



COLO HIGH SCHOOL

PARENT HANDBOOK

School Information

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Office Hours: 7.30am – 2.30pm

Year 7 Deputy Principal: Mr Andrew King

Year 7 Advisor 2022: Ms Angel Lynch



Please keep this handbook for future reference.

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A MESSAGE FOR PARENTS

Some of you reading this may be part of the Colo High community already through having other children as Colo students, while some of you may be new to our school. We would like to welcome you all - parents and children.

Education is a partnership of student, school and parents. We know that you share our wish that the students in Year 7, 2022, settle into high school successfully and derive the maximum benefit from their important high school years. This booklet is designed to assist your child's transition to high school by informing you of Colo High School policies, procedures and activities.

Our school endeavours to present many opportunities designed to promote social, physical, academic and cultural development among our students. The teaching staff is both experienced and dedicated. We hope that your son/daughter will take advantage of all that Colo has to offer: a rounded, challenging and inspiring comprehensive education.

Colo High School has a proud record of success in many fields. For every student striving for this level of personal fulfilment, there are those too who work well and achieve their best at school. The Levels system and the associated Principal's Morning Teas are designed to recognise these important achievements. It should be the goal of each student to do his or her best, to work well and to enjoy high school life.

At times, difficulties of various kinds may arise. Please feel free to talk to your child's classroom teacher, a Head Teacher, the School Counsellor, Student Advisers or Head Teacher (Welfare) about any special circumstances that may be affecting your child's progress.

The school has a very active P&C Association that will welcome your participation. Meeting dates and times will be notified to you. In lieu of fundraising, each family is asked to pay a P&C levy of \$30.00 per family per year. The Canteen also needs help. Whatever you can do will be appreciated; see the Canteen information at the end of this booklet. Canteen profits directly benefit your child's education.

Please retain this book for future reference – students will receive a copy of the student handbook to help their transition to high school.

Welcome to Colo High School

YEAR 7 FIRST DAY

Tuesday 1st February 2022

Year 7 students can arrive at school from 7.45 am and stay in the main quadrangle area after arriving at school. There will be a school assembly at 8.05 am.

A Year Assembly will follow during which:

1. Students will be addressed by the Principal, Deputy Principals and Year Advisers
2. Students will be informed of their class groups and rolls will be marked
3. Individual timetables will be distributed and explained

***Normal lessons will begin after recess for period 3, students will require 2 exercise books and the usual stationery items and their BOYD.*

A formal welcoming assembly will be held in Period 5 (12.40 pm – 1.30 pm) where each Year 7 student will be presented with a school badge. At the conclusion of the assembly, students will be informed and walked through the organisation process for leaving school at the end of each day – catching a bus, being picked up by a parent or walking home.

School concludes at 2.20 pm. All buses will be operating and will be available to transport students home. In the afternoon during the first week, students will be given assistance to locate the homeward bound buses.

Bus Bay Safety: it is most important that students observe bus bay safety. They should use the paths around the bus bay area, not cut across the road and staff car park. While waiting for a bus, they should wait behind the safety barrier. Courtesy to the driver and other passengers is expected. As the car park is out of bounds to students, parents/caregivers are requested to meet their children elsewhere.

There are teachers on voluntary bus duty every afternoon after school.

Please be aware, due to the intense bus activity, Colo High School cannot be accessed until 2.40 pm.

Students cannot be picked up within the school grounds until after 2.40 pm.

Alternatively, parents/caregivers are welcome to meet their children outside the school premises.

SCHOOL BADGE AND LOGO



The Blue and White colours were chosen to match colours selected by the Uniform Committee.

Mr Sam Weller (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 that was accepted as the school badge.

Further symbolism was found in the logo:
A Tree - The Tree of Knowledge

The three sections could be seen as:

The **Students**, the **Staff** and the **Community**

These link closely with our school aims.

Term Dates 2022

Term 1	28 th January	Staff Development Day
	31 st January	Staff Development Day
	1 st February	first day for Years 7,11 and 12
	2 nd February	first day for Years 8,9 and 10
	8 th April	last day of term 1
Term 2	26 th April	Staff Development Day
	27th April	first day for all students
	1 st July	last day of term 2
Term 3	18 th July	Staff Development Day
	19th July	first day for all students
	23 rd September	last day of term 3
Term 4	10th October	first day for all students
	19 th December	Last day for students
	20 th December	Staff Development Day

LESSON TIMES

Monday, Tuesday, Wednesday and Friday				Thursday			
Period	Start	Finish	Length (minutes)	Period	Start	Finish	Length (minutes)
S1	7.15	8.05	50				
Roll Call / Focus	8.02 w/bell 8.05	8.23	18	Roll Call / Dear	8.02 w/bell 8.05	8.23	18
P1	8.23	9.13	50	P1	8.23	9.13	50
P2	9.13	10.03	50	P2	9.13	10.03	50
Recess	10.03	10.22	19	Recess	10.03	10.22	19
P3	10.22	11.12	50	P3	10.22	11.12	50
P4	11.12	12.02	50	Lunch	11.12	11.50	38
Lunch	12.02	12.40	38	P4 Sport for Years 8,9,10	11.50	12.40	50
P5	12.40	1.30	50	P5 Sport for Years 8,9,10	12.40	1.30	50
P6	1.30	2.20	50	Staff Meeting	1.30	2.20	50

STUDENT WELFARE

Appointments are required to discuss your child's education and welfare. Please contact the front office *ph: 4571 2011* to arrange a meeting with your child's subject teacher, a Year Adviser or a member of the school executive.

PRINCIPAL

Is in charge of the school and makes the final decisions about all important matters.

DEPUTY PRINCIPALS

Mrs Wright and Mr King are responsible for the daily running of the school.

EXECUTIVE STAFF

Are in charge of the various subject faculties within the school, who are called Head Teachers and their names are:

English	Including Drama	Mrs	J Sidoroff
Mathematics	Including Computing Studies	Ms	D Bridge
Science		Mr	D Geerling
History		Mr	D Lendon
Social Sciences		Mrs	K Evans (rel.)
Physical Education	Including LOTE	Mrs	L Collett
Home Economics		Mrs	K Kumar
Industrial Arts	Including Agriculture	Mr	S Willoughby-Green and Mr P Hanns
Visual Arts	Including Music & Dance	Mrs	S Mountain
Administration		Mrs	K Smith (rel.)
Wellbeing		Mrs	S Szymkow
Teaching & Learning		Mr	J Cox

THE SCHOOL COUNSELLOR

The counsellor is a trained specialist in counselling students, who sees students individually or in small groups

The Counsellor's office is located on the upper walkway above the library. The Counsellor can help students with special needs or problems but because the Counsellors are only here part-time, you must make a referral through the Learning Support Team via your Year Advisers.

Our school Counsellors are Megan Farrell and Brad Decent.

School Counsellors are able to help students with special needs or problems but because they are only here part time, you must contact the Year Adviser in the first instance, who will make a referral to the Learning Support Team to ensure your concerns are accurately and best addressed. Students are able to self-refer to our counsellor at any time they feel they need to speak with a professional. They simply walk up to the Counsellor's Office and knock on the door.

There is a Counsellor at school on most days; but please speak with your Year Adviser in the first instance.

LEARNING AND SUPPORT TEACHER (LaST)

This teacher provides help to individuals or small groups of students who require extra assistance in their learning.

The Learning and Support Teacher and her classroom and office are located in the Industrial Arts Block. Referrals are made through the Learning Support Team.

Please speak with your Year Advisers to make a referral.

The Learning and Support Teacher is at school on most days, but please speak with your Year Adviser in the first instance as again, referrals are made through the Learning Support Team to ensure your student's needs are best addressed.

YEAR ADVISERS FOR YEAR 7, 2022

Ms Angel Lynch (*PDHPE Faculty*)

These teachers are the staff members who have the responsibility of being the first point of contact for most issues relating to Yr 7 students in their charge. Any information impacting on the student's wellbeing, which impacts on learning is best directed to a Year Adviser who can assist with putting measures in place to help. Year Advisers also have strong ties with implementing the programs which make up Colo's Welfare Scope and Sequence.

Please contact Ms Lynch at any time for assistance.

BUS TIMETABLE

Timetable information can be found on the Busways website:

www.busways.com.au choose Western Sydney Region, timetable by school, *select* Colo High School.

You can also check with the school's Front Office.

