

# COLO HIGH SCHOOL

WELCOME HANDBOOK

7



## Contents

- School contact information
- Term dates
- School history
- Mission Statement
- My first day at Colo High
- Everyday you need to bring
- People you should know
- What do I do if?
- How to do well at high school
- Uniform
- Awards and Levels
- School Library Resource Centre
- Sport and PDHPE
- Roll Call & Focus Time
- Peer Support
- Meet Utah
- School Map
- Bell times

## Contact Information

Address: 218 Bells Line of Road, North Richmond NSW 2754  
PO Box 96, North Richmond NSW 2754

Telephone: 02) 4571 2011

Fax: 02) 4571 3391

Email: [colo-h.school@det.nsw.edu.au](mailto:colo-h.school@det.nsw.edu.au)

School Code: 8526

Office Hours: 7.30am – 2.30pm

Deputy Principal Year 7: Mr Andrew King

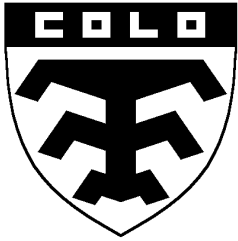
Year Adviser Year 7 2022: Ms Angel Lynch

## Term Dates 2022

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

## 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.

There are four houses, named after birds of prey, are:

**Eagles – Blue**      **Falcons – Green**      **Hawks – Red**      **Kestrels – Yellow**

Students are allocated to houses in alphabetical order of their surname.

## 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 8.05 am.

A Year Assembly will follow during which:

1. Students will be addressed by the Principal, Deputy Principals and Year Adviser
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 2:20 pm. 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....

Your daily classroom supplies!

As well as your BYOD, you will need the basic items every school day:

- 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



It best to have a large pencil case so you can safely store your wallet/phone when you are in class, as your school bag will be left outside specialist classrooms e.g. Science, Library etc.

## People you should know..

Deputy Principal  
Year 7  
Year Adviser Year 7  
2022

Mr A King

Ms A Lynch

### Head Teachers

English	Mrs J Sidoroff
Mathematics	Mrs D Bridge
Science	Mr D Geerling
Social Science	Mrs K Evans (Rel.)
History	Mr D Lendon
Home Economics	Mrs K Kumar
Industrial Arts	Mr S Willoughby-Green
	Mr P Hanns
Visual Arts	Mrs S Mountain
	Mr A Namdar (Rel.)
PDHPE / LoTE	Mrs L Collett (Rel.)
Administration	Mrs K Smith (Rel.)
Teaching and Learning	Mr J Cox
Wellbeing	Mrs S Szymkow

### School Counsellors

LaST  
Teacher Librarian  
SRC Coordinator  
Sports Coordinator

### Careers

Mrs M Farrell  
Mr B Decent  
Ms J Gibson

Mrs T Keevers  
Mrs D Decent  
Mrs S Purcell  
Mr B Plummer

Ms A McNair

## What do I do if...?

### **If I need to leave school early:**

Step 1: Bring a written note signed by a parent/caregiver explaining the reason and stating your name and class, then take to either Deputy for their approval before roll call.

Step 2: You will then need to take your approved note to the Front Office before 8.05am who will process your early leave.

Step 3: Pick up your Early Leaver's Pass at recess. You should arrange to meet the person collecting you at the Front Office.

Step 4: Parent/caregiver will sign the Early Leavers Book on your leaving.

**I'm absent from school:** You will receive a "sms" advising of your child's absence. Please respond to the "sms" advising of a reason, or, on the day you return 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 ring the school on ph: 4571 2011.

**I'm late to school:** Go straight to your roll call room, let the teacher know you have arrived. If arriving after 8.15am sign in at the Front Office at the "Late Arrivals" computer, you will then need to have the computer-generated printed 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 reason for non-uniform. 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 Mathematics 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 Front Office if a call needs to be placed through to your parent/caregiver. *Remember – Mobile phones are to be OFF and AWAY.*

**I have a personal problem:** Talk to a friend, your class teacher, your Year Advisers, HT Wellbeing, a Counsellor or your Deputy Principal.

**I'm being bullied:** Tell a teacher, your class teacher, one of your Year Advisers, HT Wellbeing, a Counsellor or your Deputy Principal.

**Racial comments are being made about me:** Tell your class teacher, one of your Year Advisers, Head Teacher, HT Wellbeing, a Counsellor or your Deputy Principal





## What do I do if...?

**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, which you should bring to school every day. Present this when you wish to borrow.

**I want to buy my lunch:** Order your lunch at the canteen BEFORE school, 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'm sick in class:** Tell your teacher. He/she will send you 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.

**I've lost my timetable:** Replacement copies of your personal timetable can be obtained from the Front Office for a cost of 20c.

**I want my laptop login:** Complete an internet access agreement form (see Mr Greening- Technical Support Officer). Return the form to Mr Greening and a week later ask for your login sheet at the library.

