

Information Handbook 2024

Parent/Student



MACLEAN

HIGH SCHOOL

Woombah Street
MACLEAN 2463

PHONE: 6645 2244

maclean-h.school@det.nsw.edu.au



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Welcome from the Principal

Welcome to a new school. Maclean High School is a comprehensive coeducational secondary school servicing the educational needs of the entire Lower Clarence geographical area. The drawing area includes the towns and villages of Maclean, Yamba, Iluka, Brooms Head, Lawrence, Angourie, Harwood Island, Chatsworth Island, Palmers Island, Ashby, Woombah and Tyndale. Approximately 65% of the school population is bussed daily from outlying areas. Maclean High School is situated on the land of the Yaegl People.

The school has an enrolment of approximately 800 students, including 13% Aboriginal and/or Torres Strait Islander students. Students are supported by many teaching, administrative and support staff to ensure every student is known, valued and cared for. The staff are dedicated, experienced and stable. The school core values are FRESH, standing for FAIR, RESPECT, EFFORT, SAFE and HONEST. All that we do at Maclean High School can be linked to these values.

The school has excellent facilities including expansive grounds, an agricultural farm, two trade training centres, one in hospitality and the other in construction, upgraded science laboratories, a modern library, air-conditioned classrooms and technology integrated across the school. Other facilities include a performance space, gymnasium, joint school-TAFE, rowing shed, state of the art home economics, refurbished in 2019 and a marine shed. Over the next two years we will also be undertaking several important upgrades to our existing facilities and we look forward to sharing this progress with you.

The school is guided by the philosophy of developing each individual student to his or her full potential whether that be in an academic, cultural, sporting or social sense. All educational programs developed in the school are directed at improving and maximising the development of the all-round personal skills of each student. The curriculum, class structures and education programs are designed to accommodate the diverse needs of the community and provide pathways extending from academic and tertiary education to vocational pathways including school-based apprenticeships and traineeships. Maclean High School follows the Positive Behaviour for Learning Program. It is worthwhile noting the levels of excellence achieved recently in academic performance, music, drama, debating and public speaking, in addition to our legendary performances in regional and state sporting contests. Gifted and Talented students are supported through various programs and special attention from staff.

An extensive curriculum of NESA (NSW Education Standards Authority) courses, school courses and Vocational Educational and Training courses are offered in the school. The school also caters for students with learning difficulties with specialist staff solely associated with servicing the needs of such students. The school also has a strong student wellbeing platform. All staff recognise the value of a caring approach to learning and ensure that the self-image of each individual student is enhanced at all times. A unique levels system of rewarding students for positive behaviours and outcomes exists in the school. All students are, therefore, constantly challenged to improve themselves. Specialist staff working in this area include the School Counsellor/Psychology, WHIN, Student Adviser Girls, Student Adviser Boys, Head Teacher Wellbeing, Year Advisers, the Aboriginal Education Officer, the Careers Adviser, the Learning and Support Teacher, Student Support Officer and Special Education Teachers. The school is also well served with School Learning Support Officers.

There is a considerable amount of extra-curricular activity adding significantly to the students learning opportunities. The school gains active support from the Parents and Citizens' Association, the local Aboriginal community and members of the local community. The school engages with partner primary schools and is actively working to forge closer links across the broader educational community for the benefit of its students. Maclean High School undertakes significant programs in literacy, numeracy, and Aboriginal education.

We welcome parent/carer participation in our school and your child's education. Working together we achieve more for your child. We look forward to working with families to ensure Maclean High School is continuing to strive for the best possible experience for all students. We welcome you and look forward to forming a strong partnership which improves the learning outcomes for your child.

We acknowledge that starting high school can be a big adjustment and we encourage our new students to start this journey with a positive outlook and embrace the diversity of learning opportunities and new responsibilities that come with it.

I wish you all the best as you join us at Maclean High School.

School Executive

Principal:

Mrs Carla Taylor (Relieving)

Deputy Principals:

Ms Anna Carle

Mrs Emma Turner (Relieving)

Head Teachers:

English

Mrs Raquel Mercy

Mathematics

Mr Sean Thompson (Relieving)

Science

Mr Andrew Ford

Humanities

(Social Sciences & History/Language)

Mrs Sarah Bramwell & Mrs Krystal Jurd (Relieving)

Technology & Applied Sciences

Mrs Michelle Ellis

Creative & Performing Arts

Ms Melissa O'Neill (Relieving)

PD/Health/PE

Mrs Nicole Smith

Wellbeing

Mrs Tania Kane

Special Education

Ms Donna Watts (Relieving)

Administration/IT

Mr Daniel Kelly

Special Staff:

School Counsellor

Mr Andrew Allen

School Psychologist

Mrs Tay Cone

Wellbeing & Health

In-reach Nurse

Miss Sally-Jane Loy

Careers Adviser

Miss Danielle Fisher

Student Adviser – Girls

Mrs Kylie Lowe

Student Adviser – Boys

Mr Andrew Whiteside

Teacher Librarian

Mrs Mandi Lynch

Aboriginal Education Officer

Mr Sam Kapeen

Sports Organiser

Mrs Kylie Lowe

CHS Sports Organiser

Mr Andrew Whiteside

Year Advisers 2024

Year 7

Mrs Tara Lennon

Humanities Faculty

Year 8

Miss Emma Watts

Humanities Faculty

Year 9

Miss Amy McBurney

English Faculty

Year 10

Mr Anthony Mitchell

CAPA Faculty

Year 11

Mr Callan Obst

PDHPE Faculty

Year 12

Mrs Krystle Jurd

Humanities Faculty

P&C Association

Partners in Education

At Maclean High School, we like to create a sense of community and that means finding ways of ensuring that everyone can be part of the 'school family'. As parents considering our school for your child, you may have your own ideas about how you can become part of the school community. Our P&C Association is a group of parents, teachers and other school staff, it is our role to link the school to the wider community and to increase parental awareness.