COURIERS

In the second half of the year, each Year 7 student will participate as an office courier. Students not only gain a greater knowledge of the overall daily running of the school but also gain confidence and independence in assisting with administrative tasks. We consider this an important role as it is an excellent way to meet teachers outside those currently teaching students. In a school of this size, it is essential students understand its staff and its administration. Couriers also receive a red award at the end of the day for their dedication and help.

STUDENT REPRESENTATIVE COUNCIL

Students have the opportunity to have their say in a body known as Colo High School Student Representative Council. The aims of the Council are:

- *To improve student life*
- *To uphold the rights of students*
- *To develop social awareness*
- *To promote better student relationships*

The SRC is a very active part of Colo High School life. Representatives of each year are elected to Council towards the end of the school year. They hold office for the following twelve months. In Year 7 students elect four (4) representatives to join the SRC in Semester 2, 2022. Mrs S Purcell (Social Science) is the coordinator of the SRC.

In addition, there are twenty students from Year 11 who either self-nominate or are nominated by their teachers and/or peers. The group is known as Leaders 11 and is considered an integral part of the SRC. Leaders 11 also take on additional leadership roles within the school separate from their SRC commitments. Finally, Years 7-10 have six representatives elected to the SRC by their peers.

ILLNESS AND ACCIDENTS

Parents are asked to keep at home any student who is too sick to be at school.

If a student is sick in class the teacher will send him/her to the Front Office for admission to the clinic.

Students should not contact parents without first notifying the Front Office.

If a student is too unwell to remain at school or if urgent treatment is required, parents are contacted. Students need to know where their parents can be contacted during school hours, as there is no personnel on the school premises to provide specialist medical attention.

Please keep your contact details at school up to date for emergency purposes.

Parents should contact Mrs Szymkow, Head Teacher Wellbeing, when:

- A student has a chronic illness or disability that may affect his/her school performance in any way
- A student has to take medication at school

MOBILE PHONES

If a student brings a mobile phone to school for emergency reasons it is at their own risk and is their own responsibility.
Mobile phones must be turned off at all times during school hours.

The school policy relating to mobile phones and their use is included as an Appendix.

If a student is unwell, it is important that the call to parents be made through the Front Office, so the student's situation is known and documented and all care can be taken.

ROLL CALL AND ATTENDANCE

ROLL CALL

- Students are organised into roll call groups by an alphabetical distribution. A student's roll call group is known by a number e.g. RC7.1 means the student is in Year 7 Roll Call 1.
- All correspondence to the school should quote the student's Roll Call Group
- Rolls are marked at the beginning of the school day (8.05 am). A warning bell is rung at 8.02 am and Roll Call runs from 8.05 am.
- During Roll Call students are advised of school activities via a Student Bulletin. This time is immediately followed by Focus Time. All students are expected to complete set activities and need to bring a novel for sustained reading.

ATTENDANCE

- Students are required to attend school unless there is a very good reason for being absent.
- Students must be aware that they need to satisfy Board of Studies attendance requirements for the RoSA and Higher School Certificate. Parents are reminded that dental, medical and other appointments should be made whenever possible outside school hours.
- Parents are requested to provide within seven (7) days, a satisfactory explanation for all absences. Notes are to be handed to the Roll Call teacher during roll call. The school planner includes some note proformas.

LATE ARRIVAL

- All students arriving late must bring a note.
- If they arrive after roll call has commenced they will need to report to the Front Office, to sign in, where their late arrival is recorded "late" and be given a late slip.
- Late slips must be signed off by a Deputy Principal and then shown to their teacher.

ABSENCES

- SMS's are sent daily for students absent in Roll Call, parents are able to reply with an explanation or use the Sentral for Parents App.
- When a student returns to school, he/she must bring a note, stating name, days absent or late and reason for being away.
- If your child be absent for an extended period, written or telephone advice is expected prior to the absence. Arrangements may be made for a program of schoolwork to be provided where appropriate. Parents should contact the Year Advisers in this situation.

YEAR MEETINGS

Each week, on a designated day, students will meet during roll call to celebrate student achievement and maintain communication within the year group.

PERMISSION TO LEAVE THE SCHOOL GROUNDS

Once students arrive at school, they may not leave the school grounds without the permission of either the Principal or a Deputy Principal.

In exceptional circumstances when a student must leave school during the day, a note must be presented to a Deputy Principal, then to the Front Office before 8:00 am a permission slip to leave the school grounds will then be provided. Students must present the leave pass to the class teacher and sign out at the Front Office before departure. You should then pick up your child from the office area, NOT from the front of the school.

Thursdays are different!

Lessons finish at 1.30 pm on Thursdays. Students may remain at school until normal finishing time at 2.20 pm but must remain in the main quadrangle where teachers are supervising or use their Let Us Pass.

'LET US' PASSES

If you wish for your child to leave at 1.30 pm on Thursdays to go home she/he will need to apply for a '**LET US**' pass. To do this, students need to return the '**LET US**' pass permission note signed by parents and hand in to the front office to process. This pass is valid for the issued calendar year and will need to be shown every Thursday to teachers on duty before the student is allowed to leave the school grounds to go home.

EXCURSIONS

School excursions take many different forms. They are usually organised by particular faculties, although sometimes they do cover work in more than one subject. When an excursion is organised, students need to obtain two things – money to pay for whatever expenses have to be met, and a consent note from parents giving permission. On an excursion or a sporting visit, school uniform is compulsory unless you are advised otherwise. Students who are inappropriately dressed will not be permitted to attend the excursion.

Some excursions involve overnight trips. It should be clearly noted that when a student stays overnight under the supervision of teachers, that student is obliged to keep to whatever rules are set down and to follow strictly any instructions given.

Money for school excursions must be paid by the due date, otherwise students will not be able to attend the excursion. All money and notes are to be taken to Front Office.



COLO HIGH UNIFORM

Colo High School seeks to provide high standards of education, self-esteem and safety for all its students. The school is only able to meet these high expectations with the support from all community members. The school community (*parents, students, staff, P&C, and local community members*) believes the wearing of school uniform is a significant contributing factor in achieving these goals and maintaining high standards.

Colo High School is a uniform school. The uniform has been designed and endorsed by the P&C Association after extensive consultation. It is the school community expectation that all **students will wear the uniform without variation.**

The wearing of school uniform has a number of significant benefits.

School uniform:

- Provides a clear identification of students within the school. This enables the school to be a safe and secure place for all students since wearing of school uniform enables easy identification of intruders on school premises and complies with Child Protection.
- Promotes the development of a strong school spirit. A positive spirit is a contributing factor to improving student learning outcomes.
- Identifies Colo High School students within the community. Many community judgments are based on appearance and we need to ensure Colo High School maintains its excellent reputation within the community.
- Promotes cohesion between different student groups. The development of positive student self-esteem is one of the main functions of the school. School uniform allows all students to be treated equally, as a member of the school community, by both teachers and other students.
- Encourages the development of student self-discipline. This is excellent preparation for all future education and employment opportunities.

Important requirements of our Uniform Code:

- It is the expectation of the school community that **every student will wear the correct school uniform at all times without individual variation.**
- Students representing the school are required to wear full school uniform.
- On Thursdays, students may wear their school or sports uniform with runner/jogger style of shoes appropriate for participation in sporting activities. If students have a timetabled practical Technology or Science lesson on Thursday, they need to bring their regular full leather, all black, shoes for those lessons.
- Students are expected to be neat, tidy and well-groomed at all times.
- Jewellery and hair adornment should be minimal, discreet, appropriate and tasteful.
- Hair should be clean, neat and appropriate to the school/business environment.
- Students must wear full school uniform on school excursions (unless otherwise notified). Please be aware a parent note will not provide an exemption.

Please note: Any students not consistently adhering to the school uniform policy may be prevented from attending special school activities (including participation in sporting teams, representative visits, formal functions, presenting items, performing, receiving awards etc.). Senior students may lose special privileges.

The school reserves the right to say what is acceptable in all relating matters to uniform and grooming.

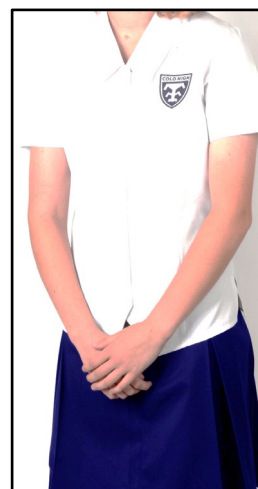
Cooperation is sought from parent/caregivers in ensuring **school uniform is worn to school every day.** This will provide the platform for Colo High School students to achieve the best possible outcomes and be provided with every opportunity to succeed.

