate sports footwear, enclosed joggers with good foot and ankle support. <b><u>Students should change from school shoes into sport specific shoes for sport and PE</u></b>

All \* items are ONLY available at the Colo High Uniform Shop Sample sizes are available to try on in the uniform shop





## Junior Uniform (Year 7 to 10)



**COLO HIGH SCHOOL**

### JUNIOR UNIFORM



Junior Unisex polo shirt  
with boys navy shorts



Junior boys formal cotton shirt  
with navy shorts



Junior unisex polo shirt  
with girls shorts



Junior girls formal cotton shirt  
with navy skirt



**COLO HIGH SCHOOL**

### ADDITIONAL JUNIOR UNIFORM



Colo sports shirt  
and sports shorts



Soft Shell Jacket  
with Navy microfibre track pants



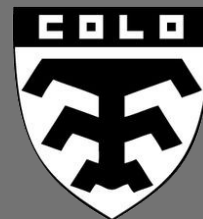
Unisex Sloppy Joe



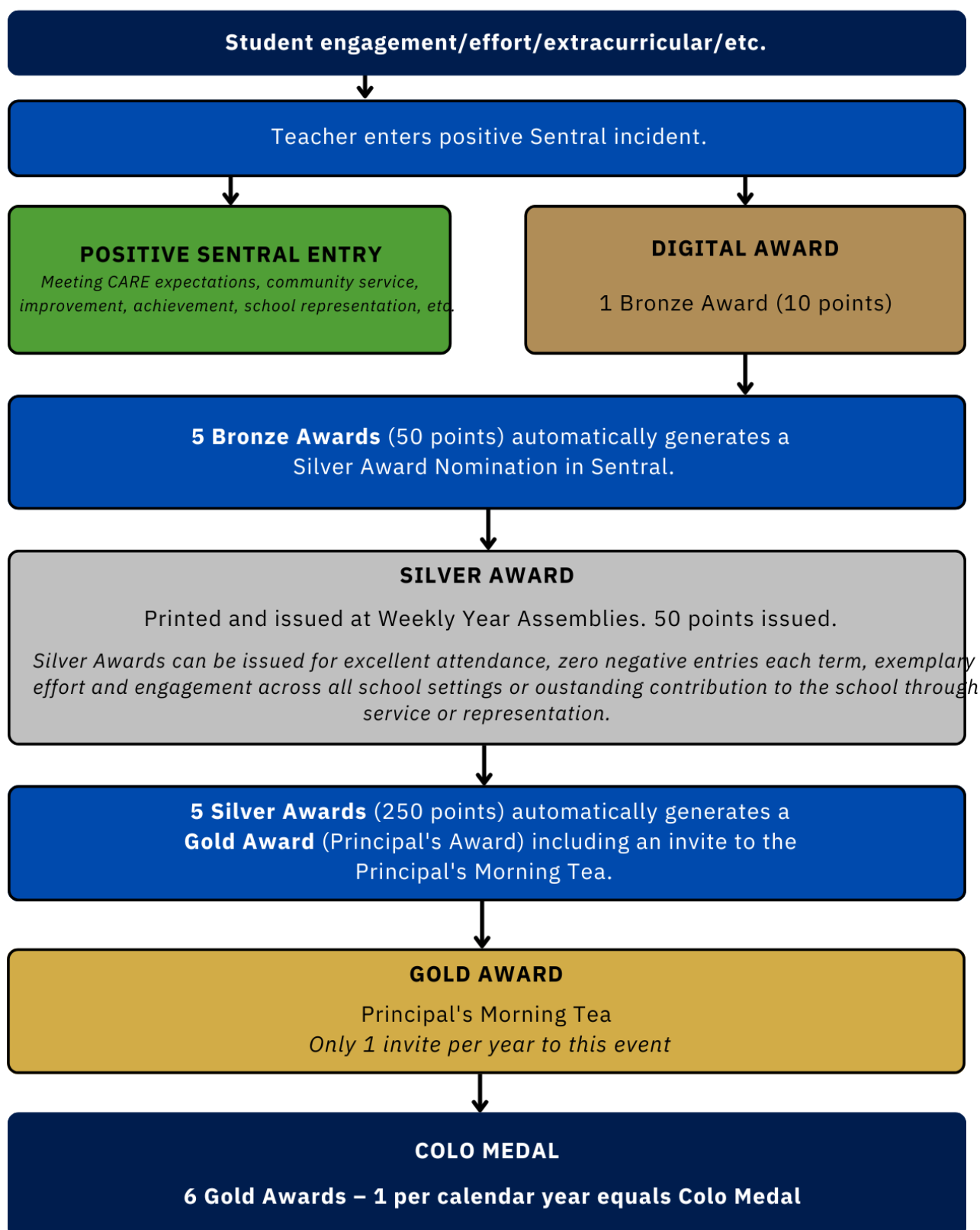
Unisex Wool Jumper

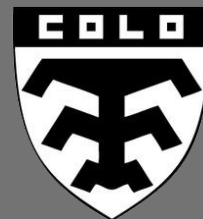


Boys navy trousers,  
also available in girls style.