We meet once a month in the evening and all are welcome to attend. We discuss what is going on at school, hear about special programs and have the opportunity to explore ways of promoting a positive image of the school in the local community. You do not need to be a 'committee person' to come along – this is a way of you being part of what makes the school work.

As well as the main committee, we also need assistance in sub-committees such as Canteen, Building and Facilities, Finance and Uniform.

Sometimes we respond to requests from the Department of Education who need input from parents about what might be best for the needs of the students and families in our school. We like to have as many parents involved as possible to make sure that we represent you properly.

We invite you to join the P&C Association and, as an active member, participate in the planning and implementation of school policies. The P&C Association meetings are held on the second Monday of each month during school terms at 6:30pm in the Maclean High School Library. The meetings are streamlined, but members have a chance to raise any concerns regarding school related issues. We are not about fundraising, as a large portion of canteen funds are directed back into the school for the provision of equipment and books. The Principal attends all meetings, as do other teaching staff, so it is a great opportunity to get to know them and hear their ideas.

We are proud of our school and the opportunities for partnership and connection that it creates. Schools of the future are schools where there will be a strong partnership between the Department of Education and the community. We look forward to welcoming you at the start of 2024.

Phillipa Hayman
President

BRIEF HISTORY AND SETTING:

Maclean High School is a district rural comprehensive high school. The drawing area of the school includes the Lower Clarence geographical area. There are 12 primary schools in the feeder area.

Maclean High School came into existence and was officially opened on this site in 1961. Our rigorous and extensive curriculum enables students to follow academic and vocational pathways leading to success beyond school.

Maclean High School has an anticipated student population of 780 in 2024.

PHYSICAL SPACE:

The physical land area of the school property is 10.024 hectares. This is made up of 7.75 hectares of school buildings, ovals and playground space. The balance consists of 2.274 hectares which constitutes the school farm. The community/school rowing shed facility is located in the south eastern corner of the farm.

JOINT SCHOOL – TAFE SITE:

Maclean High School students are allowed to visit the North Coast TAFE – Maclean Campus for the purpose of studying authorised curriculum.

SCHOOL PROFILE:

THE SCHOOL BADGE:



THE SCHOOL POSTAL ADDRESS:

Woombah Street

PHONE: 02 6645 2244

MACLEAN NSW 2463

THE SCHOOL CANTEEN:

PHONE: 02 6645 2443

THE SCHOOL EMAIL ADDRESS:

maclean-h.school@det.nsw.edu.au

THE SCHOOL WEBSITE ADDRESS:

www.maclean-h.schools.nsw.edu.au

THE SCHOOL FACEBOOK PAGE:

macleanhighschool@macleanhigh2016

THE SCHOOL COLOURS:

The school colours are **bottle green** and **white**

THE SCHOOL MOTTO: “Facta Non Verba” - Deeds Not Words

FRESH - Fair, Respect, Effort, Safe and Honest

THE SCHOOL SPORT HOUSES

| | | |
|------------------|----------------------|----------------|
| Yugaamgon | (Coastal Emu) Yellow | Surnames A – D |
| Wuy Wuy | (Dolphin) Blue | Surnames E – K |
| Waandyi | (Dingo) Red | Surnames L – Q |
| Garidi | (Eagle) Green | Surnames R - Z |

THE SCHOOL SONG

Come everybody singing,
Come set the hills a-ringing,
Comfort and courage bringing,
Fight for Maclean.
Down from the Woodford Highlands,
Up from the hundred islands,
These lands are surely my lands,
We are Maclean.

Chorus:

Rouse all the valley now!
All true friends rally now!
Fight for the right as we pass along the school a-singing,
Hail to the shining river!
Cane fields in sunlight quiver!
We shall remember ever,
High School Maclean.

Hold high the torch of learning,
Keep the flame forever burning,
All eyes are on us turning,
Work for Maclean.
When hope is almost dying,
Play the game without replying,
Keep the tartan colours flying,
Play for Maclean

TERM DATES 2024:

Term 1:

Tuesday, 30th January, 2024
Wednesday, 31st January, 2024

Staff Development Day
Staff Development Day

Thursday, 1st February, 2024 Years 7, 11 & 12

Friday, 2nd February, 2024 Years 8, 9 & 10

Friday, 29th March, 2024

Public Holiday

Monday, 1st April, 2024

Public Holiday

Friday, 12th April 2024

Term 1 finishes

Saturday, 13th April until Sunday, 28th April, 2024

Holidays

Term 2:

Monday, 29th April 2024

Staff Development Day

Tuesday, 30th April 2024 All Students

Monday, 10th June, 2024

Public Holiday

Friday, 5th July, 2024

Term 2 finishes

Saturday 6th July until Sunday, 21st July, 2024

Holidays

Term 3:

Monday, 22nd July, 2024

Staff Development Day

Tuesday, 23rd July, 2024 All Students

Friday, 27th September, 2024

Term 3 finishes

Saturday, 28th September until Sunday, 13th October, 2024

Holidays

Term 4:

Monday, 14th October, 2024 All Students

Thursday 19th December 2024

Term 4 finishes

Friday, 20th December, 2024

Staff Development Day

Friday, 20th December, 2024

Holidays

MACLEAN HIGH SCHOOL STATEMENT OF PURPOSE

It is the responsibility of all staff at Maclean High School to provide a safe, secure environment in which quality learning may take place as students enjoy success and recognition.