If on the rare occasions the wearing of school uniform is not possible, students **will require a note** from a parent/caregiver explaining the reason. It is a courtesy to inform the school.

Students found to break the Uniform Code will be recorded and issued with a uniform slip detailing the problem by teachers/Head Teachers. Students who break the Uniform Code repeatedly will be referred to the Deputy Principal for follow up. The parent/caregiver will be notified and the student may receive a detention that day, and for every other occasion they are out of uniform.

An inexpensive uniform pool is located at the school front office. Parents can contact the Head Teacher Welfare to request assistance for purchase of school uniform if they are experiencing financial difficulty or wish to discuss individual circumstances. Information and applications are available from the School Office or the Head Teacher Welfare.

This policy covers the wearing of school uniform to school, on excursions and for all special events.



JUNIOR UNIFORM 7-10

Shirts	White formal cotton shirt with Colo emblem (girl and boy styles) * Or Royal/navy/sky polo shirt with Colo emblem (unisex)*
Bottoms	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)
Jumpers And Jackets	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>)
Footwear	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>)
Hat	Navy/sky Colo cap (unisex)*
Sport and PE	Colo sports shirt (unisex)* Royal sport short (unisex)* White socks Navy microfibre track pants (unisex)* <u>for PE lessons/Sport day only</u> Navy/sky Colo cap (unisex)* Royal Colo jumper / soft shell jacket Appropriate sports footwear, enclosed joggers with good foot and ankle support. <u>Students should change from school shoes into sport specific shoes for sport and PE</u>

* Items are ONLY available from the Colo High Uniform Shop. Sample sizes are available to try on.

Colo High School Footwear Requirements

Acceptable Footwear



Unacceptable Footwear



**NO flats or open shoes
(must be fully enclosed).**

**NO Rabens, Vans, Volleys, or any shoes
with a canvas, mesh or fabric upper
(must be leather or suede).**

NO colours, should be ALL BLACK .

IMPORTANT UNIFORM SAFETY NOTICE

1. Students may not wear jewellery whatsoever during PE lessons or sport. Jewellery is considered to be potentially dangerous in a school situation. Students will be asked to remove jewellery if there is a safety concern.
2. Students must wear shoes with solid leather uppers and stout soles in all practical lessons. This includes Visual Art, Science and Agriculture lessons as well as those in Technology areas. This safety procedure must be strictly followed and is a legal requirement of the Department of Education for Occupational Health and Safety. Joggers and similar footwear are only acceptable in PE and sport periods.

UNIFORM ITEMS ARE AVAILABLE AT THE UNIFORM SHOP

Please see Uniform Shop for Uniform Order Form

Please note: The Uniform Shop accepts cash and eftpos

Your support of the Uniform Shop for your uniform requirements will assist the purchase of resources for the benefit of your children. Our uniform shop has sourced the best quality items and have worked to provide the best value for families.

The Uniform Shop is run by the Colo High School P&C and profits go to the P&C to be used for a variety of school projects.

The Uniform Shop welcomes parent volunteers – it's a great chance to contribute to the school and meet other parents.

CARE OF PERSONAL EQUIPMENT AND CLOTHING

It is the responsibility of students to look after their own property. Many new students forget to do this. Students should not leave their property unattended.

Expensive items not needed for learning should not be brought to school. This includes jewellery and electronic equipment.

Every item of clothing should be labelled!

Considerable difficulty is experienced each year with lost property. You would assist greatly by impressing on your child that they cannot simply leave a bag and wander away until they are sure that the place where they have left it is safe and that they can find the place again. It will help if all items are clearly marked. Please, warn them against leaving money or valuables where they may tempt others.

CURRICULUM

All lessons are of 50 minutes duration, with 60 lessons in each two-week cycle.

The expected program of study is as follows:

YEAR 7

English	9 lessons per cycle
Mathematics	9 lessons per cycle
Science	9 lessons per cycle
Geography and History (one semester of each)	6 lessons per cycle
LOTE (Languages)	6 lessons per cycle
Technology (Mandatory)	7 lessons per cycle
Music	3 lessons per cycle
PD/H/PE	5 lessons per cycle
Integrated Sport	4 lessons per cycle



YEAR 8 (Years 7 and 8 are Stage 4)

Visual Arts is added to the above list in Year 8, replacing LOTE. Aspirational classes study one less Mathematics, English, PDHPE and Science lesson which is replaced by Pinnacle (extension course).

YEARS 9 AND 10 (Stage 5)

During this stage, some subjects remain compulsory, but there are also elective choices. A NSW Record of School Achievement (RoSA) is awarded at the end of Year 10.

YEARS 11 AND 12 (Stage 6)

At this stage, only English is compulsory and students are able to make choices from a wider range of other subjects. At the end of Year 11 a Certificate of Achievement is awarded. At the end of Year 12, a Higher School Certificate is awarded on a combination of assessments throughout Year 12 and the final external examination.

ASSESSMENT AND HOMEWORK

Assessment is an ongoing process. Class work and homework will be considered, together with tests and examinations. Reports of student progress are issued twice a year.

Parent-teacher night dates are advised through the school's website, Sentral for Parents App, Parent Portal, Facebook, and a note being sent home.

STATIONERY AND EQUIPMENT

STUDENT HANDBOOK

On Orientation Day, each student will have received a copy of the Student Handbook. This compact and concise guide will answer many of your child's questions and guide them through starting high school. Students should carry this with them every day through Term 1.

GENERAL EQUIPMENT

As well as their BYOD, each student will need the basic stationery items every school day in a pencil case large enough to hold their wallet and/or phone. As school bags are left outside specialist classrooms it is good practice to keep valuable items in their pencil case.

- A large pencil case
- Pens – red, black & blue
- Lead pencil with eraser
- Set of coloured pencils
- Highlighters
- A ruler
- A glue stick
- A pair of scissors
- USB memory stick/thumb drive, minimum 4MB



SUBJECT REQUIREMENTS

These are the minimum requirements for the subjects studied by every Year 7 student. Please ensure that your child is prepared for the start of Term 1. All books must be covered.

It is a Department of Education and Work Cover requirement that ALL students in Industrial Arts, Home Economics, Agriculture and Science wear fully enclosed leather shoes.

English:

- 1 x 192 page exercise book
- 1 plastic envelope (A4 size)
- Individual teachers will advise any other requirements on Day 1

Maths:

- 2 x 160 page grid book for completing course work, homework and note taking
- A scientific calculator, the recommended calculator can be purchased at the school Front Office

Science:

- 1 x 128 page exercise book – please DO NOT buy spiral bound books or lecture pads
- 1 x display folder for homework and assessment tasks
- 1 pair Safety glasses (*same pair used for Industrial Arts*)

History:

- 1 x 128 page exercise book

Social Science (Geography)

- 1 x 48 page exercise book

Music:

- All students will be issued with required items which are paid from material costs

PDHPE

- School PE/sports uniform for practical classes (*light blue polo shirt, royal blue shorts, sport shoes, hat*)
- 1 x 64 page exercise book for theory lessons
- Sunscreen, sunglasses (if desired) and hat for outside practical lessons

LOTE

- 1 x 128 page exercise book
- 1 set textas

TAS

General requirements: each of the three TAS subjects listed below requires students to have covered shoes and elastic bands for long hair (WH&S). It is expected that each student has a pencil case with the general equipment. Additional needs are listed below:

Home Economics:

- Apron and cap and display folder are included in the material costs for the subject
- Plastic bag containing Chux, handtowel, placemat and a small table decoration
- 1 x 64 page exercise book, USB memory stick/thumb drive

Industrial Arts:

- Personal work apron and safety glasses can be purchased through Industrial Arts; however workshops do have equipment that students may borrow
- 1 x 48 page exercise book
- USB memory stick/thumb drive, minimum 2MB (*for handing in assignments*)

Agriculture:

- 1 x 48 page exercise book
- Sunscreen and hat for outside work

Sport

- Sport uniform (*as for PDHPE practical lessons*) plus hat

LIBRARY RESOURCE CENTRE

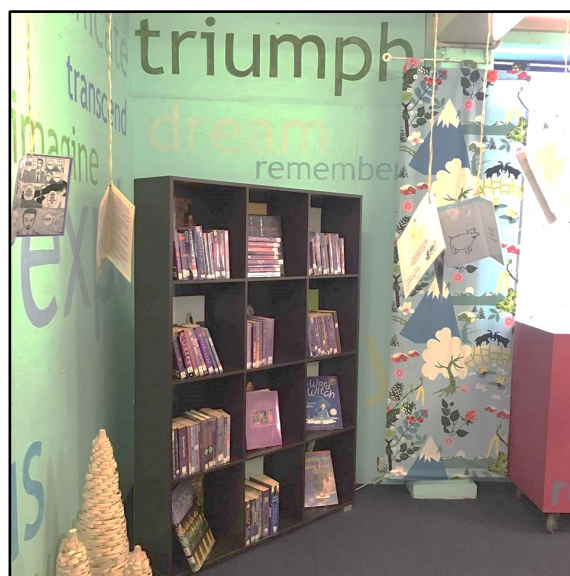
The School Library Resource Centre provides resources and services to help students with their schoolwork and recreational reading in a beautiful and welcoming environment. Our service is a valuable complement to the school curriculum.