**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, once you've had a chance to get to know each other.

**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 (Years 7-10)

Shirts	White formal cotton shirt with Colo emblem (girl and boy styles) or Roya l/ 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 and boy styles) or Navy long pants/trousers (girl and 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 (available to SRC or other students by arrangement).
Footwear	All black (no colour) fully enclosed leather shoes or ankle high boots with flat heel <i>which satisfy the Department of Education regulations</i> . White socks (with all uniform items except formal long pants) Navy/black/flesh coloured stockings (without patterns)
Hat	Navy/sky Colo cap (unisex)
Sport and PE	Colo sports shirt (unisex) or 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><i>Students should change from school shoes into sport specific shoes for sport and PE</i></b>

## Awards and Levels

In every subject, you can earn merit awards.

- Yellow awards are awarded by class teachers.
- Red awards are awarded by Head Teachers. To gain a red award, you need either:
  - 3 yellow awards (PE, Music, Visual Arts, Technology Mandatory) or
  - 4 yellow awards (from Social Science, History or any elective subject) or
  - 5 yellow awards (from English / Maths / Science)
- White awards are handed out by the Year Adviser, to gain a White award, you will need two red awards.
- Principal's Awards are awarded by the Principal and include an invitation to a Principal's Morning Tea.
- If you achieve a Principal's Award for each year you attend Colo HS you will be awarded a Colo Medal at your graduation assembly.



Ask your class teachers what you can do to earn yellow merits from them.



## School Library Resource Centre

Early 2022, 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

**School starts with roll call each day at 8.05 am.** A warning bell is rung at 8.02 am.

Your roll group is not the same as your Year 7 class. Roll groups are organised alphabetically. RC 7.1 is roll group 7.1; RC 7.2 is roll group 7.2, and so on.

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

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.

We look forward to your participation in Peer Support Activities in Terms 1 and 2, 2022, when you will meet your peer support leaders.

## Meet Utah...

Utah is Colo High School 3yr old Labrador Therapy Dog. Utah came to us through the Therapy Dog Program at Guide Dogs NSW/ACT. Utah's job as a Therapy Dog is to provide comfort, companionship and emotional support to Colo students. He may work with students whom experience behavioural, emotional, developmental and mental health conditions, physical disabilities or just those who need a friend to learn with.



**ROOM PLAN**

The floor plan shows a central corridor running diagonally from the bottom left to the top right. Rooms are arranged around this corridor. The following rooms are labeled:

- English:** E1, E2, E3, E4, E5, E6, E7
- Social Science:** SS1, SS2, SS3, SS4
- Language:** LA1, LA2, LA3, LA4, LA5
- P.E.**
- Mathematics:** M1, M2, M3, M4, M5, M6, M7, M8, M9
- Music:** MU1, MU2, MU3, MU4
- Home Economics:** HE1, HE2, HE3, HE4, HE5
- Visual Arts:** AR1, AR2, AR3, AR4, AR5
- Reception**
- Hall**
- Assembly Area**
- Staff Common Room**
- Theatre**
- Canteen**
- Industrial Arts:** IA1, IA2, IA3, IA4, IA5, IA6, IA7, IA8, IA9
- Drama:** DR1
- History:** H1, H2, H3, H4
- Science:** SC1, SC2, SC3, SC4, SC5, SC6, SC7
- Agriculture:** AG1

Monday, Tuesday, Wednesday and Friday				Thursday			
Period	Start	Finis h	Length (minutes)	Period	Start	Finish	Length (minutes)
<b>Roll Call / Focus</b>	8.02 w/bell 8.05	8.23	18	<b>Roll Call / Dear</b>	8.02 w/bell 8.05	8.23	18
<b>P1</b>	8.23	9.13	50	<b>P1</b>	8.23	9.13	50
<b>P2</b>	9.13	10.03	50	<b>P2</b>	9.13	10.03	50
<b>Recess</b>	10.03	10.22	19	<b>Recess</b>	10.03	10.22	19
<b>P3</b>	10.22	11.12	50	<b>P3</b>	10.22	11.12	50
<b>P4</b>	11.12	12.02	50	<b>Lunch</b>	11.12	11.50	38
<b>Lunch</b>	12.02	12.40	38	<b>Sport</b>	11.50	12.40	50
<b>P5</b>	12.40	1.30	50	<b>Sport</b>	12.40	1.30	50
<b>P6</b>	1.30	2.20	50	<b>Meetings</b>	1.30	2.20	50
<b>S2</b>	Negotiated for extension classes or for VET			Note: Staff meetings occur on weeks 1,4,7 and 10 of each term from 1.40pm until 2.20pm			
<b>S3</b>	Negotiated for extension classes or for VET						

## COLO HIGH SCHOOL

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