Wellbeing encompasses everything the school community does to meet the personal, social, emotional and learning needs of students. The school recognises the importance of parents, caregivers and the wider school community in achieving these needs.

SCHOOL COMMUNITY EXPECTATIONS CODE

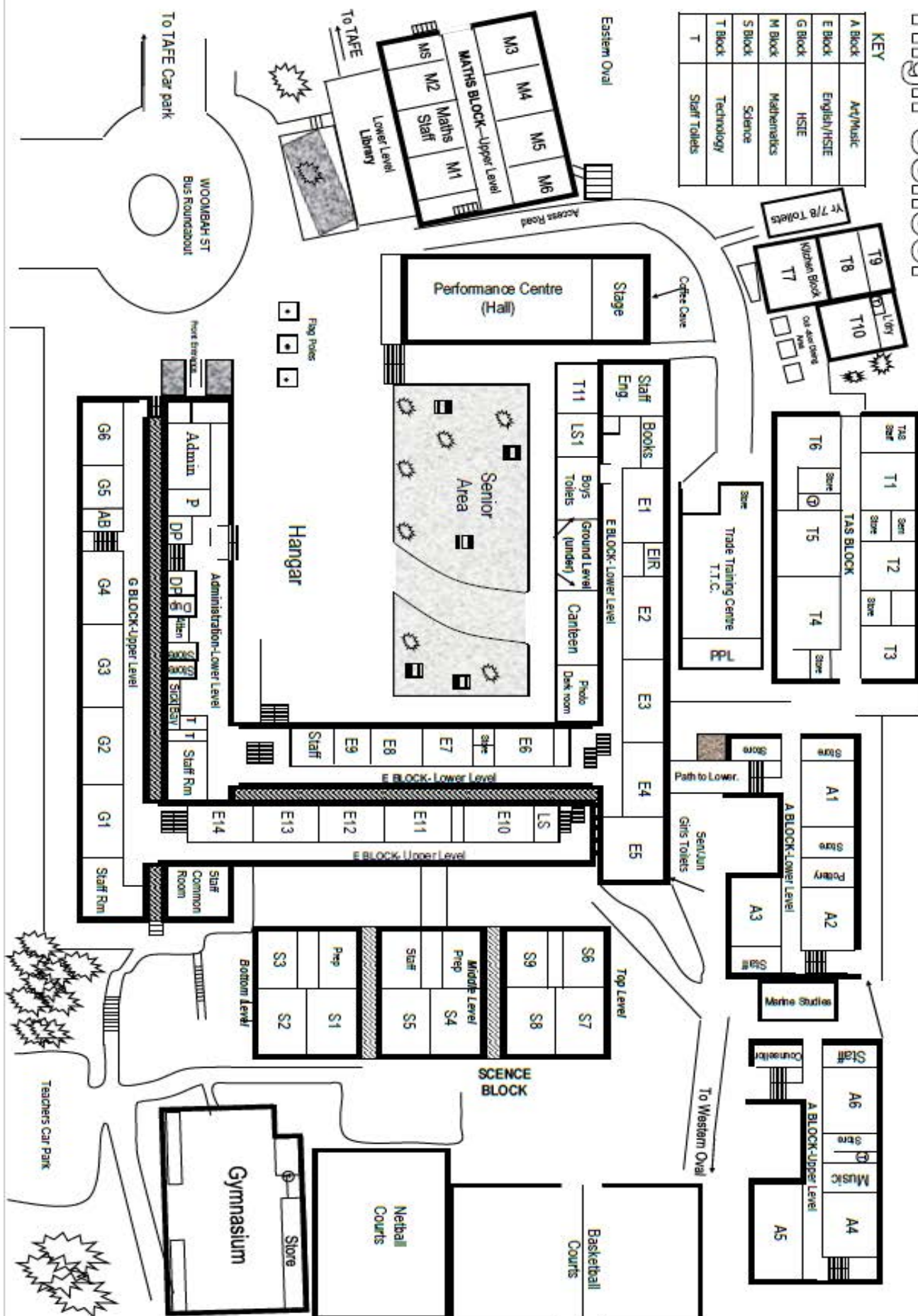
Maclean High School is a Positive Behaviour for Learning (PBL) school.

This incorporates the following core values:

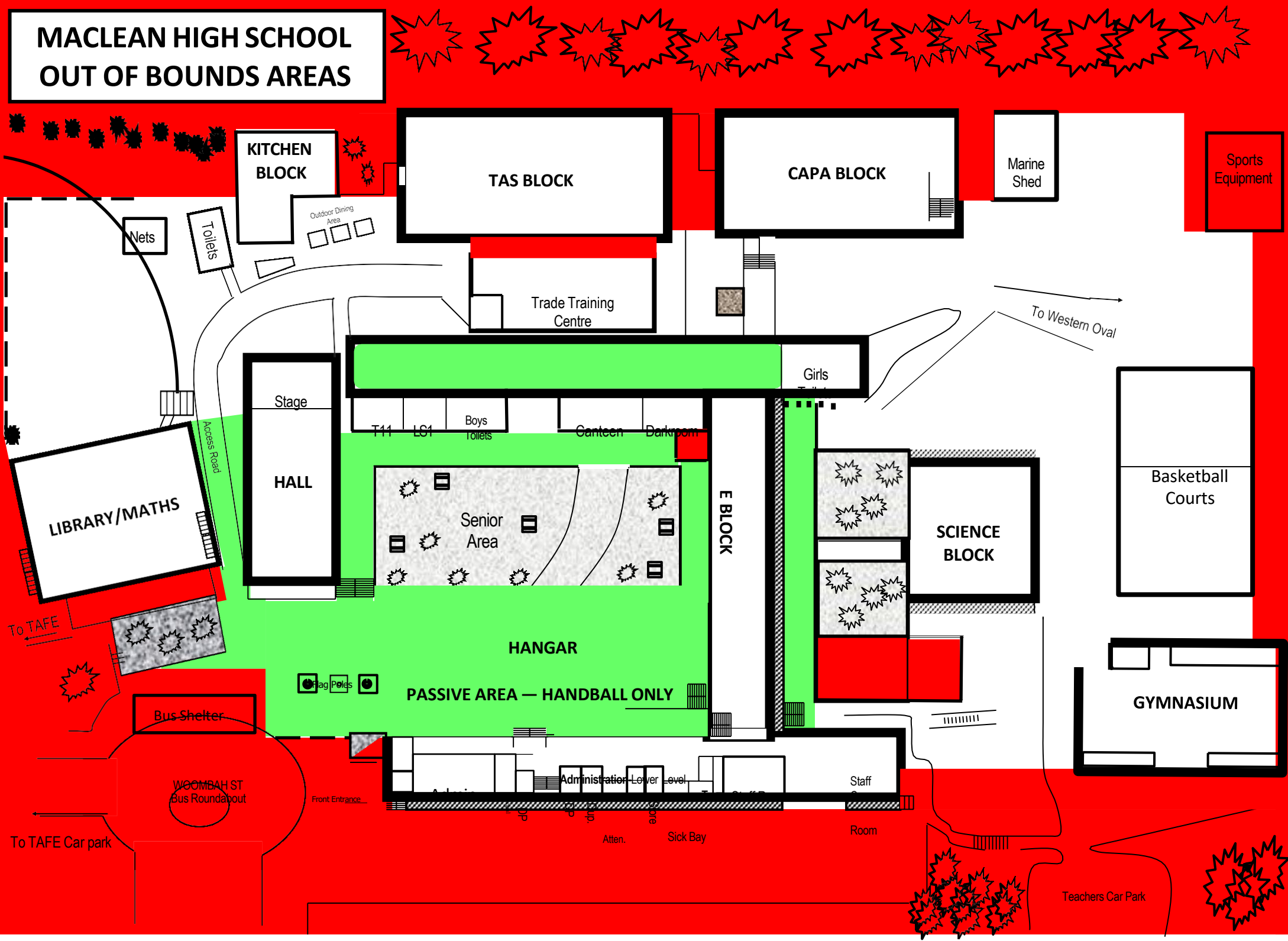
| | |
|----------------------------|---|
| F FAIR | <ul style="list-style-type: none"> • Learn without interfering with others • Follow instructions and requests from staff |
| R RESPECT | <ul style="list-style-type: none"> • Respect self, others and property • Be courteous to staff, fellow students and members of the community • Respect each other's individuality • Respect school rules and policies |
| E EFFORT | <ul style="list-style-type: none"> • Come to class on time, be prepared and complete classwork and homework • Wear your school uniform |
| S SAFE | <ul style="list-style-type: none"> • Create a safe environment free of drugs, alcohol, tobacco and weapons • Ensure a safe environment exists for all |
| H HONEST | <ul style="list-style-type: none"> • Be honest to yourself and others |

High School

| KEY | |
|---------|---------------|
| A Block | Art/Music |
| E Block | English/HSTE |
| G Block | HSTE |
| M Block | Mathematics |
| S Block | Science |
| T Block | Technology |
| T | Staff Toilets |



MACLEAN HIGH SCHOOL OUT OF BOUNDS AREAS





BELL TIMES

From Term 3 2023

| | MONDAY, WEDNESDAY, THURSDAY & FRIDAY | TUESDAY |
|----------------------------------|--|-----------------------------|
| Years 11 & 12 (Senior Period) | 8.30 – 9.15 | |
| ASSEMBLY | | 9.00 – 9.15 |
| ROLL | 9.05 - 9.15 | Roll mark at Start Period 1 |
| Period 1 | 9.15 - 10.05 | 9.15 - 10.05 |
| Period 2 | 10.05 - 10.55 | 10.05 - 10.55 |
| RECESS | 10.55 - 11.25 | 10.55 - 11.25 |
| Period 3 | 11.25 - 12.15 | 11.25 - 12.15 |
| Period 4 | 12.15 - 1.05 | 12.15 - 1.05 |
| LUNCH | 1.05 - 1.35 | 1.05 - 1.35 |
| Period 5 | 1.35 - 2.25 | 1.35 - 2.25 |
| Period 6 | 2.25 - 3.15 | 2.25 - 3.15 |

AWARDS SCHEME

Maclean High School operates an awards system to recognise the achievements of all students.

Faculty Awards

Faculty awards are given to students to recognise their efforts in individual tasks or assignments.

Commendation Awards

Commendations are a higher award and are given for excellence. Students can be nominated to receive a Commendation for excellence in the following areas

1. ***Academic Achievement***
2. ***Citizenship/Cultural***
3. ***Sport***
4. ***Community***

Commendation awards can also be given for consistent effort for the duration of the semester.

These Commendations are collated and may lead to a student being named a student of Merit, Excellence or Distinction.

Student of Merit

Students who gain three Commendations in any of the areas above will receive a Merit Award.

Student of Excellence

Students need to receive seven Commendations in at least two areas with a minimum of two certificates in an area to be eligible for a student of Excellence.

Student of Distinction

Nine Commendations in at least three areas may lead to the Student of Distinction Award. Students must gain a minimum of two certificates in each area. Students of Distinction will also receive a gold medal.

Awards for Excellence and Distinction will be presented at an awards ceremony in Term 4 to which all awardees and their families will be invited.