Our priority is to provide a wide range of relevant resources with an effective computer catalogue system for locating those resources and friendly staff providing assistance and advice.

The school and the P&C recognise the importance of the library through their financial support enabling us to improve the library resources and facilities every year.

The collection includes print and non-print resources – fiction and non-fiction books, graphic novels, periodicals and magazines, videos, computer software and access to the internet - to meet the educational and recreational needs of our students and staff. We have lots of comfy places to sit and read.

Students will receive photo ID cards for library borrowing. A photocopier is available, at a cost of 10 cents per page. Loans are for two weeks for most items. Junior students may borrow up to 4 items at a time (*senior students 10 items*). The library resource centre is open before school, at lunchtime and some recesses.



Students may use the library internet computers during break time for school work only (*no games*). We look forward to meeting our new Year 7 students.

COMPUTER ACCESS

Students must have their own device and will use them in their subjects. The school also has several computer rooms which, with the Library Resource Centre, have access to specialised software.

Colo High School has an 'Acceptable Use Policy' where students and parents must sign an agreement for computer use. These forms will be distributed on Orientation morning. Students will then obtain a personal login and a password to gain access to the school's network in the first week of school, 2022.



SPORT

In Year 7, sport is integrated into the timetable and students will participate in a variety of sports at school.

Sport is an important part of the school curriculum and participation is compulsory.

Students in Years 8 – 11 are involved in sport on Thursday afternoon. There is a wide choice of sports available. Some will require travel to venues outside of school. Students will have an opportunity to choose their own sport at this stage. There are costs attached to some sports.

During the year, students will also be expected to take part in carnivals. These include the Swimming Carnival, the Athletics Carnival and the Cross-Country Carnival. If students are successful in these School Carnivals, they will have the chance of competing at Zone, Regional and Combined High School Carnivals.

There are three carnivals during the year:

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



Many teachers give up their own time to train and coach sporting teams. Sometimes, practices are held at lunchtime and sometimes after school. Zone Sport sometimes requires people to play after school and to arrive home late. Make sure that your child understands the situation and expectations when entering a representative team.

Colo High continues to build a fine reputation for sport. Our school has won Zone Carnivals and has produced some fine individual athletes. Indeed, we have had several state and Australian representatives in various sports.

All students are required to have correct sporting attire at all times.

SPORT/PE UNIFORM

- Royal Blue shorts, knit or nylon with school logo
- Light blue polo shirt
- Navy blue track pants
- Royal blue jacket or jumper
- Cap or hat
- Sports shoes
- White socks or royal blue and white socks

***FOR HEALTH AND SAFETY REASONS SPORT AND PE UNIFORM MUST BE WORN
DURING SPORT AND PE LESSONS.***

SPORT HOUSES

Australian birds of prey which are of equal powers were chosen as the names of the House groups.

Colours were matched to names in corresponding alphabetical order:

Eagles	- Blue
Falcons	- Green
Hawks	- Red
Kestrels	- Yellow

Students are allocated to House groups alphabetically. The Sport Organiser in 2022 is Mr B Plummer (PDHPE).

EXTRA-CURRICULAR ACTIVITIES

The school offers a wide range of extra-curricular activities. Year 7 will be offered many opportunities to extend their interests, these will generally be announced in Year Meetings. Below are some examples but there are many short term activities students enjoy participating in.

DEBATING: Students may join these teams, some of which are involved in inter-school competitions. Any interested student should see his/her English teacher.

DRAMA/MUSICAL PRODUCTIONS: Details will be announced and a large variety of students will be needed to take parts or help in other ways.

CONCERT BAND: This group of dedicated musicians rehearse Thursday before school and perform at various functions during the school year. Instruments are available for hire from the Music Department.

DANCE GROUPS: The dance group has practice once a week. There is an audition process during Term 1. Students interested in joining should see the Dance teachers.



AGRICULTURAL SHOWS: Students have the opportunity to prepare poultry and cattle for competitions and shows.

TRANSPORT

The bus company providing a service to Colo High School is Busways.

The school's timetables can be found on the website at: www.busways.com.au .

During the first week, students will be helped to catch the correct bus. Buses leave shortly after school finishes.

IF YOUR CHILD MISSES THE BUS, THEY MUST REPORT DIRECTLY TO A TEACHER ON BUS SUPERVISION. Any teacher will assist your child to phone home and no attempt to walk home should be made, as no one will know where they are.

Students must display conduct in keeping with the school rules. If they do not do this, the Bus Company may refuse permission to travel on its buses. In such cases, the school has no authority to return bus passes that may have been confiscated. Opal cards must always be "tapped on" when boarding the bus. Courtesy to the bus driver is essential at all times.

ALL STUDENTS NEED TO REMEMBER BUS COURTESY AND SAFETY

- An Opal card or money is needed for bus travel
- Behaviour on buses must be exemplary
- Bus students are to be in the appropriate bus bay area behind the safety barrier while waiting for their bus
- Students should use the paths around the bus bay, not the road and car park

BICYCLES/ SCOOTERS

Care must be taken when riding a bicycle to school. On arrival, bicycles must be 'walked' through the school grounds and placed in the storage area behind the Mathematics block. Students are advised to secure bicycles with a lock and chain while at school. The law requires the wearing of suitable helmets.

PARENTAL TRANSPORT

It should be noted that no student will be permitted to leave school in a car other than with a parent. When a student comes to school by private transport, he or she should not arrive before 7.35 am. Teacher supervision of the playground begins at this time. No vehicles except buses can enter the school grounds before 2.40 pm. Students can be collected after 2.40 pm within the school.

UPON ARRIVAL AT SCHOOL

When students arrive at school, they should go immediately to the main quadrangle, which is the only area in bounds in the morning. They should not wait at the front of the school and under no circumstances are they permitted to leave the grounds without the permission of the Deputy Principal or Principal.

