



*Chifley College Dunheved Campus*

Learn Discover Inspire

# **STUDENT INFORMATION HANDBOOK**

## **2018**

## INDEX

CHIFLEY COLLEGE DUNHEVED CAMPUS	1
OUR STATEMENT OF BELIEFS	1
The Chifley College Logo	1
The Chifley College Motto	1
The Chifley College Colours	1
INFORMATION ABOUT CHIFLEY COLLEGE	1
PRINCIPAL'S MESSAGE	2
For Year 7 Students in Particular	2
A MESSAGE FROM THE STUDENT ADVISERS	2
Positive Environments for Students	2
Teaching Staff	2
Student Leaders: School Captains and Year Captains	2
Parents and Care Providers	2
New Year 7 Students	2
BEHAVIOUR EXPECTATIONS - CHIFLEY COLLEGE DUNHEVED CAMPUS	3
STAFF ROLES AND RESPONSIBILITIES	4
All Staff	4
Principal	4
Deputy Principals	4
Head Teachers	4
Wellbeing	4
Stage Advisers	4
Support Teachers Learning Assistants	4
Classroom Teachers	4
English as an Additional Language/Dialect (EALD) Teacher	4
Sports Organiser	4
Teacher Librarian	4
Careers Adviser	4
Girls Adviser	4
School Counsellor	4
School Chaplain	4
Home School Liaison Officer	4
Aboriginal Education Officer (AEO)	5
Community Liaison Officer (CLO)	5
School Administrative and Support Staff (SASS)	5
Canteen	5
Clontarf	5
FEATURES OF DUNHEVED CAMPUS	5
Student Leadership: Year Captains	5
Student Leadership: School Captains	5
Gymnasium	5
Library	5
Computer Facilities	5
Dunheved Campus Literacy/Numeracy Program	5
STUDENT ACTIVITIES	5
Inter-School Competition	5
Scripture Program	5
School Representation	5
Talented Identification Program for Sport (TIPS)	6
Weights Gym	6

## INDEX

SCHOOL ROUTINE	6
School Opal Card	6
Roll Call	6
Assemblies	6
Late For School	6
Leaving Early	6
If You Are Sick	6
Absence From School	6
Medication	6
If You Lose Something	7
Riding Bikes, Scooters and Skateboards to School	7
If There Is An Accident	7
If You Need Some Help	7
Emergency Evacuation Procedures	7
SCHOOL HOURS	8
Bell Times	8
THE SCHOOL UNIFORM	9
SPECIAL UNIFORM REQUIREMENTS	11
Technology and Applied Studies	11
Grade Sport Uniform	11
School Sport Uniform and PE Uniform	11
Talent Identification Program for Sports (TIPS)	11
Medical Non-Participation	11
Science	11
Work Experience and TAFE	11
OUT OF BOUNDS AREAS	12
HOW TO GET INFORMATION	12
Messages from the School	12
Interviews With Staff	12
Interview Evenings	12
Reports and Assessments	12
Mobile Phones	12
Parents and Citizens Association (P&C)	12
College Council	12
FINANCIAL MATTERS	13
Compulsory Subject Materials Contributions	13
Voluntary General School Contributions	13
Student Assistance Scheme	13
ABSTUDY	13
SCHEDULE OF VOLUNTARY SCHOOL AND COMPULSORY SUBJECT CONTRIBUTIONS 2018	14
MAP OF THE SCHOOL BUILDING	15
Ground Level	15
Upper Level	16
STUDENT BOOK REQUIREMENTS FOR MAINSTREAM	17

## CHIFLEY COLLEGE DUNHEVED CAMPUS

Chifley College Dunheved Campus caters for the academic, cultural, physical and spiritual development of students in the context of family, friends and community.

Teaching programs encourage young people to become responsible and productive learners, citizens and leaders. We received success for our progressive Literacy and Numeracy programs, evidenced by a Director-General Achievement Award and an Excellence in Education Award for Outstanding Achievement - Stage 4 Enrichment Program.

All students have a customised learning plan to ensure they achieve their educational goals while at Dunheved. Our students engage with learning in an innovative and supportive environment with interactive whiteboard technology in air-conditioned classrooms, state of the art technology rooms, multi-media conferencing facilities, modern technology based two-storey library, expansive grounds and extensive sporting facilities. Our highly accomplished and experienced teachers are committed to ongoing rigorous professional training and development each year. Teachers know our students well and encourage initiative, personal responsibility and self-regulated learning.

We are particularly proud of our partnerships with parents, local businesses, employment agencies and tertiary institutions. We offer unique programs that give students access to employment and TAFE courses. Students receive the advantage of increased vocational skills and hands-on learning experiences in such areas as hairdressing and panel beating. Students attending Dunheved then have the choice of attending the Senior Campus, which is a modern, purpose built campus, situated next to Mt Druitt TAFE, or, Bidwill Campus.

You are welcome to see the school in operation and learn more about our wonderful programs. We assure a positive and friendly welcome.

## OUR STATEMENT OF BELIEFS

Chifley College Dunheved Campus is a progressive, collaborative, and compassionate middle-school where together, students, staff, collegial partners, parents and the community "Learn, Discover and Inspire". Our school's core expectations focus on respect: Respect Ourselves, Respect Each Other, Respect the Community.

At Chifley College Dunheved Campus, we value:

- a curriculum that inspires commitment to lifelong learning, promotes tolerance, and embraces diversity,
- community partnerships that respect parents' role in learning,
- high expectations for all and the achievement of personal excellence,
- students accessing technology, literacy and numeracy, integrated into their learning,
- clear planning that demonstrates a unity of purpose and a collaborative culture,
- quality professional relationships between students and teachers,
- strong leadership by students, staff and the community,
- wellbeing systems that guarantee everyone is valued and respected,
- reasonable and fair discipline that builds self-esteem,

- a safe, happy and stimulating learning environment,
- assessing, reporting and celebrating student and school success in a positive way, and
- expert teaching with professional learning as a right and responsibility.

### **The Chifley College Logo**

Leigh Cowan, a student at Nepean Arts & Design Centre, Nepean College, Western Sydney Institute of TAFE, designed our Chifley College logo in 2000. The five arms of the logo symbolise the separate campuses coming together to provide a single educational entity while emphasizing the contribution of each community to the new college. The rust-red colour of the logo provides a striking visual contrast to navy blue, the college's prime colour.