## Merit System





## School Library Resource Centre

On Orientation Day, you will be photographed for your library ID card. You will need your library card to borrow, remember to bring it to school with you every day, because you don't know when you may need it.

The school Library Resource Centre is open every morning, (except Thursday before roll call), at recess on Tuesdays and Thursdays, and all of lunch every day. You are welcome to visit the library during any of these times to browse, borrow, return, read or research.

Our library stocks large collection of books and other resources – fiction books and fact books, magazines and computer access, and lots of comfy places to sit and read.

With your school login, you can use the library's computers to access the school network (which includes software such as word-processing programs) and the Internet. You can borrow up to four items for up to two weeks at a time.

## Sport and PDHPE

In Year 7, sport is integrated into your timetable. You will participate in a variety of sports. From Year 8 onwards, you will have a choice of sports. Sport for Years 8-10 is on Thursday afternoons.

Your timetable also includes PE periods. On the days when you have sport or PE, you will need to bring the correct sports uniform with you.

There are three carnivals during the year:

- School Swimming Carnival
- School Cross-Country Carnival
- School Athletics Carnival

The most successful students at these carnivals go on to represent the school at the zone, region and state carnivals. Colo High has had several state and Australian representatives in various sports. A number of school teams participate in various knockout events through the year-you will be advised of these and how to try out for them through the Daily Bulletin.



## Roll Call and Focus Time

Roll call begins each day at 8:05am. A warning bell is rung at 8:02am.

Your roll group is not the same as your Year 7 class.

Roll groups are organised alphabetically.

During roll call you will hear the Daily Bulletin, which will advise you of student activities and events. After the roll is marked and the Daily Bulletin read, Focus Time begins.

Focus Time is a time when you are expected to be reading silently as part of your accelerated reading program. You should not be talking or writing at this time. Every day, you need to be ready for Focus Time with the book you are reading. The Library Resource Centre is open before school if you don't bring something to school, so it is easy to be prepared.

Some students attend a special reading roll group to work on their reading or numeracy skills. You will be advised in Year 7 if you are to be part of the Reading or Numeracy roll call group.

## Year Meetings

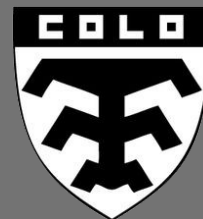
Each week on a designated day, students will meet during Roll Call to celebrate student achievements and maintain communication within the year group.

## Peer Support

Meet your Peer Support Buddy! In Terms 1 and 2 you will be involved in a Peer Support Program. Year 10 students will take you through activities to help you with self-esteem, handling difficult people and challenging relationships, and leadership skills.







## Bell Times

	Mon, Tues, Wed, Fri
Roll Call	8:05 - 8:23am
P1	8:23 - 9:13am
P2	9:13 - 10:03am
Recess	10:03 - 10:22am
P3	10:22 - 11:12am
P4	11:12am - 12:02pm
Lunch	12:02 - 12:40pm
P5	12:40 - 1:30pm
P6	1:30 - 2:20pm

	Thursday
Roll Call	8:05 - 8:23am
P1	8:23 - 9:13am
P2	9:13 - 10:03am
Recess	10:03 - 10:22am
P3	10:22 - 11:12am
Lunch	11:12 - 11:50am
Sport	11:50am - 12:40pm
Sport	12:40 - 1:30pm
Meetings	1:30 - 2:20pm

The floor plan shows a complex layout of a school building. The central corridor runs diagonally from the bottom left to the top right. To the left of this corridor are the Reception, Hall, and various subject rooms including Music, Home Economics, Visual Arts, Mathematics, and Social Science. To the right of the corridor are the Canteen, Staff Common Room, Deputy's office, Principal's office, Assembly Area, Resource Centre, and more subject rooms like English, Language, P.E., and Science. The plan also includes a Theatrette and a large hatched area labeled 'AGRICULTURE' at the bottom right.