APPENDICES

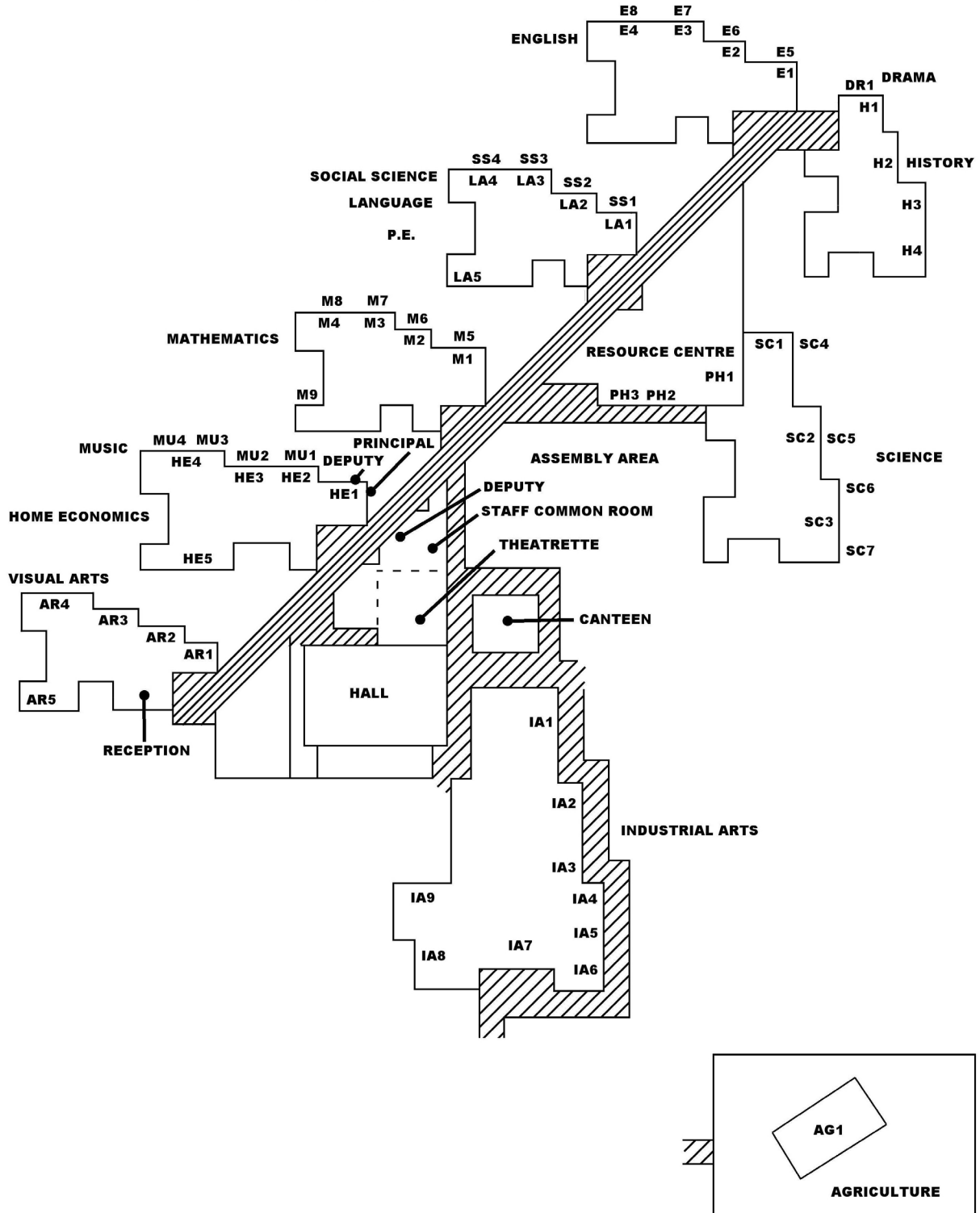
- Map of the School
- Beliefs of Colo High School
- Code of Conduct
- Awards and Levels
- Anti-Bullying Policy
- Mobile Phone Policy
- Bring Your Own Device Policy
- Homework Policy
- PEEL @ Colo
- ALARM @ Colo
- Plagiarism and Ethical Use Policy
- Colo High School Canteen
- Year 7 Contributions and Course Costs



MAP OF THE SCHOOL

COLO HIGH SCHOOL

ROOM PLAN



BELIEFS OF COLO HIGH SCHOOL

Motto

Striving for Excellence

Mission

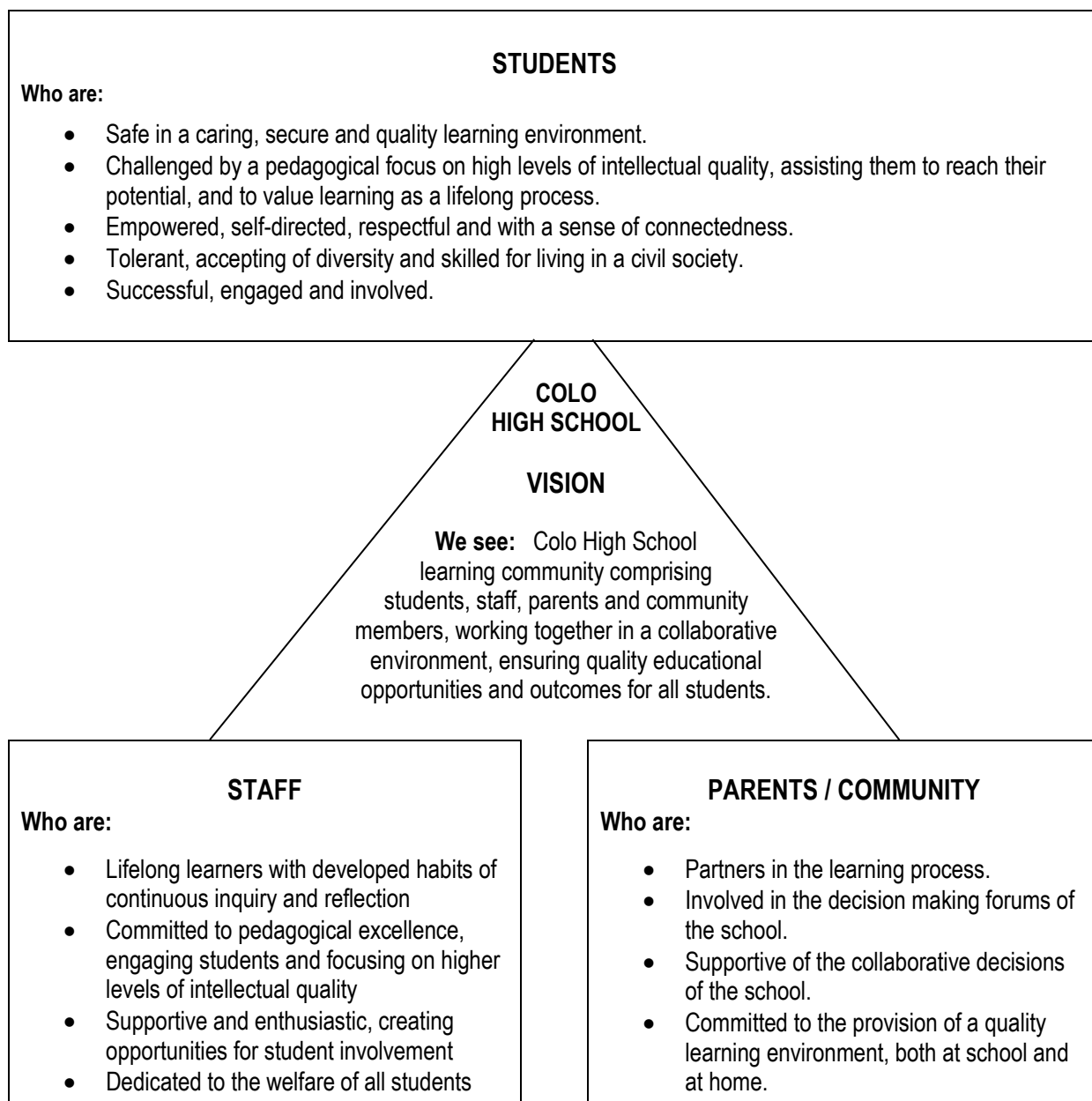
We aim to respect and value ourselves, others, our work and our environment

Beliefs

At Colo High School we believe in:

1. *RESPECTING OURSELVES AND OTHERS* through:
 - *Courtesy*
 - *Equality*
 - *Cooperation*
 - *Honesty*
 - *Trust*
2. *SHOWING RESPONSIBILITY* through:
 - Punctuality and preparedness
 - Self-discipline
 - Considering the reasonable opinions of others
 - Pride in uniform, appearance and work
3. *VALUING EDUCATION AND LEARNING* by:
 - Developing a positive attitude towards teaching and learning
 - Striving for self-improvement
 - Working cooperatively
4. *VALUING A SAFE AND SECURE ENVIRONMENT* by:
 - Promoting consideration and tolerance for the beliefs of others
 - Caring for and maintaining a safe and pleasant learning environment.

*This code of conduct applies to **all students**; if any student chooses to breach any of the expectations, that student also chooses to accept the consequences that flow from the breach.*



The Colo High School community has a shared vision which links the stakeholders to each other and is the starting point of all their relationships.

The vision has been placed in a triangle to symbolise the shared nature, and at each point of the triangle sit the stakeholders who have responsibilities specific to their group.

CODE OF CONDUCT

In keeping with our beliefs, we have a number of expectations of our students. Some of these expectations form this code of conduct.