### **The Chifley College Motto**

Sarah Dole, who was also a TAFE student at the Nepean Arts and Design Centre, designed our Chifley College Motto. Chosen as most appropriate for the new College, Sarah's motto, "Learn Discover Inspire", is in harmony with the logo, reflecting its contemporary nature and style.

### **The Chifley College Colours**

The common colour for all campuses is navy blue. Dunheved Campus' colour is red, Shalvey is maroon, Mt Druitt is yellow, Bidwill is light blue, and the Senior Campus is white.

## INFORMATION ABOUT CHIFLEY COLLEGE

Established in 2000, Chifley College provides enhanced educational opportunities for students of Western Sydney. Our College, situated on Darug land, comprises Bidwill Campus (7-12), Dunheved Campus (7-10), Mt Druitt Campus (7-10), Senior Campus (11-12) and Shalvey Campus (7-10).

The College motto, "*Learn Discover Inspire*" is at the foundation of the partnership between students, community and the school. Students have many opportunities to engage with a broad and varied curriculum that targets their needs and designed to encourage excellence and citizenship.

Across the College, students participate in a diverse range of extra-curricular activities including sports, debating, dance and arts. The commitment of an extraordinary group of teachers support these activities.

Effective partnerships with our community are essential if we are to achieve our goals. We deeply value our shared journey with local Aboriginal elders and the Aboriginal Education Consultative Group. We enjoy strong support from the Pacific Islander community and our parent bodies.

We continue to build significant relationships with our local primary schools. We also acknowledge the input of the wider community into the success of our students. In particular, the University of Western Sydney, TAFE and local employers who provide work experience and work placement to prepare our students for the transition from school to further education or work.

## PRINCIPAL'S MESSAGE

Dear Students, Parents and Caregivers,

Welcome to Chifley College Dunheved Campus. At Dunheved, we place great importance on making sure that students settle into their new school quickly and effectively.

Our college motto proclaims that our aim is to "Learn Discover Inspire". It is our plan that each student will experience academic, cultural, social and sporting success. We believe in a partnership with our local community and respect parents' role in learning. We also expect that each student will achieve personal excellence.

For a student's education to be successful there has to be supportive relationship between your home and your school. We expect our parents and caregivers to support our students:

- ensuring that they attend school each and every day,
- making certain that they arrive at school on time each morning,
- insisting that they always leave home in full school uniform,
- checking every day that they have all their right equipment such as pens, rulers and books,
- supporting school rules in conversations at home,
- attending parent and teacher evenings,
- providing a suitable place for students to complete homework, and
- making learning an important priority in family life.

### **For Year 7 Students in Particular**

Students placed in a class, remain together for most of each day when children begin high school at Dunheved Campus. Classes in English, Mathematics, History and Geography are in each teacher's homeroom. Students will also have practical lessons held in science laboratories, music rooms, art rooms, technology rooms, and the gymnasium or on the sports fields for PDHPE.

Teachers work together as a team in the organisation of each class. Each teacher in the partnership will bring particular teaching expertise to the class. The teaching partners will be responsible for setting clear academic goals for each student in their class. They will also provide pastoral care, creating quality professional relationships with students. They will regularly meet as a partners' team to evaluate progress, discuss teaching strategies and plan for future lessons.

Please read this booklet carefully and if you have any questions please contact the school.

## A MESSAGE FROM THE STUDENT ADVISERS

### **Positive Environments for Students**

Dear Students, Parents and Caregivers,

Welcome to Dunheved Campus. We hope your stay with us is enjoyable and exciting. There are many opportunities for each student to find success at school. We would encourage you to get involved in the day-to-day class activities as well as some of the many other activities that occur throughout the school year. We expect you to do your best in all that you try and rewarded in many ways. Explanations of aspects of Dunheved Campus are on the following pages.

We know that new students at Dunheved Campus will be in a very positive environment. We know this because of the following:

### **Teaching Staff**

Teaching staff at this school are a totally committed team of people, who are experienced and enthusiastic, and want the best for each of you.

### **Student Leaders: School Captains and Year Captains**

All elected student leaders have stressed their willingness to set a good example and to help the younger students.

### **Parents and Care Providers**

We are confident that our parents and caregivers will be supportive of their children as they enter and settle into our school.

### **New Year 7 Students**

We have met and chatted with many of the Year 6 pupils who are coming to our school, and we feel quite confident you will fit well into high school. We expect you will set a high standard for other year groups to admire and that you will make varied and positive contributions to your school.

If you have any questions, please do not hesitate to contact the school on 9623 6600.



# THE DUNHEVED WAY

## BEHAVIOUR EXPECTATIONS - CHIFLEY COLLEGE DUNHEVED CAMPUS

<b>Matrix</b>	<b>Respect Ourselves</b>	<b>Respect Each Other</b>	<b>Respect Our Community</b>
<b>ALL areas</b>	<p>I wear school uniform with pride. I keep my hands and feet to myself. I report any problems. I stay where I am supposed to be during class time, break-time and before/after school. I am proud of my achievements. I take responsibility for my online behaviour.</p>	<p>I am always kind to others. I follow teachers' instructions. I speak politely and use appropriate language. I leave banned items at home. I celebrate other students' achievements. I think before I post on social media. I interact positively with others when I am online.</p>	<p>I attend class and school on time every day. I keep the school and community tidy and free from vandalism and graffiti. I walk safely. I am polite to school visitors. I use technology appropriately. I travel to and from school safely. I contribute positively to the school's webpage and Facebook.</p>
<b>Classroom</b>	<p>I use my timetable to be in the right place. I arrive on time and actively participate. I do my best to learn and achieve. I ask permission to leave my seat/class. I sit on my seat and at my desk properly. I follow the safety procedures of the class.</p>	<p>I listen to the teacher/person who is speaking to the class. I put my hand up and wait quietly to speak. I allow others to concentrate and work without interruption. I am accepting of the opinions and contributions of others.</p>	<p>I keep the classroom neat and tidy. I take care of the equipment provided by the teacher/school/community. I have a permission note if I am out of class.</p>
<b>Playground</b>	<p>I act and play safely. I use break-time effectively. I use the toilets appropriately during breaks.</p>	<p>I wait in line at the canteen. I start walking to class when the music begins. I put my rubbish in the bins and refrain from spitting. I encourage other students to go to class. I play sensible games fairly.</p>	<p>I stay inbounds. I report strangers to a teacher and escort visitors to the front office in a friendly way. I report any dangerous behaviour or damaged equipment. I encourage positive friendships at school and in the online community.</p>
<b>Assemblies</b>	<p>I line up in alphabetical order. I sit appropriately, facing the front.</p>	<p>I am quiet throughout the assembly. I listen to all announcements. I congratulate the achievements of others with applause and respect.</p>	<p>I listen attentively to guest speakers and visitors. I support and participate in cultural, school and community celebrations with pride.</p>

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **STAFF ROLES AND RESPONSIBILITIES**

### ***All Staff***

All staff have a duty of care to provide responsible supervision of students. Accordingly, expectations by all students are to follow all staff members' instructions. Disobedience to staff instructions may place student's learning or safety at risk, and repeated disobedience to staff instructions may lead to the implementation of the Department of Education Policy, *Procedures for the Suspension and Expulsion of School Students*.