The awards scheme runs from Term 4 in one year to the end of Term 3 the following year.

ATTENDANCE INFORMATION

Absences During the School Day:

If a student needs to leave school during the day, they need to present a note to the Attendance Office, before school, and receive a slip that shows they have permission to leave the school grounds.

Absence Notes:

When a student is absent from school it is the responsibility of the parent/carer to send a note stating the date/s of absence, and the reason for the absence, within seven days of the absence. This note must be signed. A phone call can be made to the office or an email sent to the school. According to advice from the Department of Education for parents, justified reasons for student absences (whole day or partial day) may include:

- Being sick, or having an infectious disease
- Having an unavoidable medical appointment
(Please note, the Principal/school is entitled to seek further information regarding appointments such as the name of the dentist or doctor to justify the absence)
- Being required to attend a recognised religious holiday
- Exceptional or urgent family circumstances (e.g. attending a funeral)

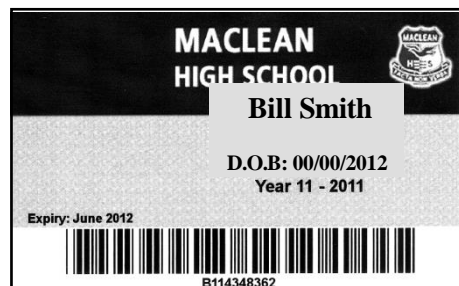
Family commitments are not regarded as a justifiable reason by the Department of Education.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interests of the child. In these circumstances, for a whole or partial day absence your child's absence would be recorded as unjustified. Further information is available through the following link or through contacting the school to discuss situations specific to your family.

https://education.nsw.gov.au/student-wellbeing/media/documents/attendance-behaviour-engagement/attendance/attendance_parents.pdf

Attendance:

Students are issued with an identification card, which shows the school crest, library barcode, date of birth and a photo of the student. This card is used for the student to record their attendance, or if they are late to school and as a LIBRARY card. This card needs to be protected well.



Text messages are sent daily to notify parents that their child is not at school. Parents/Carers can inform the school of the reason why their child is absent, by responding to the text message or phoning or emailing the school.

Late for School:

Students who arrive late to school are to report to the Attendance Office with a note from home to explain the reason for being late. Students use their ID card to record their time of entry at school.

Roll Call:

Roll call runs from 9:05am to 9:15am for Years 7 to 10. Students who arrive after these times need to swipe in, with a note explaining their lateness, or present a note within the next week to the Attendance Office explaining this lateness.

Sick Students:

Students who are not well are sent by staff to the Attendance Office with an Out of Class Pass. The receiving staff will:

- a) issue appropriate treatment and enter student name in the clinic book
AND/OR
- b) contact parent/guardian,
AND/OR
- c) place the student in the clinic

**Students must not make their own direct contact with
parents. This must be undertaken by the school**

Bus travel:

Students who are living over 1.7km by road from the school are eligible for free bus travel. Parents who drive their child/children over 1.6km to the nearest bus stop are also eligible for a subsidy. Please ensure that Private Vehicle Subsidy Forms are completed online. Pamphlets are available from the school reception. All Year 7 students must update their bus and private vehicle details online for their new school. Bus passes will be issued by the relevant Bus Company and are mailed home to families.

The Canteen:

Maclean High School offers a comprehensive daily canteen service to students and staff run by the P & C. The canteen is open before school, at recess and lunch time. Students are encouraged to order lunch before school. A supervisor is employed to organise the canteen but voluntary helpers are needed to assist with running it. The need for voluntary helpers is urgent as a number of long term volunteers will be leaving because their children have completed their education. Volunteers are usually rostered on twice a term and are required from 9:00am to 2:00pm. The busy times are at recess and lunch time, so if you cannot come for the full day but could help at the lunch break, please do so. The work is not difficult, the students are friendly and courteous and the funds raised are needed to provide facilities for your child as well as the other students who attend MHS.

If you would like to volunteer some of your time in the canteen please call 6645 2443 and ask for the canteen manager.

The canteen also operates using the Spriggy Schools App for online food orders.

Curriculum:

1. **Years 7 and 8:** The school operates a common core curriculum for all students. All students study the same subjects in these two introductory years. Students gain exposure to all the subjects offered later in the curriculum.
2. **Years 9 and 10:** Core and elective subjects are studied in preparation for the ROSA (Record of School Achievement) Certificate. English, Mathematics, Science, History and Geography, PDHPE and Sport are core curriculum subjects and are compulsory. Students choose 3 electives in these two years. A comprehensive range of seventeen elective subjects are currently delivered.
3. **Years 11 and 12:** A comprehensive range of academic and vocational courses are offered leading to a Higher School Certificate. The school currently offers twenty five subjects with access to a further range of thirteen TAFE subjects.
4. Sport is compulsory for all Year 7 to 10 students.
5. Extra Curricular activities are offered.

Debating:

Maclean High School competes in the Premier's Debating Challenge every year. In any given debate a team will field 4 members. Those members can change from debate to debate, so a team can, in fact, be made up of a large squad of students. The Premier's Debating Challenge for high school has three different state-wide age divisions: Years 7 & 8, Years 9 & 10, and Years 11 & 12. At Maclean High School we usually enter two teams in each division.

All students involved in the challenge will receive a certificate acknowledging their participation. Certificates of congratulations will be awarded to teams who win their zones. Medallions will be awarded to teams who reach the state final and a perpetual trophy will be awarded to the state champions in each age division.

Maclean High School has developed a reputation for excellence in debating, representing the region at a state level on numerous occasions.