Respect for ourselves and others

- Respect the right of students to learn and teachers to teach without disruption
- Respect the beliefs of others
- Do not verbally or physically abuse or assault others; this will not be tolerated under any circumstances
- Be honest, courteous and respectful to staff and fellow students
- Dress neatly in the correct uniform
- Students must be free from the influence of drugs or alcohol while at school or attending any school function

Responsibilities that flow from our rights

- Accept responsibility for all of your actions
- Attend all classes on every school day, making up work that is missed from absences
- Be prompt to every lesson
- Make sure that you do nothing that brings disgrace to yourself or the good reputation of the school
- Be polite to other students, staff and visitors to the school
- Be accepting of differences in others
- Clearly label your own property and leave the property of others alone
- Line up quietly outside classrooms before lessons

Believe in and value education

- Be determined to make progress and to improve your grades
- Complete required work carefully, and always aim for your personal best
- Set high standards for your work and strive to achieve
- Do not disrupt a lesson
- Participate in school activities
- Behave well at all times, both inside and outside the classroom
- Be prepared for every lesson, including books, pens, special clothing and equipment

Value a caring environment that is safe and secure

- Behave in a safe manner at all times
- The possession of illegal or harmful substances or weapons will not be tolerated under any circumstances
- Take care of your personal property
- Keep the school looking clean and tidy
- Treat animals humanely in all circumstances

*This code of conduct applies to **all students**; if any student chooses to breach any of the expectations, that student also chooses to accept the consequences that flow from the breach.*

AWARDS AND LEVELS

Beliefs

The welfare and discipline policies and procedures of Colo High School are based on a set of beliefs that were jointly developed between students, staff and parents. They apply to all members of the school community. The expectation, therefore, is that all members of the school community will actively support and implement the beliefs and the code of conduct that derives from them.

Code of conduct

A code of conduct represents the principles by which members of the school community can work together. It does not prescribe all the rules by which the school operates. The observance of this code of conduct will create a positive school climate in which effective student learning, respect for self and others, student achievement and security can occur and are valued. All students have been given a copy of the beliefs and code of conduct sheet.

Appropriate behaviours

Appropriate behaviours are rewarded with merit awards. Teachers award yellow merit awards; red awards are given by Head Teachers. Students can then exchange two red awards for a white award. White awards are handed out by the Year Adviser at Year Assemblies.



Students who earn white awards may also be given an invitation to attend a Principal's Morning Tea to receive a Principal's Award. Students can only be invited to attend one Principal's Morning Tea a year. If students achieve a Principal's Award for each year they attend Colo High School they will be awarded a Colo Medal at their graduation assembly.

Red Awards

Junior School

- 5 yellow awards = 1 red award: English, Mathematics, Science
- 4 yellow awards = 1 red award: Social Science, History, all electives
- 3 yellow awards = 1 red award: PE, Music, Visual Arts, Technology (mandatory)

Senior School

- 5 yellow awards = 1 red award: all subjects

Inappropriate behaviours

Inappropriate behaviours are dealt with in the first instance by the classroom teacher, who will counsel and negotiate more appropriate actions.

When a student's behaviour continues to cause concern and the problem remains unresolved, then the teacher and student may agree that the student needs to reflect on his/her inappropriate actions and plan more appropriate strategies for re-entry to the classroom.

No excuses will be accepted by teachers for inappropriate behaviours.

OVERVIEW OF THE LEVELS SYSTEM

There are three levels of discipline in the Colo High School Student Behaviour Management Scheme.

Most students will remain free of levels during their time at Colo High School because they cooperate with their teachers and fellow students.

Level 1. If a student misbehaves in a single subject area they may, at the discretion of the Head Teacher, be placed on Level 1. This level may include detention, **green** Faculty Monitoring Card or removal from class for a short period of time.

Misbehaviour across a range of subjects, continued misbehaviour in a single subject area or a referral from the Year Adviser may result in Deputy Principal interview and a drop to:

Level 2. The student will remain on this level for a minimum of one week (5 school days) and be issued with a **blue** monitoring book for that week.

Failure to progress satisfactorily through this monitoring book may result in a drop to:

Level 3. The student will be issued with a **pink** monitoring book for 2 weeks and excluded from any out of school activities or school functions.

If the student has met the standards expected and demonstrated appropriate behaviour for these two weeks they will return to being free of any levels.

If the student *does not* have acceptable behaviour during this period they may continue on Level 3 or be suspended.

Some restrictions apply when a student is placed on Level 3; in particular, the student will not be allowed to participate in special school activities such as excursions, social events or sport outside the school grounds.

Weapons prohibited in schools

- A weapon is any object that can be used to harm another person. Possession of certain weapons is a criminal offence under the provisions of the Prohibited Weapons Act (NSW) 1989.
- If the Principal becomes aware that a student or any other person on school premises or at a school activity is in possession of a weapon, he/she must contact the police. The student must be suspended immediately.

Drug education policy

The school community has overwhelmingly and repeatedly expressed the view that the school and its environment should be totally drug-free areas. This is in keeping with the policy of the Department of Education. Any student in possession of, or who has supplied, drugs, will be suspended immediately and the Police will be notified.

Harassment

Colo High School believes that all students have a right to be safe and happy in the school environment. This belief is reflected in our Code of Conduct. There is no place for any form of harassment, including sexual harassment, racist behaviour or any form of bullying. Strong action will be taken if a student harasses any other student.

Smoking / Vaping

The school works with staff and students to establish a smoke-free zone. It is illegal for anyone to smoke on Department of Education property. If a student chooses to smoke at school, action may include counselling, after-school detention, suspension or possible referral to a QUIT program.

Discipline strategies

If students do the wrong thing, the following actions may be taken:

- Restitution – you may need to pay for any damage that you cause
- Apology – may be written or verbal
- Referral note – may be sent to the Head Teacher, Deputy Principal or Principal
- Contact with parents – by phone, letter or both
- Placed on a level – you may be placed on any level from 2 to 3
- Litter duty – pick up papers and other rubbish in the playground
- Lunchtime detention – under the supervision of teacher or Head Teacher
- After school detention is held 2.30pm – 3.20pm, under the supervision of a Deputy Principal or Head Teacher
- Referred to Counsellor, Year Adviser or Head Teacher Welfare
- Monitoring sheet may be required to record progress in work and behaviour within a faculty
- Monitoring book may be required to record progress in work and behaviour within the school
- Loss of privileges – such as sport away from school, excursions, driving to school and social events
- Senior students may be banned from driving if the offence involves the use of a motor vehicle
- Suspension – may be in-school, short term (1-4 days) or long term (*up to 20 days*)
- Exclusion – where a long suspension has not resolved the problem

Suspensions and exclusions are serious steps that are taken for the safety of students and staff, or to enable the learning of students to proceed without constraint or serious disruption.

ANTI-BULLYING POLICY

All at Colo High School have the right to learn or teach in a safe and secure environment. We are proud of our cohesive spirit. Bullying behaviour is not acceptable at Colo High School.

Bullying is a persistent, repetitive attack which causes distress at the time but also carries with it the suggestion of further attacks in the future. Bullying exists at all levels in our society. We now know how the effects of bullying on learning and general adjustment at school can be devastating and far reaching for the students involved.

Bullying by its very nature is often a secret activity. It must be emphasised that in order for the bullying behaviour to stop those who are bullied and those who are witnesses to the bullying must report it. The whole school community shares the responsibility for combating bullying if ever it occurs.

Bullying can be:

VERBAL:

threats, name calling, sniggering, laughter, humiliation, spreading rumours, embarrassing comments, abuse, teasing.

PHYSICAL:

hitting, tripping, pushing, punching, kicking.

SOCIAL:

ignoring, isolating, excluding, rejecting.

EMOTIONAL:

stalking, cruel mimicry, teasing, body gestures, threatening, stares, hiding or damaging others possessions.

TECHNOLOGICAL:

unwanted emails, harassing SMS', telephone calls etc.

STRATEGIES TO PREVENT BULLYING AT COLO HIGH SCHOOL

- A record of any bullying incidents is maintained with the school by the Deputy Principal
- The Peer Support Program and Peer Support Camp for Year 7 students include Anti-Bullying activities such as the engaging Brainstorm Productions presentations
- All students are involved in group awareness and Anti-Bullying training through participating at year assemblies and other meetings
- Information regarding bullying is provided in Student Diaries and a copy of the school policy is given to each new enrolment
- Bullying issues are included in the school curriculum
- All students have access to the RRR program (Respect, Responsibility and Resilience) program
- Police School Liaison Officers provide annual workshops for students each year

C.A.R.E. PROGRAM

C.A.R.E. represents Caring and Responsive Education and is program designed to support the victims of bullying and aims to reduce the incidence of bullying in all facets of school life.