### ***Principal***

The Principal leads the school - its people and its programs, and is responsible for its buildings and resources. A great deal of co-operation from staff, students and parents is required to look after the needs of a complex organisation and its people.

### ***Deputy Principals***

The Deputy Principals manage the day-to-day running of the school and are responsible for providing leadership for the Head Teachers and each of their teachers and subjects. They help teachers develop teaching strategies and build good relationships between teachers, students and parents.

### ***Head Teachers***

Head Teachers are responsible for teaching and organisation of the subjects in each Key Learning Area. They also manage students' concerns in their faculty and help to build good working relationships between their teachers and the students in their classes.

### ***Wellbeing***

The Wellbeing Head Teacher is responsible for monitoring, developing and implementing programs designed to respond to the wellbeing needs of students as individuals and as a group at a universal level.

### ***Stage Advisers***

These are important people for all students and parents. This is one of the key teachers who is responsible for the care and wellbeing of students in a year. If students or parents have a question or concern, they should contact the school and ask to speak to or make an appointment to see the appropriate Stage Adviser.

### ***Support Teachers Learning Assistants***

The Support Teachers Learning Assistants provide support to students who have learning difficulties. These teachers work with classroom teachers to provide assistance for the additional needs of their students.

### ***Classroom Teachers***

Subject teachers are responsible for your progress in their subject. They are always willing to assist you if you are having difficulties, so just ask them.

### ***English as an Additional Language/Dialect (EALD) Teacher***

The EALD Teacher provides assistance to students who are new to the country or who may be experiencing difficulties in speaking, writing or understanding the English language.

### ***Sports Organiser***

The Sports Organiser organises the athletics, swimming and cross-country carnivals, weekly sport throughout the year and knockout competitions.

### ***Teacher Librarian***

The Teacher Librarian works with teachers to develop students' information literacy skills and to assist students with research tasks at recess and lunch.

### ***Careers Adviser***

The Careers Adviser is available for assistance to both parents and students who need information about different careers and choice of subjects appropriate to different occupations.

### ***Girls Adviser***

The Girls Adviser is available to assist female students with any issues or concerns they may be having.

### ***School Counsellor***

At present, there is a School Counsellor at school on Mondays and Wednesdays of each week. They work with the Deputy Principals, Wellbeing Team, teachers and students and are available to see parents who are concerned about their children. Students can ask for an appointment if they would like to speak with the Counsellor.

### ***School Chaplain***

The School Chaplain provides general personal advice, comfort and support to all students and staff, regardless of their religious denomination and irrespective of their religious beliefs.

### ***Home School Liaison Officer***

On referral from the school, the Home School Liaison Officer makes home visits to discuss matters of attendance with parents/students. They provide a supportive network for students to enable satisfactory attendance to occur. Throughout the year, he/she may ask to talk to students about their attendance at school.

### **Aboriginal Education Officer (AEO)**

The Aboriginal Education Officer communicates between the local Aboriginal community and the staff at Dunheved. They are also a contact for Aboriginal students to discuss any concerns they may be having. Raising cultural awareness is also a feature of their job and they work with students on many projects throughout the year.

### **Community Liaison Officer (CLO)**

The school has a Community Liaison Officer who works closely with students to promote the culture and achievements of students. They are also a contact for students to discuss any concerns they may be having. They have the responsibility to work with parents to keep them informed of school activities and as a contact person for the school community at large.

### **School Administrative and Support Staff (SASS)**

The School Administrative and Support Staff work in the front office, the library, the farm, the print room, the kitchens and science departments. Their role is to assist students and the teaching staff. Be polite and considerate when dealing with them. A request by SASS staff should be the same as if a teacher had asked.

### **Clontarf**

The Clontarf Foundation exists to improve the education, discipline, life skills, self-esteem and employment prospects of young Aboriginal and Torres Strait Islander men and by doing so equips them to participate meaningfully in society.

### **Canteen**

If you wish to order your lunch, go to the Canteen before school begins and give your order. Collect your lunch at lunchtime from the Canteen. Canteen prices are available on request from the Canteen. Make sure that you are polite and patient when purchasing from the Canteen.

## **FEATURES OF DUNHEVED CAMPUS**

### **Student Leadership: Year Captains**

Each semester, our school elects two Year Captains to lead their year group. They are role models within their year group and their task is to assist their Student Adviser as well as undertake a project to benefit our school. Year captains, elected by students in their year, can also represent the students in staff meetings and in a number of committees in the school.

### **Student Leadership: School Captains**

Toward the end of each year, our school elects its School Leaders from Year 10 for the next year. Staff and students elect the two Captains and two Vice-Captains.

### **Gymnasium**

The gymnasium is an excellent facility for our students, providing a large indoor complex for both physical education and sport.

### **Library**

The library is available to study, read quietly or research for assignments, at recess and lunch. You will be able to borrow books to take home. You will often find that your teachers may hold a class in the library and project-based learning activities. Computer workstations, providing internet access, are available for student use before school, at recess and lunchtime.

### **Computer Facilities**

We have several computer laboratories in the school, as well as a bank of computers in the library. Internet connection is available on all computers. Some elective classes, such as Technology Mandatory, use these rooms regularly, while other classes visit the rooms to use programs appropriate for that subject.

### **Dunheved Campus Literacy/Numeracy Program**

Training in literacy methods, provided for all staff, including teachers in each KLA, relate to their subjects and literacy needs by implementing many literacy strategies in their classrooms. The school uses the NAPLAN data to identify individual student needs in literacy, and addressed through daily teaching in classrooms. The literacy/numeracy emphasis in classrooms will continue to be a major focus of the school's activities.