Engagement and Enrichment Classes - Year 7

Year 6 students enrolling at Maclean High School are invited to tender an application to join one of two Engagement and Enrichment Year 7 classes composed of others who have shown excellent achievement in their junior school and have additionally committed themselves to working hard and showing the best attitudes to study. These classes are in addition to the separate Gifted and Talented program that runs at Maclean High School.

Entry to these classes is based on three criteria:

- The student's academic results.
- The student's commitment to working hard.
- Recommendation by your current school.

Those who are unsuccessful in their application are placed on a waiting list to join the class if and when a place becomes available.

Placement in the class will be subject to regular review. Students who do not show the academic rigour expected, will be replaced by those on the waiting list to join the class.

The program covers all core subjects.

To apply:

To gain entry into these classes in Year 7, students need to complete an application package that includes:

- Latest School Report
- Completed nomination form

To be nominated for the Engagement and Enrichment 2024 Year 7 classes, your child needs to return their completed application package to Maclean High School before Friday 20th October, 2023. A panel will review each application and successful students accepted into the classes will be notified in writing.

The Principal or class teacher of your child's present school will also be asked for a recommendation.

Application forms are on the last 2 pages of this booklet.

Students should understand that to maintain their placement in this class their attitude to class work, discipline, homework and teamwork is to be exemplary with positions to be reviewed at the end of each term.

Gifted and Talented Program:

Maclean High School offers a Gifted and Talented Program in Year 7 & 8, for students who are gifted across several areas of the curriculum. Students are initially recommended by their primary schools with further groups identified during the year. The program allows the students access to a range of supplementary activities they would not usually participate in within a regular classroom. The program complements the existing curriculum with many challenging and thoughtful individual activities and group projects.

Homework:

The school actively encourages students to develop good study habits. Homework is an important part of learning. Routines must be developed early in the school career, this will carry students successfully through all of their studies. Homework may consist of completing an exercise given in class, assignment work or practical work from an elective area.

The school believes approximately 15 to 20 minutes in two or three subjects each night is satisfactory for a Year 7 student. This amount will increase as they progress through the school. By Year 10, two or more hours will be required.

Many of the subject faculties have a continuous assessment scheme. This means that most class tests, assignments and practical work contribute towards the grade recorded on the report for each semester.

Timetable:

The timetable runs on a ten-day cycle with six, 50-minute periods per day for Years 7 – 10 and seven periods for Year 11 & 12.

Recess runs for 30 minutes while lunch runs for 30 minutes.

Special Education:

The school caters for students with a range of disabilities including intellectual, Autistic Spectrum Disorder, mental health, emotional and physical disabilities. There are 5 classes with specialist teachers and School Learning and Support Officers to support the learning needs of these students. All students follow a pattern of study based on individual needs and access to mainstream integration classes, and activities are negotiated to foster inclusion and success.

Learning and Support:

Some students with a disability are fully integrated into mainstream classes. Some of these students will have a disability that attracts Integration Funding Support which can be used for teacher planning days, the employment of a School Learning Support Officer to assist in providing meaningful curriculum access and inclusion, or to address professional learning needs of staff.

For those students who have low support needs learning adjustments are provided by the classroom teachers to support students in curriculum access. Referrals can be made to the Learning and

Support Team to address additional support needs as required. The school has an allocation of 2.8 Learning and Support Teachers. These specialist teachers are available for observation, assessment consultation, professional learning as well as support with learning adjustments and strategies.

Music:

The music program accommodates students with musical talents from Years 7 to 12. Elective music is offered from Year 9 onwards. The Music Faculty caters for a variety of ensemble groups, concert band, rock groups and vocalists. A school musical is a bi-annual occasion for those with performance skills. Some musical instruments can also be hired from the school.

Sport:

Sport is held for all students in Years 7 to 10 weekly. All students will be required to wear correct sports uniform and participate to the satisfaction of staff.

Sport is compulsory for all students. Students seeking a short term exemption for medical reasons must complete an Application for Exemption Attendance form, signed by a Parent/Carer and given to the Head Teacher Wellbeing. Students seeking a lengthy absence from sport must also provide a Medical Certificate.

All students will be allocated a School House, according to the first initial of their family name, from Yugaamgan (Coastal Emu) A-D (yellow), Wuy-Wu (Dolphin) E-J (blue), Waandyi (Dingo) K-P (red), and Garidi (Eagle) Q-Z (green). These houses compete in Athletics, Swimming and Cross-Country Carnivals. The age group that you compete in at carnivals is the age you turn the year of the carnival, e.g. if when you start Year 7 you are 12, but turn 13 before the end of the year, you would compete in the 13 year age group for the whole of Year 7.

Special Religious Education - (SRE)

Mr Mark Ohlmus is employed by the Lower Clarence Christian Education Association to provide religious instruction for students at Maclean High School. This occurs on a fortnightly basis.

The Student Representative Council - (SRC)

All students at Maclean High School may voice their opinions on school topics via the SRC. The SRC consists of representatives elected from each year, from 7-12. The SRC meets once a week at lunchtime where it actively pursues activities within the school and in the community.

From there, the Captains pass on the opinions of the school body to the Principal. The success of the SRC depends on students voicing their opinions to the SRC instead of complaining to their friends.

Belonging to the SRC will be a valuable experience for you, as an extra-curricular activity. This is always recognised officially on references and other school achievement levels. It provides a wonderful opportunity to help students develop leadership skills.

Management of Student Electronic Devices at School:

In line with current research that supports restricting the non-educational use of mobile digital devices, Maclean High School has opted to utilise a system called YONDR that employs a simple lockable pouch that securely stores a mobile phone. Each student is given a personally assigned YONDR pouch, for which they are responsible, in which they secure their phone for the duration of the day using a magnetic locking device.

