

MACLEAN HIGH SCHOOL

Information Handbook 2025 Parent/Student

Maclean High School

Woombah St
MACLEAN 2463
Ph: 6645 2244
maclean-h.school@det.nsw.edu.au



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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 6:00pm 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 2025.

Philippa Hayman
President



Welcome from the Principal

Maclean High School stands proudly on the land of the Yaegl people. We are a school committed to acknowledging, celebrating and promoting our strong Aboriginal histories and cultures to enrich the lives of our students.

Student growth is our core business, emphasising inclusion, resilience, confidence and courage created through quality teaching and learning programs. We are focused on extending student knowledge, skills, interests and engagement.

Our diverse curriculum offers students unique educational experiences and pathways in academic, sporting, creative and cultural arenas supported by our outstanding staff and resources. We are committed to student wellbeing and work in partnership with our school community and stakeholders to ensure that every child is known, valued and cared for.

Maclean High School is a centre of excellence for secondary education in our community, and we pride ourselves on creating respectful students who are the outstanding leaders of tomorrow.

Maclean High School is a Positive Behaviour for Learning School, and we are focused on our core values of Respect, Effort & Safety.



James Witchard
Principal

SCHOOL PROFILE:






The School Badge:



The School Colours:
Bottle Green and White

The School Motto:

Facta Non Verba – Deeds not words

	Postal Address:	Woombah St, MACLEAN NSW 2463
	Phone:	02 6645 2244
	Email Address:	maclean-h.school@det.nsw.edu.au
	Website Address:	www.maclean-h.schools.nsw.edu.au
	Facebook page:	@macleanhighschool@macleanhigh2016

School Specialist Staff

Principal:		Mr James Witchard
Deputy Principals:		Ms Anna Carle
		Mrs Penny Graham
Head Teachers:	<i>English:</i>	Mrs Raquel Mercy
	<i>Mathematics:</i>	Mr Riley Elvery
	<i>Science:</i>	Mr Andrew Ford
	<i>Humanities:</i> <i>(Social Sciences & History/Language)</i>	Mrs Liza Hamilton
	<i>Technology & Applied Sciences:</i>	Mr Brendon Francis
	<i>Creative & Performing Arts:</i>	Ms Melissa O'Neill
	<i>PD/Health/PE:</i>	Mrs Nicole Smith
	<i>Wellbeing:</i>	Mrs Tania Kane
	<i>Special Education:</i>	Ms Donna Watts
	<i>Learning Support Co-Ordinator:</i>	Mrs Emma Turner
	<i>Administration/IT:</i>	
Specialist Staff:	<i>School Counsellor:</i>	Mr Andrew Allen
	<i>School Psychologist:</i>	Mrs Tay Cone
	<i>Wellbeing & Health In-reach Nurse:</i>	Ms Phoebe Meneer
	<i>Careers Adviser:</i>	Miss Danielle Fisher
	<i>Girls & Boys Student Adviser:</i>	Mrs Kylie Lowe & Mr Andrew Whiteside
	<i>Teacher Librarian:</i>	Mrs Mandi Lynch
	<i>Aboriginal Education Officer:</i>	Mr Sam Kapeen
	<i>Sports Organisers:</i>	Mrs Kylie Lowe/Mrs Sarah Rossington
Year Advisers:	<i>Year 7</i>	Mrs Kate Mawn
	<i>Year 8</i>	Mrs Tara Lennon
	<i>Year 9</i>	Miss Emma Watts
	<i>Year 10</i>	Mrs Angela Dehnert
	<i>Year 11</i>	Mr Anthony Mitchell
	<i>Year 12</i>	Mr Callan Obst

TERM DATES 2025

Term 1:

	Friday 31 st January 2025	Staff Development Day
	Monday 3 rd February 2025	Staff Development Day
	Tuesday 4 th February 2025	Staff Development Day
	Wednesday 5 th February 2025	Staff Development Day
School Starts	Thursday 6 th February 2025	All Students
School Finishes	Friday 11 th April 2025	
	<i>Sat 12 April-Sun 27 April</i>	<i>Autumn Holidays</i>

Term 2:

	Monday 28 th April 2025	Staff Development Day
	Tuesday 29 th April 2025	Staff Development Day
School Starts	Wednesday 30 th April 2025	All Students
	<i>Monday 9th June 2025</i>	<i>Public Holiday – Kings Birthday</i>
School Finishes	Friday 4 th July 2025	
	<i>Sat 5th July – Sun 20th July</i>	<i>Winter Holidays</i>

Term 3:

	Monday 21 st July 2025	Staff Development Day
School Starts	Tuesday 22 nd July 2025	All Students
School Finishes	Friday 26 th September 2025	
	<i>Sat 27 Sept- Sun 12th Oct</i>	<i>Spring Holidays</i>

Term 4:

	Monday 13 th October 2025	Staff Development Day
School Starts	Tuesday 14 th October 2025	All Students
School Finishes	Friday 19 th December 2025	
	<i>Sat 20th Dec – Mon 26th Jan</i>	<i>Summer Holidays</i>

SCHOOL CONTEXT STATEMENT

Maclean High School is located on the land of the Yaegl People on the South Arm of the Clarence River on the North Coast of NSW. The school is a large comprehensive, co-educational facility with approximately 700 students including 17% of students who identify as Aboriginal and/or Torres Strait Islander and 5 Support Classes. The grounds, including the school's farm, occupy ten hectares of the river flood plain. The school has outstanding facilities including expansive grounds, an agricultural farm, two Trade Training facilities, upgraded classrooms and a range of integrated technology across the school. The curriculum, class structures and education programs are designed to accommodate these diverse needs of our community and provide pathways extending from academic and tertiary education to vocational pathways including school-based apprenticeships and traineeships. There is a considerable amount of extra-curricular activity adding significantly to the learning opportunities and these allow our students to pursue a broad range of interests and skills. Students with special education needs are well catered for with a variety of programs. There are strong partnerships with our 12 partner primary schools and these result in a significant transition program that focuses on supporting students in starting high school. The school has strong relationships with our local Aboriginal community, Elders groups and local support groups and agencies that inform our Reconciliation Action Plan. As a result, the school has an exemplary reputation for connecting students with country through our River of Learning and the Cultural Tours programs. Maclean High School is a Positive Behaviour for Learning School, and we are focused on our core values of Respect, Effort & Safety.

SCHOOL COMMUNITY EXPECTATIONS CODE

Maclean High PBL Values

Respect

- Be kind and value others
- Communicate appropriately
- Work co-operatively
- Take pride in our school

Effort

- Be on time and ready to learn
- Seek help, accept advice
- Overcome challenges and strive for excellence
- Value the learning opportunities

Safe

- Be in the right place, at the right time
- Follow staff instructions
- Model and follow school and class rules
- Take responsibility for your actions and how they impact others





NSW Department of Education

Behaviour code for students

Information for students and parents or carers

NSW public schools are committed to providing safe, supportive, and responsive learning environments for everyone across a range of settings. We teach and model the inclusive and safe behaviours we value in our students.

In NSW public schools students are expected, to the best of their ability, to:

- show respect to other students, their teachers and school staff and community members
- follow school and class rules and follow the directions of their teachers
- strive for the highest standards in learning
- act in a courteous and respectful way that makes all members of the school community feel valued, included and supported
- resolve conflict respectfully, calmly and fairly
- meet the school's agreed uniform policy or dress code
- attend school every day (unless legally excused)
- respect all property
- be safe and not be violent or bring weapons, illegal drugs, alcohol, vapes, e-cigarettes or tobacco into our schools
- not bully, harass, intimidate, or discriminate against anyone in our schools.

Schools take action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

All students have a right to:

- safety at school
- access and fully participate in their learning
- be treated with respect by other students, teachers and school staff
- express their views, set goals and selfadvocate.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments and apply an appropriate action when students are not meeting these expectations. The department is responsible for the provision of a policy framework and resources such as legal issues bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context, the NSW

Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Behaviour code for students: Student actions

Promoting the inclusion, learning, wellbeing, and safety of all students in NSW public schools is a high priority for the Department of Education.

We implement teaching and learning approaches across a range of settings to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

To meet the expectations set out above, students in NSW public schools, to the best of their ability, should adhere to the following principles.