## **STUDENT ACTIVITIES**

There are many activities to get involved in at Dunheved Campus if you are interested. These activities are organised by teachers in their own time for your enjoyment.

### **Inter-School Competition**

Various teachers in the school also organise and run inter-school competitions such as:

- Australian Maths
- Australian English & Poetry
- Australian Science
- College History and Geography
- Debating

### **Scripture Program**

Scripture program is for those students who want to explore Christianity and experience a wide range of interesting activities. Students meet once a week.

### **School Representation**

Students are able to participate in a range of activities as a representative of Chifley College Dunheved Campus. Representing our school is a privilege and a high degree of personal behaviour is expected.



### **Talented Identification Program for Sport (TIPS)**

The Talented Identification Program for Sport (TIPS) caters for students identified as having a high degree of skill and interest in their chosen sport. The school provides a curriculum that allows students to undertake specialised development programs in their chosen TIPS sport these being Rugby League, Movement (Dance, Gymnastics), Court Sports (Volleyball, Netball, Basketball).

Benefits of this program include excellent coaching from experienced accredited coaching staff with each sport comprising of a minimum of two hours training per week, integrated into the school timetable through Year 7 – 8 Sport and PDHPE. Students will also have exposure to elite sporting organisations (such as Penrith Panthers, Netball NSW, Basketball NSW and Rock Eisteddfod NSW)

### **Weights Gym**

This facility assists in overall fitness of students and staff.

## **SCHOOL ROUTINE**

### **School Opal Card**

Some students travel by bus to school. The Department of Transport decides who is eligible for an Opal card. If you live further than 2km from school, as the crow flies, you may be entitled to free travel to and from school. If you live within the 2km radius, but have to walk further than 2.9km or there is some danger such as a section of bush to walk through, you may also be eligible for free travel.

Parents apply online for a School Opal Card. To ensure immediate approval of applications, the school requires that parents provide up-to-date address and phone details. NSW Transport sends the School Opal Cards to the student's nominated address. Students are to continue using the same card each year unless starting Year 7.

### **Roll Call**

Roll call is at 8.35 a.m. for 10 minutes each day. Your Roll Call teacher will collect any notes if you have been absent. They will also communicate any messages or information you may need to know.

### **Assemblies**

Music will play 2 minutes prior to three bells to indicate an assembly, held at various times. You should move quickly to your roll call line in the quadrangle. Assemblies are important to find out what is happening at school or sport and a time to give out awards and prizes.

### **Late For School**

If you are late for school, you should bring a note from home to explain why you are late. Late arriving students are to report to the front office to receive a late slip. Students are to give the late slip to the classroom teacher.

### **Leaving Early**

You must provide the Deputy Principal before roll call, a note from a parent if you need to leave early. The front office will then issue a leaver's pass, for students to present to the classroom teacher when you have to leave. A parent/caregiver must physically come into the front office to collect their child. Students are not to leave school grounds by themselves or wait outside the school gate.

Leaving school early should only happen rarely and only for special reasons. Sometimes the view develops that students can leave early on sport day. Sport is a compulsory part of the curriculum. For doctors' appointments during school hours, the school requires an appointment card from the doctor. The front office will issue a Department Leave Pass for those students who leave early.

### **If You Are Sick**

There are minimal facilities for looking after sick students at school. Students who are sick should stay home and seek medical advice.

If you become sick at school, tell your teacher. Your teacher will write a note for you to go to the front office. If you cannot continue to work in the classroom, we will contact the appropriate person to arrange for you to go home.

It is vital that the school has current telephone contact numbers. If we cannot contact parents/carers, students cannot go home nor are we able to advise parents/carers if an injury occurs. If your telephone number changes it is important that you advise the front office for recording.

Students are to notify the classroom teacher and Deputy Principal of being sick and not phone their parents/carers.

### **Absence From School**

Parents or guardians may ring the school or provide a note with details of an absence. The note, handed to your Roll Call teacher on the first day back, must include the child's name, class, the days absent, the reason for the absence, parents name and signature, and the date signed. Parents can also call the school or lodge the absence on our Sentral portal.

The Principal or Deputy Principals require a written note if you are sick and know that you will be away from school for several days or weeks. Parents can request schoolwork for each of your subjects if you are able to work while you are away from school.

### **Medication**

If a student needs to take medicine during the day, the parent must contact Mr Nicholls and sign a form giving permission to administer the medication.

### ***If You Lose Something***

Students are responsible for looking after their own property. Do be careful with it!

Make sure your clothing and items of equipment are marked with your name and class for identification if you lose them. Bags are not to be left unattended. If you have valuables, e.g. a large sum of money, hand it to the Deputies to look after it for you until you need it. Students are not to bring items of value to school.

If you do lose something, check with the Deputies. Report incidents of theft from your bag to your teacher. When this problem happens, it is very difficult to find the items and the person who is responsible. If you find something hand it in to a Deputy Principal.

### ***Riding Bikes, Scooters and Skateboards to School***

Parents and carers are responsible for a student's travel to and from school.

Students are required to:

- wear a helmet to and from school,
- understand and follow the road rules,
- give way to pedestrians,
- not ride the bike, scooter or skateboard within the school boundary, and
- understand their responsibility of safe storage at school.

Where a student arrives at school without a helmet, the Deputy Principal will contact the parents or carers to either drop a helmet into the school or collect the bike, scooter or skateboard.

### ***If There Is An Accident***

Report the accident to the teacher on duty immediately. If the person seems to be injured, one person should stay with them while help is coming. In cases of emergency, move away from the scene of an accident, as you get in the way and often make matters worse. The school will call for ambulance support for serious accidents.

### ***If You Need Some Help***

If you have a problem, these people can help you:

- your parents and caregivers
- one of your teachers
- a Head Teacher
- a member of the student council
- your Student Adviser
- the School Counsellor or Chaplain
- a Deputy Principal

### ***Emergency Evacuation Procedures***

In the event of an emergency, the following procedure must occur in order so that all occupants within the school evacuate to the Evacuation Assembly area, which is the Basketball Court near the car park or oval.

- A high pitch Alarm 'WHOOOOOP' will sound in order to indicate that a whole-school evacuation must occur immediately OR low pitch siren will sound which means lockdown OR the chimes sound means school assembly. If you are not sure of the alarm sounds always listen to the PA announcements.