COLO HIGH SCHOOL MOBILE PHONE POLICY

RATIONALE

While Colo High School acknowledges that mobile phones are a part of contemporary society and there are times when it is useful for students to have the means to contact parents about before and after school arrangements, it is imperative that mobile phones are not used in a manner which disrupts learning, invades people's privacy or as a tool for harassment.

RESPONSIBILITY

It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined in this document.

GUIDELINES

- Mobile phones must be switched off from the beginning of the school day to the final bell. Exceptions may be permitted with teacher approval for educational purposes during a lesson.
- Mobile phones should be switched off in student bags. When a bag cannot be taken into a specialist classroom or the library, the mobile phone may be placed in a student's pocket or a pencil case.
- Parents wishing to contact their child are asked to phone the school on ph.: 4571 2011 and our administration staff will contact the student. Parents are reminded that in cases of emergency, the Front Office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.
- Students who are feeling unwell must report to the Sick Bay with a note from a teacher and the administration staff will contact parents if necessary. Students must not contact parents and make arrangements to leave the school without the direct knowledge of the school staff.

THEFT OR DAMAGE

Students are advised to mark their mobile phone clearly with their name.

Mobile phones which are found in the school and whose owner cannot be located should be handed to the Front Office. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential.

INAPPROPRIATE CONDUCT

During tests and examinations, students must ensure that mobile phones are turned off and secured in their bags. In Higher School Certificate examinations, mobile phones are not permitted in the examination room.

Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using any digital messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action by the school.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action by the school is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police. Students must not take photos or videos or recordings of other students or staff. Breaches of these rules are not only a serious matter under the school's welfare/discipline policy, but could also breach legislation such as the Children and Young Persons Care and Protection Act, Privacy Act and Occupational Health and Safety Act.

If a mobile phone interrupts a lesson, the teacher will instruct the student to switch it off and put it away. If a student refuses to comply or continues to use the mobile phone to disrupt the lesson, the mobile phone will be confiscated. The teacher will then secure the mobile phone until it can be placed with a Deputy Principal. Students will then collect their

mobile phone at the end of the school day. Repeat offences may result in a formal caution and the phone being returned to the parent.



COLO HIGH SCHOOL

BRING YOUR OWN DEVICE POLICY

Bring Your Own Device (BYOD), refers to students bringing a personally-owned device to school for the purpose of learning.

RELATED POLICY DOCUMENTS

- CHS Mobile Phone Policy
- CHS Discipline Policy
- CHS BYOD User Charter
- *Online Communication Services: Acceptable Use for Students (PD/2002/0046/V04)*

OBJECTIVES

1. To facilitate the bringing of a computing device to school by students in all years for use in their education.
2. To provide a safe environment in which students can achieve Objective 1.
3. To ensure a minimum standard of device compatibility.
4. To enable students to use technology to further their learning, independently and in lessons.

IMPLEMENTATION

- Prior to bringing a personal device for the first time, students and their parents must read and sign the **BYOD User Charter** which sets out the responsibilities and expectations for use of the personal device at Colo High School. The signed BYOD charter will be retained in the student's file.
- Students and Parents are responsible for ensuring the device brought to school meets all the requirements of the **Device Specifications**. A device which does not meet the Specifications will not be permitted access to school networks and services.
- Each student is absolutely and solely responsible for the care and conduct of his/her own personal device whilst at school or at other school activities or travelling to and from school.
- Students must connect their device to the designated wireless data network supplied by Colo High School using their own DEC Portal user account credentials only. Students must not connect to any other network, wireless or cellular.
- The use of students' own devices in class is at the sole discretion of the teacher. Teachers will communicate to students at the start of a lesson when devices are to be used and when they are to be switched off and away. Students may use their devices in passive areas of the playground. They must not be in use in areas such as the lower oval or basketball courts. The volume must be set for individual personal use.
- Earphones should not be worn in classrooms (unless a teacher gives permission for an educational purpose) or while walking between lessons. Students must be able to hear and follow teacher directions in the playground.
- Students must use their device in accordance with the Department of Education's policy *Online Communication Services: Acceptable Use for Students (PD/2002/0046/V04)* and the **BYOD User Charter**.
- Students who misuse their device or fail to comply with repeated teacher instructions may have their devices confiscated. Confiscated devices are to be given to a Deputy as soon as practicable. Teachers then follow standard discipline procedures for noncompliance.
- Teachers will endeavor to provide access to school computer technology for students who do not have a device to achieve learning outcomes.

- Student devices must be fully charged. Colo High School cannot provide facilities for students to charge their devices at school.

Device Specification

1. Devices must be able to connect to the Wi-Fi network which operates on the 802.11n 5Ghz dual band a/b/g/n wireless.
2. Device batteries must last at least 5 hours without charge.
3. Devices must have a minimum of 16GB storage memory and 2 GB RAM.
4. Devices must have licensed current or prior version of operating system and software.
5. Devices must be equipped with anti-virus software.
6. Devices should have a reasonable sized screen to enable continuous use. (Mobile phone screens are not suitable for continuous use)
7. Devices should be lightweight for ease of carrying.
8. Devices should have a protective case to minimize damage.
9. Insurance is the responsibility of parents/caregivers and students.

Note: Should a student's device fail to meet the requirements of the **Device Specification**, Colo High school will not facilitate the student's access to any network or school services. The school may direct a student to cease bringing a device to school which does not meet the requirements of the Device Specification.

MONITORING EVALUATION AND REVIEW

This policy will be reviewed as necessary in collaboration with school executive, class teachers and students.

HOMework AND STUDY POLICY

If a student is to be successful in a school career, a regular routine of homework and study should be established. This routine should be started in Year 7 and continued and developed as the student progresses through to Year 10 or Year 12 and then into further study.

Daily Routine should include:

1. Complete set homework for the next day.
2. Planning and organising for homework/assignment due in the near future.
3. Reviewing the day's work.
4. Extra reading on current topics (text book, library book, reference book).
5. Studying for exams, reviewing past topics.
6. Exercise.
7. Relaxation.
8. Preparation for the next day (e.g. pack a bag).

All students are advised to draw up a homework and study timetable. Those who have difficulty doing so should seek help from their Year Adviser. Timetables can help students plan and organise their time, establish a routine and to maximise their efforts, but they must be flexible enough to allow for changing commitments and interests.

Homework time – each night until all set homework is complete. See points 1 and 2 above.

Study time – recommended hours for study (minimum): See points 3, 4 and 5 above.

Year 7 & 8 - ½ hour per night

Year 9 & 10 - 1 hour per night

Year 11 -1 hour per unit per week

Year 12 -1 ½ hours per unit per week, increasing the hours during Term 2 & 3.

Special study timetables need to be drawn up in the weeks before the exams to ensure revision of all subject matter.

Skills such as exam technique, essay writing, note taking, summarising, etc. need to be developed through high school years.

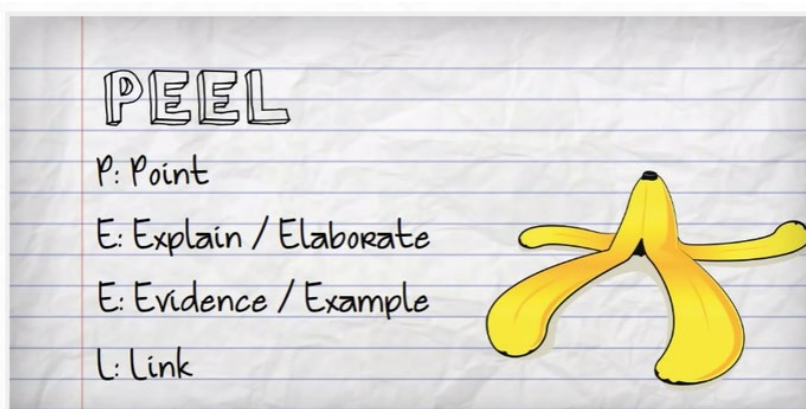
Role of Parents

Any study program can only be successful if the parents are supportive. It is essential that parents provide quiet support and encouragement, and assist students in finding a balance between school, employment, sport and social commitments.

It is recommended that computer files be backed up so that important information and assignments aren't lost.

PEEL @ COLO

Many faculties at Colo High School use PEEL to help students write a well-organised paragraph. This is a very well-known strategy. The acronym is used as shown below.