Breaches of these guidelines will be dealt with under the schools Discipline Implementation guidelines with parents and guardians informed of the consequences (Warning of Suspension letter or Suspension).

SCHOOL UNIFORM

JUNIOR BOYS:

| | |
|---|---|
| Summer: Green/White polo shirt with school emblem Black shorts | Winter: MHS Junior Fleecy Jumper MHS Soft Shell Jacket Solid green jumper with NO writing/patterns/logos Plain black pants |
|---|---|

JUNIOR GIRLS:

| | |
|--|---|
| Summer: Green/White polo shirt with school emblem Junior Tartan Skirt Black Shorts (the same length as school sport shorts) | Winter: MHS Junior Fleecy Jumper MHS Soft Shell Jacket Solid green jumper with NO writing/patterns/logos Junior Tartan Skirt (with black tights underneath) Plain black pants |
|--|---|

SENIOR BOYS:

| | |
|--|---|
| Summer: White/Green senior polo shirt with school emblem Black Shorts | Winter: Senior school jersey MHS Soft Shell Jacket Solid green jumper with NO writing/patterns/logos Plain black pants |
|--|---|

SENIOR GIRLS:

| | |
|---|---|
| Summer: White/Green senior polo shirt or white blouse Black Shorts | Winter: Senior school jersey MHS Soft Shell Jacket Solid green jumper with NO writing/patterns/logos Plain black pants |
|---|---|

BOYS AND GIRLS SPORT/PE UNIFORM

Maclean High School sport polo shirt, black shorts or plain black tracksuit pants

Out of Uniform – If you do not have a uniform for a day, you will be expected to bring a note.

Please note: Shoes that are not enclosed are NOT permitted.

Black leather shoes are essential for all practical classes

School uniforms are not sold at Maclean High School canteen or office.

Maclean High School uniforms are only available at:

The Uniform Shop
Stanley Street, Maclean
Phone: 6645 3778

| | <i>Prices as of July 2023</i> |
|---------------------------------|---------------------------------------|
| Junior Polo Shirt | \$35.00 |
| Senior Polo Shirt | \$35.00 |
| Sports Polo Shirt | \$35.00 |
| Senior Girls Blouse | \$43.95 |
| Junior Girls Tartan Skirt | \$41.95 |
| Senior Girls Bottle Green Skirt | \$39.95 |
| MHS Shorts | \$24.95 |
| Fleecy Green Jumper | \$36.95-\$41.95 |
| Soft Shell Jacket | \$64.95 |
| Black Track Pants | \$39.95 |
| MHS Cap | \$18.00 |
| | ALL PRICES INCLUDE GST |

The demand for school uniforms in January/February is enormous. **Please**, through the months of December and January, go to The Uniform Shop, Maclean and take advantage of the lay-by facilities. Please do not leave it until the last days before school returns as you may not be able to get some items, and there will be a 2 week wait for new stock. Lay-buying will ensure you have uniforms for the start of school. A full range of uniforms and sizes will be available for you to try. Your co-operation is greatly appreciated.

School Shoes:

The department of Education and Work Cover WH&S Regulation requires all students and staff participating in practical lessons i.e. Visual Arts, Science and Technology subjects to follow specific safety precautions. This includes the wearing of **full leather upper shoes** with sturdy soles which must be worn in all practical classes where there is the possibility of spillage of hot liquids etc. or the dropping of heavy or sharp tools or instruments. In cases where students do not have suitable footwear, the student concerned will be excluded from participating in all practical work, and should the exclusion be extended for a lengthy period, it will be necessary to consider notifying NESA of the failure of the student to complete the requirements of the practical component of the courses involved. This may affect the student's award of the ROSA (Record of School Achievement) Certificate or Higher School Certificate.

Acceptable examples of shoes for Industrial Arts and Food Technology area (TAS) are:



Incorrect shoes for Industrial Arts and Food Technology area (TAS) are:



Process for When Out of School Uniform:

Uniforms are checked for all students Year 7-12 in Period 1. Students are required to bring a note from home and present it to their Period 1 teacher to avoid being recorded on Sentral as being out of uniform.

Refund Procedure:

Students seeking a refund should contact the front office to complete a refund claim form.

Parent/Teacher Evenings:

Parent/Teacher Evenings are held in Terms 1 and 3 before reports are completed. This is arranged for parents to meet with their child's teachers to discuss student progress. The venue for the evening is the Library and Mathematics block; these areas are well signposted, and each subject faculty is allocated a room. Interviews take place between 3:45pm and 6:45pm. All interviews are scheduled for five minute intervals to provide an opportunity for all parents to see as many teachers as possible. **Bookings are essential** and are made on Sentral through the Parent Portal.

Should this evening not be suitable please contact the school and ask for an interview with your child's Year Adviser. The school anticipates that as many parents as possible will take the opportunity to discuss their child's progress at these evenings.

Reports:

A mid-year report is posted before the end of Term 2. End of year reports are posted in December.

School Newsletters:

Newsletters are emailed home fortnightly. The newsletter can also be accessed via the school's website www.macleah-h.schools.nsw.edu.au and on Sentral.

Parental Contact at the School:

Please feel free to contact members of staff, during the school day, by telephoning the front office on 6645 2244. The office staff will check when the teacher needed is not in class and let you know when to call back or take a message and ask the teacher to contact you directly. If you prefer, you can email the school on macleah-h.school@det.nsw.edu.au and your email will be forwarded to the teacher that you have requested to contact.