## SCHOOL HOURS

Students must not arrive at school until after 8.05am. All students must go to the main quadrangle for supervision until school starts. After arrival at school, students must remain in the school grounds until lessons end at 2.55pm (2.20pm on Thursdays).

On Thursdays, students are to make a choice between:

- going to scripture if it is available,
- remaining in the quadrangle under supervision until 2.55 pm, or
- going directly home at 2.20 p.m. This does not mean loitering in parks, shops or the footpath outside the school.

### ***Bell Times***

Roll call in quadrangle except Tuesday in Year Meetings

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Roll Call Assembly</b>	8.35 – 8.45	8.35 – 8.45	8.35 – 8.45	8.35 – 8.45	8.35 – 8.45
<b>Period 1</b>	8.45 – 10.05	8.45 – 10.05	8.45 – 10.05	8.45 – 10.05	8.45 – 10.05
<b>Morning Tea</b>	10.05 – 10.20	10.05 – 10.20	10.05 – 10.20	10.05 – 10.20	10.05 – 10.20
<b>Period 2</b>	10.20 - 11.40	10.20 - 11.40	10.20 - 11.40	10.20 - 11.40	10.20 - 11.40
<b>Lunch 1</b>	11.40 - 11.55	11.40 - 11.55	11.40 - 11.55	11.40 - 11.55	11.40 - 11.55
<b>Lunch 2</b>	11.55 - 12.10	11.55 - 12.10	11.55 - 12.10	11.55 - 12.10	11.55 - 12.10
<b>Period 3</b>	12.10 - 1.25	12.10 - 1.25	12.10 - 1.25	12.10 - 1.25	12.10 - 1.25
<b>Afternoon Tea</b>	1.25 - 1.40	1.25 - 1.40	1.25 - 1.40	1.25 - 1.40	1.25 - 1.40
<b>Period 4</b>	1.40 – 2.55	1.40 – 2.55	1.40 – 2.55	1.40 – 2.20	1.40 – 2.55

## THE SCHOOL UNIFORM

Students are to wear full school uniform at Chifley College Dunheved Campus. The Parents and Citizens Association and the College Council support this policy. It is an important part of our school's "Dunheved Way", which was introduced after extensive consultation with students, parents, teachers and community groups.

The wearing of a school uniform:

- advances strong community pride,
- relevant to work place readiness,
- promotes a positive school spirit,
- develops a sense of belonging,
- fair for all students,
- supports a safe and happy school, and
- helps our community to recognise our students.

Students behaving appropriately in the wider community enhances our school reputation. Students of Chifley College Dunheved Campus are to wear full school uniform whilst travelling to and from school. Students, representing the school or when on school excursions, will also be required to wear full school uniform. The school will notify parents in writing of exceptions to this rule.

Students who are out of uniform will not have their photos published in the school newsletter; nor allowed to receive awards on stage. The Principal will present these awards to students in the Principal's office instead.

### THE UNIFORM

- College shirt with Campus colour and logo.
- College shorts with College logo.
- White business shirts with collar - long or short sleeves, worn with dark navy blue college tie. (Formal attire/School representation e.g. UWS Fast Forward, school leaders)
- Dark navy blue in knitted wool or sloppy joe jumpers.
- College jacket – dark navy blue (with College logo if available)
- Dark navy blue tailored non-stretch fabric trousers or dark navy blue tailored shorts.
- College track suit bottoms.
- Fully enclosed upper leather style shoes.
- Dark navy blue skirts with pleats, straight or A-line style.
- Dark navy blue, black or skin tone stockings.

### THE P.E. AND SPORTS UNIFORM

- Plain polo shirt with campus colour and logo.
- College shirt with campus colour and logo.
- TIPS uniform worn during TIPS lessons or TIPS related activities only.
- Navy blue shorts/tracksuit pants.
- Good quality sport shoes.



✓ ACCEPTABLE



✓ NOT ACCEPTABLE



**IMPORTANT NOTES:** The following guidelines listed are to assist students and parents:

- jewellery that is considered unsafe or unhealthy by the school's P&C must not be worn,
- hair accessories should be blue, red or white,
- make up of any kind is not permitted,
- religious customs and traditions regarding dress will be respected,
- special health care needs of students will be respected,
- jeans, t-shirts, tights and non-uniform track-pants are not acceptable,
- shoes that comply with "Work Health and Safety" requirements must be worn for all lessons, NO thongs, slippers, ugg boots etc are to be worn at any time,
- students may change into their sports uniform for practical PE and sport lessons,
- students out of uniform must provide a written permission note from their parents/ guardians, and
- students will be issued uniform passes if out of uniform and without a permission note.

All of the items of school uniform are available from Lowes, Westfield Shopping Centre, Mt Druitt (Ph 9832 1895).

Any family requiring financial assistance to purchase a uniform should ask the school for a Student Assistance Form from the school Deputies or Principal. The school can and will help in this situation.

We thank students, parents and teachers in anticipation of their support for this school community policy.

**Mrs Jennifer Ribeiro, Principal**  
**Lynda Murphy, President College Council,**  
**President Parents & Citizens Association**

## **SPECIAL UNIFORM REQUIREMENTS**

### ***Technology and Applied Studies***

Because of the types of equipment used in practical lessons, teachers will enforce safety requirements. Students who come to class and do not meet these standards will be unable to participate in the practical component of the lesson.

It is important to ensure the safety of all students that they follow the WH&S guidelines.

Safety requirements in practical rooms mean students need to:

- wear leather shoes which completely cover the foot,
- wear protective equipment,
- tie back hair including long fringes,
- wear a hat for outdoor work, and
- follow expectations.

### ***Grade Sport Uniform***

All students must wear full sports uniform for grade sport. They are also encouraged to bring roll-on deodorant and a towel. The grade sport uniform is:

- plain dark navy blue shorts,
- blue and red checkerboard shirt, and
- College tracksuit pants and top are acceptable additions.

### ***School Sport Uniform and PE Uniform***

Students should wear the full sports/PE uniform for school sport and physical education. They are also encouraged to bring roll-on deodorant. If students cannot wear this uniform for any reason, they must bring a note from their caregiver giving an explanation and wear other appropriate sports gear for the lesson. In wet weather, students are still to wear their gear.

### ***Talent Identification Program for Sports (TIPS)***

It is compulsory for all students in the program to wear the TIPS jersey during training and events.