P	Sentence 1	POINT This is the "topic sentence" which shows what the paragraph is about. If the paragraph is in response to a question, the topic sentence should address this question.
E	Sentence 2	EXPLAIN The second sentence explains the point. It may rephrase it using synonyms and add clarification.
E	Sentences 3, 4 and 5	EVIDENCE The evidence sentences give specific examples to support the point being made.
L	Sentence 6	LINK This finishes the paragraph by coming back to the question

See a very simple example

What is the best season of the year?

Summer is the best season of the year. This is the time of year that allows us to have the most fun. The water is warm and perfect for swimming. In Sydney we have daylight savings which gives us more time after school to enjoy sport outside. There is also a school holiday which is five weeks, so there is even more time for play. In this way, summer is the most enjoyable time of year.

Please note:

This is a simple Stage 4 example to show the structure. As students become more competent writers, they will manipulate it. Different subjects also modify the structure to suit their needs. The important thing to note is that a paragraph focuses on one point and explains it using examples. It then rounds it off before moving to another point.

PLAGIARISM AND ETHICAL INFORMATION POLICY

WHY?

Colo High School “values excellence in learning and respect for the intellectual property rights of others. We regard plagiarism as academic dishonesty, theft, and an ethical offence. A student who plagiarises is dishonest with their teacher, their peers and themselves. Colo High School regards plagiarism as unacceptable behaviour.”

It is important for your own learning and understanding that you can demonstrate your ability to not only find and copy information, but also consider the facts and ideas you have found and express them in your own words and acknowledge your sources.

This policy applies to all assessments, whether tasks, tests or exams, and to all subjects at Colo High School.

All of the following can be considered plagiarism:

1. Turning in someone else's work as your own
2. Copying someone else's work in an exam or test
3. Copying ideas or words from someone else without giving credit
4. Failing to put in quotation marks material that is copied word for word from another source
5. Giving incorrect information about the source of a quotation
6. Changing words, but copying the sentence structure of a source without giving credit
7. Paraphrasing. “Paraphrasing is putting someone else's idea(s) into your own words. A paraphrase covers the points the author has made, while changing the words.”
8. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
9. Cutting and pasting different sections of the work of others into a new whole
10. Failure to provide a reference list for a project that requires research

HOW?

All information, whether published in print or digital form, is intellectual property. Honest use of the work of others is the behaviour and choice expected of Colo High School students. The MLA referencing style is the standard style for Colo.

To avoid plagiarism, try these techniques:

1. Read through your assignment task carefully. Check with your teacher that you understand your task. You are less likely to copy if you feel confident that you know what to do.
2. Understand and use referencing techniques. Acknowledge your sources (Years 7-10 with the Colo Reference List proforma. Years 11-12 with citations and a reference list, correctly formatted).
3. Use the reference examples below and online bibliography generators (eg. EasyBib or BibMe) as tools to guide you.
4. When taking notes, always jot down the details of the source so you acknowledge it when writing your assignment later. This also helps you and your teacher locate it if necessary.
5. When quoting, put the words in quotation marks “like this”, and acknowledge the original author and their work in your reference list.
6. Pictures, maps, statistics, graphs and other illustrative sources also need to be acknowledged.
7. Use a large variety of sources as this will strengthen your work and make you less likely to plagiarise.
8. Don't waste time. Start your assignments when you receive them. Give yourself enough time to research, take notes, think and write your draft/s and final work.
9. Do not hand in anyone else's work as your own – ever!
10. Do not allow anyone else to copy your work and hand it in as their own.
11. Do not submit work to which another person such as a parent, tutor or subject expert has substantially contributed

HOW TO ACKNOWLEDGE THE WORK OF OTHERS

Junior Students (Years 7-10)

- Submit a print or digital reference list (using the Colo Reference List proforma available from your teacher or the library) with every task/project requiring research. Include all the sources you have used in preparing your assignment. Available in print or digital form. (See next page)

Senior Students (Years 11-12)

- Must submit a print or digital reference list (MLA style) with every task/project requiring research
- AND also need to include footnotes or endnotes, correctly formatted and punctuated.
- Students can use the footnote/endnote/referencing features within Microsoft Word and also use online referencing websites such as EasyBib www.easybib.com or BibMe www.bibme.org as helpful tools. An advice sheet on how to reference is available from your teacher or the library, in print or digital form.

Examples (for senior students)

Book: Hastings, Max. *The Faces of World War II*. London: Cassell, 2008. Print.

Article (print encyclopedia): Katzenberg, Dena S. "Quilt." *The World Book Encyclopedia*. Vol. 16. World Book, Inc.: Chicago, IL, 2010. 41. Print.

Article (print magazine): Holland, Jennifer S. "A Reef's Test." *National Geographic* 219.5 (2011): 34-57. Print.

Website: Bloom, Lisa. "Don't Talk down to Little Girls: Lisa Bloom Explains Why." *Sydney Morning Herald - Business & World News Australia* | [Smh.com.au](http://www.smh.com.au). 28 Aug. 2011. Web. 29 Aug. 2011. <<http://www.smh.com.au/lifestyle/dont-dumb-girls-down-20110829-1jh86.html>>.

CONSEQUENCES

Plagiarism is cheating and will be treated as a serious offence. Consequences may include:

- Zero marks
- Redoing and resubmitting the assignment
- Letter home to parents
- N Award Warnings

Plagiarism will involve a referral to the Head Teacher. In Years 11-12 the Deputy Principal will automatically be informed. Please see the complete policy document for full referencing. This policy draws on draft and ratified plagiarism/ethical use policies from a number of Australian schools and teacher librarians, and we thank them for sharing their work with Colo High School.

COLO HIGH SCHOOL CANTEEN

Since its inception the School Canteen has been a great success due to the wonderful response from families who volunteer to assist our Canteen Managers in the day to day running of the canteen. We wish to provide your students with good food at a reasonable price and at the same time, raise funds which are much needed for our school. Our continued success depends on the number of new parents who volunteer to help us.

We would like to have four people working with us in the canteen each day.

Starting time is around 8.30 am and usually all finished by 1 pm with morning tea and lunch provided for you.

We realise many parents will have children at more than one school so we would appreciate any time you could share with us and the starting time is flexible. If you are able to help please fill in the form below and return it to either the canteen or Colo High School front office where the administration staff will pass it in to us.

All Volunteers will need to be double vaccinated and have a current Working With Children Form.

We are hoping to have 12 – 15 new parent volunteers to help out in the canteen. This however will be dependent on Public Health Orders at the time and may be subject to change.

Thanking you

Nikki Murphy and Jodie Moore
School Canteen Managers

Phone: 4571 2011

Canteen Email: colohighcanteen@outlook.com

.....
Please detach and return to school

☐ Once a fortnight ☐ Once a month ☐ Once a term

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Name: _____

Telephone No: _____

Mobile No.: _____

Name of students at school: _____

Email address (for rosters) _____

If you would like to be rostered on with a friend, please insert their name below:

YEAR 7 CONTRIBUTIONS AND STRUCTURE

VOLUNTARY CONTRIBUTION \$60.00

This contribution is used to enhance the learning opportunities for your child.

P&C LEVY (*see below*) \$30.00

MATERIAL COSTS:

~ Home Economics (Technology Mandatory) \$45.00
(*including food costs, apron and cap*)

~ Industrial Arts (Technology Mandatory) \$45.00
(*including materials, apron and safety equipment*)

~ Music \$20.00

~ Peer Support \$15.00

\$215.00 Total

Payments can be made at the Front Office before 1pm on Monday, Tuesday, Wednesday and Fridays, and are able to be paid in instalments if this is more convenient.

We accept eftpos, credit card (MasterCard or Visa), cash, cheque or online payments (the preferred method).

Payments made online at www.colo-h.schools.nsw.edu.au "Make a Payment".

Please contact the front office for further information regarding this process.

NOTES

- A discount of 10% will apply on the Voluntary Contribution to any student who has an older brother or sister attending Colo High School.
- The Mathematics calculator need only be purchased if the student does not already have a calculator.
- The P&C Levy is to be paid only once per family per year in lieu of fundraising. This means we will not ask families to contribute goods for fairs or sell things to raise money for the P&C. We love to provide our students with the best learning environment possible. This once a year payment really helps achieves that.



COLO HIGH SCHOOL

218 Bells Line of Road
North Richmond, NSW 2754

p. 4571 2011
e. colo-h.school@det.nsw.edu.au
w. colo-h.schools.nsw.gov.au



@ColoHighSchool