Sentral Portal for Parents:

Parents and Carers who have lodged an email address with the school can access the Student and Parent Portal after completing a short registration process. An email will be sent to new families detailing this process early in 2024. The portal is accessed through the school's website or via the Sentral App and is a valuable tool for parents and carers who can monitor period by period attendance, view daily notices relevant to their child's year group and more.

Assessment schedules can also be accessed here.

Bookings for Parent Teacher Evenings are also easily done through the portal, although, they can still be made by contacting our friendly front office staff on 6645 2244.

The Canteen

All staff (volunteer and paid) MUST have a Working with Children Check (WWCC) clearance.

Helpers Most Welcome and Needed

What can you get from the Canteen as a volunteer?

- | | |
|--|-----------------------|
| * Be a valuable member of the school community | * Make friends |
| * Contribute to your school's fund-raising | * Have fun |
| * Gain knowledge about your school | * Interact with staff |
| * Attend volunteers' social functions | |

Who can work in the Canteen?

- | | | |
|---|------------------------|---------------------|
| * Tuckshop Convenors | * Parents and carers | * Grandparents |
| * Parents of past students | * Other family members | * Community members |
| * People wanting to improve their hospitality skills to gain employment | | |

Fun time at Canteen.

- | | |
|--|----------------------------------|
| * Volunteer at least once a month | * Be positive |
| * Enjoy the experience | * Bring a friend |
| * Be prepared to learn new skills | * Support your Canteen Committee |
| * If unable to attend, please phone at least one day ahead if possible | |
| * Be in the draw for our lucky prize, one a term, of an electrical product | |

Canteen Duties:

- * Preparation of food
- * Serving (if you are not confident handling customers you can prepare food only)

Be a Canteen team mate

**Volunteers are the strength of the school's major fundraising
body the P & C Association**

**MACLEAN HIGH SCHOOL LEARNING
RESOURCE & FEE SCHEDULE
YEAR 7 and YEAR 8 2024**

| | |
|--|---------|
| Learning Resource Contribution | \$80.00 |
| Text Book Fee (This fee is paid once only and is used to offset the high cost of textbooks) | \$25.00 |
| Technology Fee <div style="text-align: right;"> Apron \$12.00 Chefs Cap \$10.00 Safety Glasses \$5.00 </div> | \$40.00 |
| Art Fee Includes Art Diary | \$25.00 |
| Music Fee | \$10.00 |
| Miscellaneous <div style="text-align: right;">Scientific Calculator fx-82AU PLUS II</div> | \$34.00 |

Year 7 Equipment

Please note: The school does not provide book packs, it is recommended that parents/carers purchase the following:

Basic Requirements:

| | |
|--|--------------------|
| 1 blue or black biro | 1 plastic ruler |
| 1 red biro | 1 pencil sharpener |
| 1 pencil (2B) | scissors |
| 1 rubber | glue |
| 1 diary/homework book (to be brought to class) | coloured pencils |
| A small dictionary for use in class | |

Subject Recommended Requirements:

| SUBJECT | RECOMMENDED EXERCISE BOOKS | OTHER EQUIPMENT |
|-------------|--|--|
| English | 1 x 128 page A4 book 1 x 96 page A4 book <i>Recommended</i> | |
| Mathematics | 1 x 128 page book <i>Recommended</i> | Compass & Protractor Ruler and pencils <i>*Scientific Calculator see Fee Schedule previous page.</i> |
| Science | 1 x 192 page A4 book of good quality <i>Recommended</i> | |
| History | 1 x 128 page <i>Recommended</i> | |
| Geography | 1 x 196 page <i>Recommended</i> | |
| Visual Arts | MHS Sketchbook available at the school front office included in Art fee, will last until the end of Year 8 | Pencils 2B, 4B |
| Language | 1 x 128 page <i>Recommended</i> | |
| PDHPE | 1 x 64 page A4 book <i>Recommended</i> | Sports Uniform: School PE Polo Shirt & plain black shorts |
| Technology | 1 x Display Folder AND paper <i>Recommended</i> Apron \$12.00 Chefs Hat \$10.00 Safety Glasses \$5.00 <i>purchased from the school front office.</i> <i>Students will be notified if they need to purchase an apron, hat or safety glasses for their first technology class rotation</i> | |
| Music | Theory book for Years 7 & 8 will be handed out to students by their teacher. | |

NB: Spirit based PERMANENT MARKER pens and LIQUID PAPER are NOT permitted to be brought to school

Nomination Form for the Engagement and Enrichment Class for Year 7 - 2024

PLEASE return completed package to Maclean High School front office before 20 October 2023.

Name of applicant (Student).....

Date of Birth.....

Parent/Guardian name.....

Parent/Guardian email.....

To be completed by the applicant (Student)

Tick the qualities that best describe you:

| | <i>Sometimes</i> | <i>Usually</i> | <i>Always</i> |
|--|-------------------------|-----------------------|----------------------|
| I am interested in school. | () | () | () |
| If I am unsure of something I will search it or ask someone. | () | () | () |
| I try to do my personal best in everything I do. | () | () | () |
| I complete work without reminders. | () | () | () |
| I show respect to my peers and others. | () | () | () |
| I cooperate when working in a group. | () | () | () |
| I think about safety. | () | () | () |
| I am not afraid to attempt tasks that are unfamiliar. | () | () | () |

Name an experience that you recently enjoyed at school and outline **why** you enjoyed it:

.....

.....

.....

.....

I would be suitable for this class because:

.....

.....

.....

What do you hope to gain from being in this class?

.....

.....

.....

To be completed by Parent/Guardian

Describe the applicant’s attitude towards learning.

.....

.....

.....

How do you think your child may benefit from being part of these classes?

.....

.....

.....

*** Please attach a copy of the most recent SCHOOL REPORT**