### ***Medical Non-Participation***

An injured student cannot participate in a P.E. lesson. Parents must provide a note of explanation and presented to the teacher (written, dated and signed by the caregiver). The note should indicate the length of time a student will be unable to participate in sport or physical education. Other work will be organised by the teacher for injured students (e.g., research assignment on the sport covered). A doctor's medical certificate must support extensive periods of non-participation.

### ***Science***

Students must take special safety measures during practical lessons. All students must:

- wear covered leather shoes,
- tie long hair back, wear protective gear provided eg hair net, safety glasses,
- follow laboratory rules and WH&S guidelines, and
- follow all staff instructions.

This ensures the safety of students when using laboratory equipment.

### ***Work Experience and TAFE***

Courses that require Work Experience and TAFE courses will have special clothing requirements. Students are required to arrange such clothing and footwear.



## **OUT OF BOUNDS AREAS**

Before school, during breaks, and after school, all rooms are out of bounds unless a student is under the direct supervision of a teacher. Passageways, upper walkways and corridors are out of bounds unless a student is going to the library, a staffroom or office, or is under the supervision of a teacher. Other out of bounds areas are clearly marked. It is the student's responsibility to stay in bounds. This enables staff to provide an appropriate level of supervision and avoid unsafe situations.

During class time, the school playground is out of bounds unless a student has the direct permission of a teacher, and issued with a signed note. Repeated disobedience to staff instructions to stay in bounds may lead to the implementation of the Department of Education Policy, *Procedures for the Suspension and Expulsion of School Students*.

## **HOW TO GET INFORMATION**

The Dunheved Campus community hopes that all parents are able to take an active role in helping develop their children's education. It is essential that close co-operation of staff, students, parents and the general community occur to achieve maximum benefits for each child. The following information will help to achieve this co-operation.

### ***Messages from the School***

The school or the Department of Education will give children important messages to take home at various times. Parents are to stress the importance of your child delivering these notices home. Students receive the School Newsletter, published once a term. Regular updates and calendar of events are available on our Facebook page, on the school notice board facing Maple Rd, on our telephone events mailbox (Ph: 9623 6600, dial 4), or our website: [www.dunheved-h.schools.nsw.edu.au](http://www.dunheved-h.schools.nsw.edu.au).

### ***Interviews With Staff***

Should you wish to arrange an interview to discuss progress or any concern you may have, you should ring 9623 6600 and ask to speak to the Student Adviser for your child's year and make an appointment for a mutually suitable time. It may take up to two days to collate information giving a complete picture of a child's progress so adequate notice is essential. Please do not hesitate to make contact with the school if you are concerned about any matter to do with your child's progress or wellbeing.

When teachers have a concern relating to your child, they will contact you to discuss the matter and seek your co-operation in solving any difficulties. Your co-operation is very important because, it is by school and home working together, we will be able to ensure the best education for your child.

### **Who To Contact:**

- changing of child's details eg. address - School Assistants in the office,
- problem in a subject - Head Teacher of that subject,
- problems in many subjects - Student Adviser,
- problems related to student wellbeing - Head Teacher Wellbeing, Student Adviser,
- problems related to discipline - Deputy Principal,
- attendance - Head Teacher Wellbeing, Student Adviser, Deputy Principal

### ***Interview Evenings***

At the end of Term 1 and Term 3, parents have the opportunity to discuss with the teachers their child's progress. Parents will receive notification of the exact date and time. These evenings may help to resolve any concerns, which may arise.

### ***Reports and Assessments***

You will receive a detailed written report of your child's academic achievement twice each year.

### ***Mobile Phones***

We understand the need for mobile phones but they are the total responsibility of the student. Any losses incurred will not be the responsibility of the school. Students are not to use mobile phones during class time.

### ***Parents and Citizens Association (P&C)***

The P&C meets on Wednesdays of Week 4 and Week 8 of each term at 4.30 pm. Dates and times are published in the school newsletter, on the school notice board facing Maple Rd, on our telephone events mailbox (Ph: 9623 6600, dial 4), or our website [www.dunheved-h.schools.nsw.edu.au](http://www.dunheved-h.schools.nsw.edu.au). Any parents and members of the community are welcome to attend meetings. Contact our Deputy Principals or Principal for further information.

### ***College Council***

The College Council is composed of elected representatives of parents, students and staff. Dates and times are published in the school newsletter, on the school notice board facing Maple Rd, on our telephone events mailbox (Ph: 9623 6600, dial 4), or our website [www.dunheved-h.schools.nsw.edu.au](http://www.dunheved-h.schools.nsw.edu.au). Any parents or members of the community are welcome to attend. Contact our Deputy Principals or Principal for further information.

## **FINANCIAL MATTERS**

### ***Compulsory Subject Materials Contributions***

Subject contributions are the payments made by parents to cover the costs of consumable materials. The funds collected are solely to purchase such items as wood, clay, paints, metal, guitar strings, photography paper, chemicals and food. Without these purchases, lessons would need to be taught with only a pen and paper provided by the student. Students are aware of the costs involved, before they select an elective subject.

### ***Voluntary General School Contributions***

School contributions are not mandatory; but without them the school, could not provide many of the educational opportunities that are available for our students. Without the support of our parents in paying their school fees, we would not be able to pay for student resources, and other essential items that make Chifley College Dunheved Campus a quality school.

The school's Parents' and Citizens' Association is consulted when the school contributions rate is set. It is their belief that our current contribution rate is at a fair and reasonable level: a level within the means of the majority of our families.

The school's Parents' and Citizens' Association has requested the annual issue of a statement providing details of the individual student's financial responsibilities. The attached schedule outlines moneys owing to the school.

At Chifley College Dunheved Campus, no student will ever be disadvantaged, as the result of family financial hardship.

### ***Student Assistance***

Student Assistance is a limited pool of special funds to help families in genuine need to maintain a student's involvement in education. This pool of funds may assist in covering the cost of items such as uniform, subject materials contributions and excursions.

Applications forms are available from the front office. Parents are to apply at the beginning of the year. All applications are strictly confidential.

### ***ABSTUDY***

This is a financial assistance program available to Aboriginal students undertaking full time study. Please see the Aboriginal Education Officer for more information.

## SCHEDULE OF VOLUNTARY SCHOOL AND COMPULSORY SUBJECT CONTRIBUTIONS 2018

### VOLUNTARY GENERAL SCHOOL CONTRIBUTIONS (per year)

All Students: \$20

### COMPULSORY SUBJECT MATERIALS CONTRIBUTIONS (per year)

#### Year 7, 8, 9 and 10 Core

English, Maths, Science \$30

#### Sport

All Students: \$10

#### Year 7 and 8

Creative Arts \$25

Design & Technology \$30

#### Year 9 and 10 (Stage 5) Electives

Agricultural Technology \$30

Commerce \$0

Dance \$10

Design & Technology (Child Studies) \$25

Drama \$10

Food Technology \$80

Industrial Technology – Metal and Timber \$40

Industrial Technology – Electronics \$40

Information & Software Technology \$25

Music \$20

Photography & Digital Media \$30

Physical Activity & Sport Studies \$15

Visual Arts \$40

#### Support Students – Years 7 to 10

Creative Arts \$15

Design & Technology \$20

### EXTRA-CURRICULAR

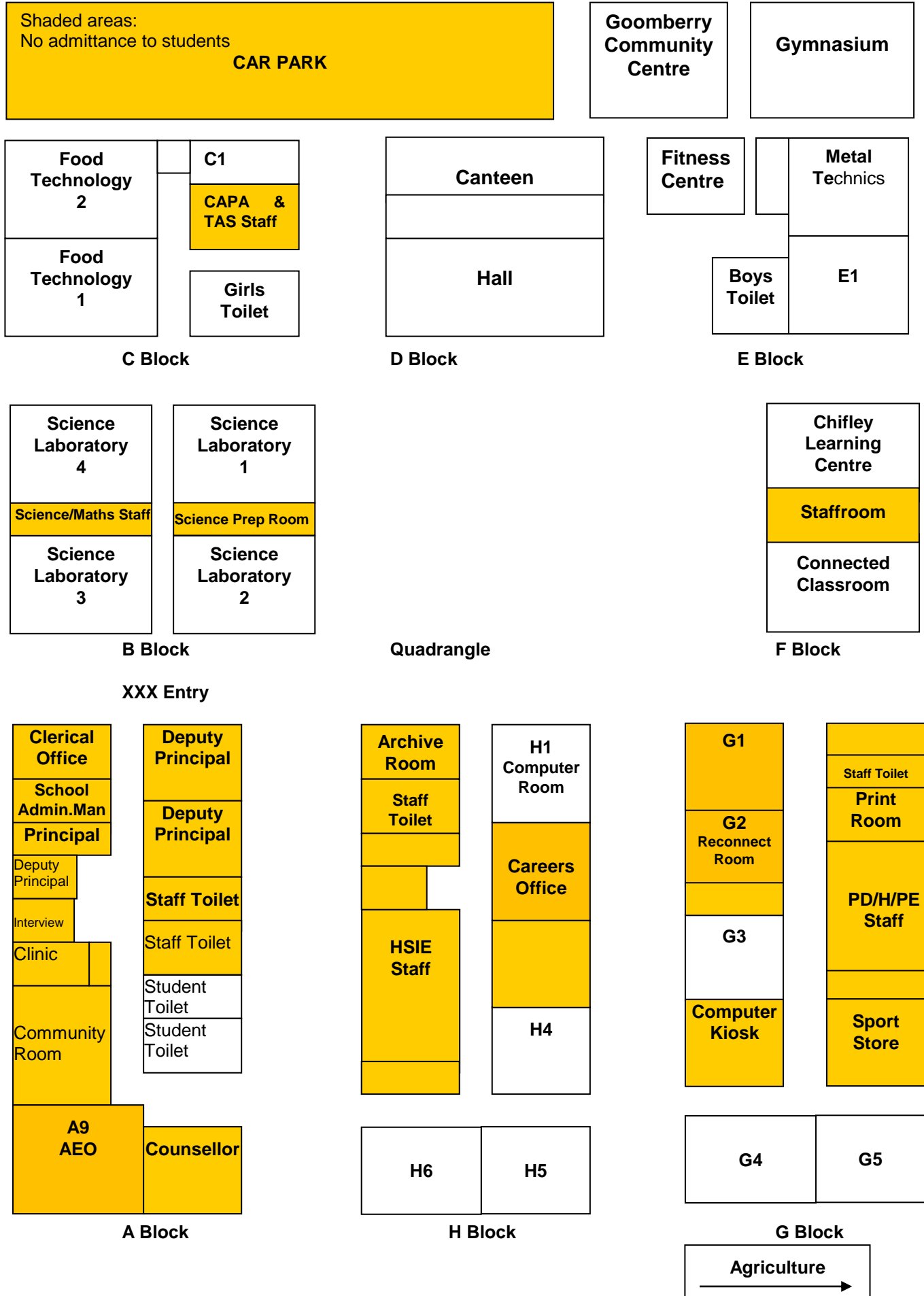
Grade Sport (per term) \$30

TIPS Training Shirt \$20

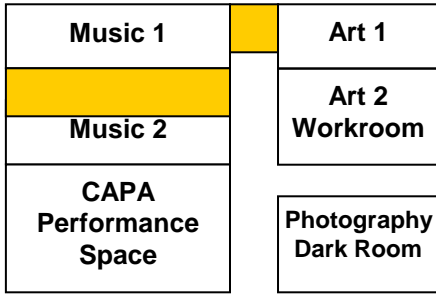
Long sleeved school shirt \$30

# MAP OF THE SCHOOL BUILDING

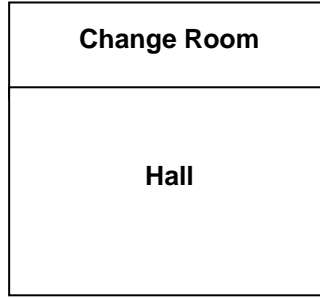
## Ground Level



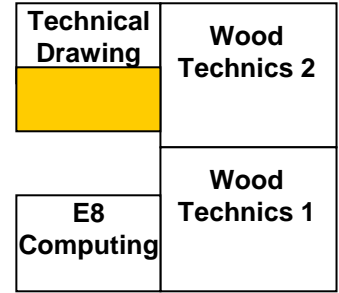
**Upper Level**



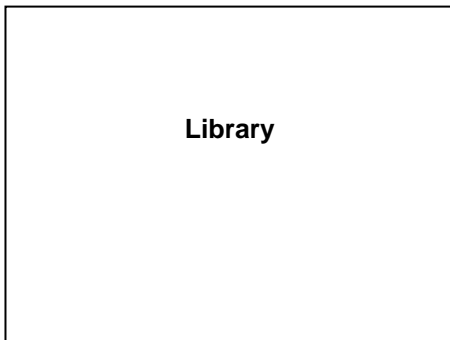
**C Block**



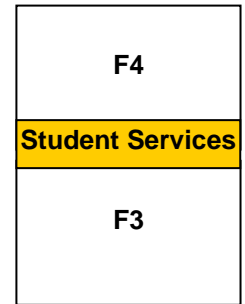
**D Block**



**E Block**

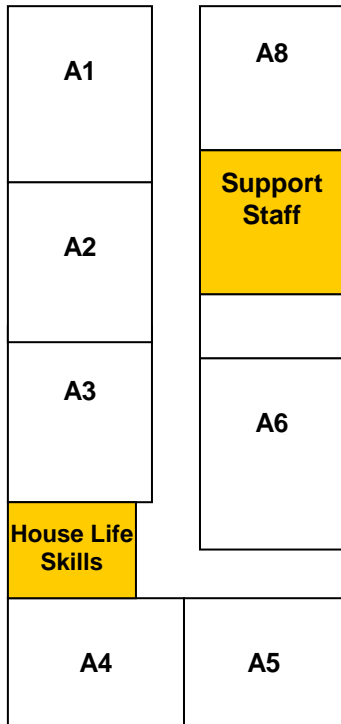


**B Block**

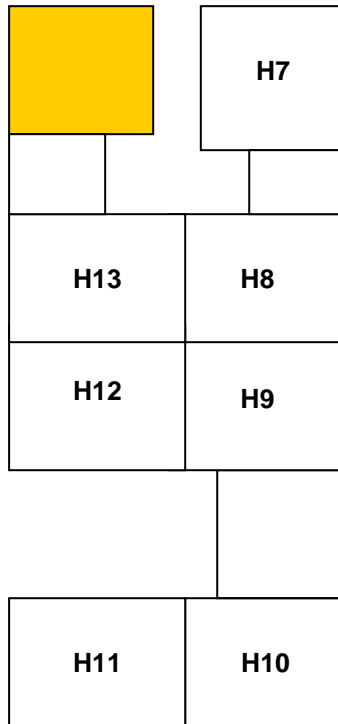


**F Block**

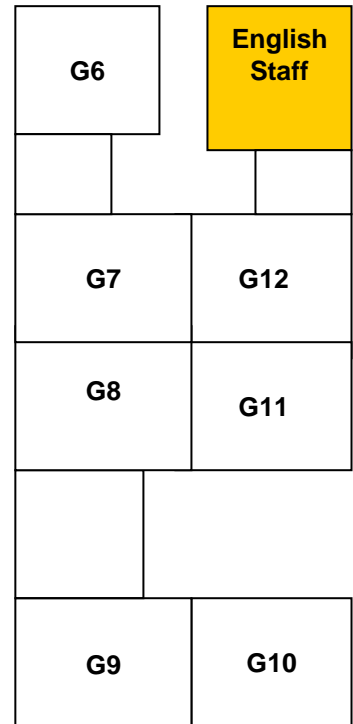
**Quadrangle**



**A Block**



**H Block**



**G Block**

## STUDENT BOOK REQUIREMENTS FOR MAINSTREAM

Subject	Year 7	Year 8	Year 9	Year 10
Aboriginal Studies		192 page exercise book		
Agriculture Technology			192 page exercise book; sturdy leather shoes; long pants	192 page exercise book; sturdy leather shoes; long pants
Commerce				
Design & Technology (Child Studies)			164 page exercise book	164 page exercise book
English	A4 display folder, 192 page A4 exercise book	A4 display folder, 192 page A4 exercise book	A4 display folder, 192 page A4 exercise book, pocket dictionary	A4 display folder, 192 page A4 exercise book, pocket dictionary
Food Technology			192 page exercise book; A4 display folder; apron; tea towel; dishcloth; black enclosed leather shoes; container	192 page exercise book; A4 display folder; apron; tea towel; dishcloth; black enclosed leather shoes; container
Geography	192 page exercise book	192 page exercise book	192 page exercise book	192 page exercise book
History and History Elective	192 page exercise book	192 page exercise book	192 page exercise book	192 page exercise book
Industrial Technology			164 page book; A4 display folder; enclosed leather shoes; apron	164 page book; A4 display folder; enclosed leather shoes; apron
Information and Software Technology			164 page exercise book; A4 display folder; USB Flash Drive (minimum 2GB; headphones (or earphones)	164 page exercise book; A4 display folder; USB Flash Drive (minimum 2GB; headphones (or earphones)
Languages	96 page exercise book	96 page exercise book	96 page exercise book	96 page exercise book
Mathematics	192 page A4 book (ruled or grid); 2 HB lead pencils; CASIO Scientific calculator – FX82/FX100	192 page A4 book (ruled or grid); 2 HB lead pencils; CASIO Scientific calculator – FX82/FX100	192 page A4 book – (ruled or grid); 2 HB lead pencils; geometry set; CASIO Scientific calculator – FX82/FX100	192 page A4 book – (ruled or grid); 2 HB lead pencils; geometry set; CASIO Scientific calculator – FX82/FX100
Music	128 page music book	128 page music book	A4 display folder	A4 display folder
PDHPE	128 page A4 exercise book	128 page A4 exercise book	192 page A4 exercise book; fully enclosed sport shoes	192 page A4 exercise book; fully enclosed sport shoes
Photography			Visual Arts Diary, digital camera preferable (but not essential)	Visual Arts Diary, digital camera preferable (but not essential)
Physical Activity & Sports Studies (PASS)			192 page exercise book; fully enclosed sport shoes	192 page exercise book; fully enclosed sport shoes
Science	192 page exercise book	192 page exercise book	192 page exercise book	192 page exercise book
TAS	128 page exercise book; A4 display folder; apron; tea towel; dishcloth; black leather shoes	128 page exercise book; A4 display folder; apron; tea towel; dishcloth; black leather shoes		
Visual Arts	A4 Sketch book	A4 Sketch book	A3 or A4 size visual arts process diary	A3 or A4 size visual arts process diary
Work Education			128 page exercise book	128 page exercise book

### ALL SUBJECTS

- |                           |                                   |                             |
|---------------------------|-----------------------------------|-----------------------------|
| * Homework diary          | * Glue Stick                      | * Eraser and sharpener      |
| * Geometry set            | * HB pencils and coloured pencils | * Blue, black and red biros |
| * USB stick - minimum 1GB | * Ruler (plastic or wood)         |                             |