Respect

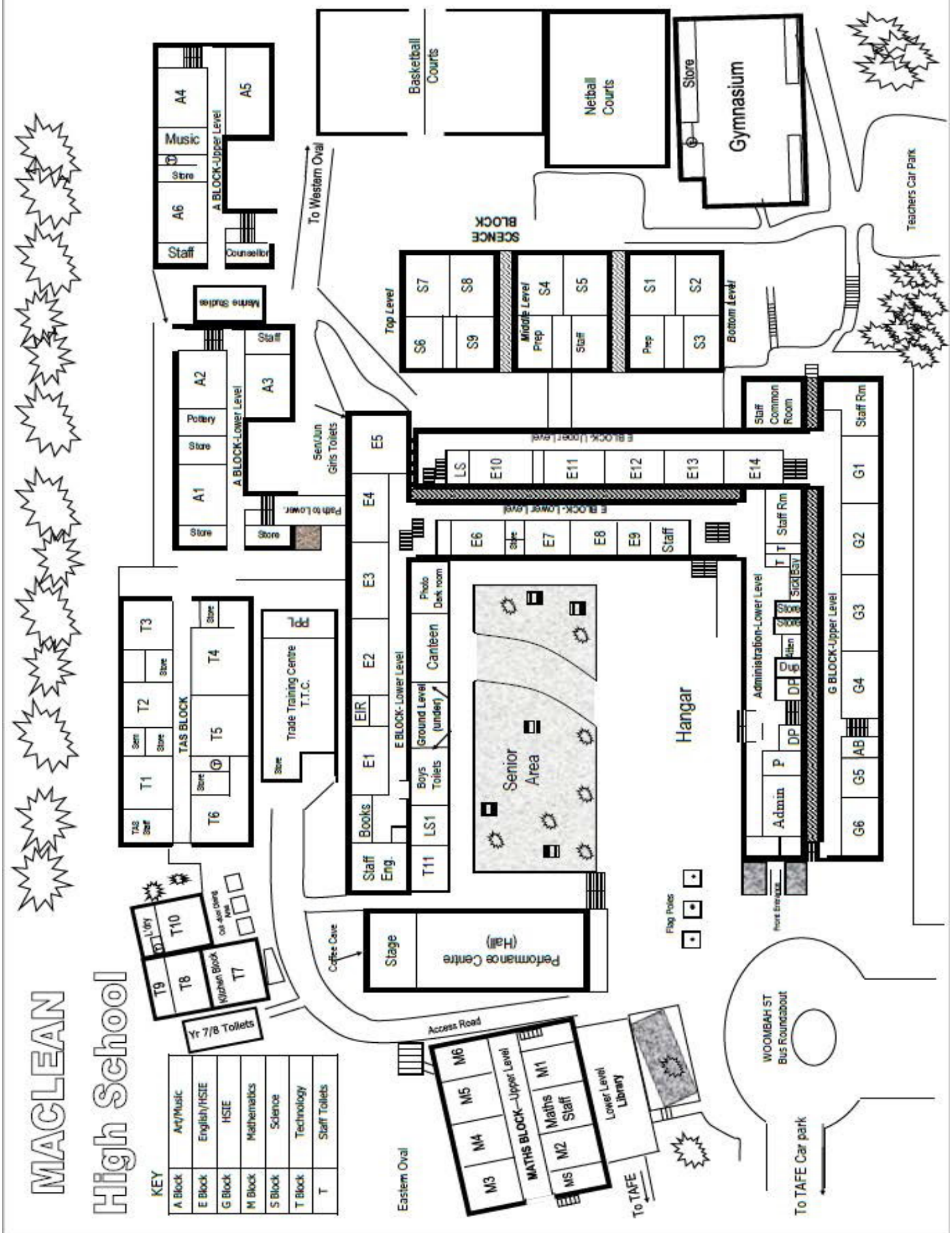
- Treat one another with dignity.
- Communicate and behave courteously.
- Act and work cooperatively with other students, teachers, and school staff.
- Develop positive and respectful relationships.
- Value the interests, ability and culture of others.
- Respect the learning needs of other students.
- Dress appropriately by wearing the agreed school uniform or dress code.
- Take care with school property and the property of staff and other students.

Safety

- Model and follow school and class rules and expectations around behaviour and conduct.
- Negotiate and resolve conflict.
- Be aware of and take responsibility for how their behaviour and actions impact others.
- Care for self and others.
- Be safe and help others to make safe choices that do not hurt themselves or others.

Engagement

- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.



MHS Playground Areas

Out of Bounds



The timetable runs on a ten-day cycle (A & B weeks) with six, 50-minute periods per day for Years 7-10 and seven periods for Year 11 & 12. Recess runs for 30 minutes and lunch runs for 30 minutes.

BELL TIMES	
Years 11 & 12 (Senior Period)	8:30 – 9:15
ROLL	9:05 – 9:15
Period 1	9:15 – 10:05
Period 2	10:05 – 10:55
RECESS	10:55 – 11:25
Period 3	11:25 – 12:15
Period 4	12:15 – 1:05
LUNCH	1:05 – 1:35
Period 5	1:35 – 2:25
Period 6	2:25 – 3:15
Assembly is held on Tuesday Week B in Period 2	

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 advise the school via a note, phone call to the office, an email, or via the Sentral Parent Portal, stating the date/s of absence, and the reason for the absence, within seven days of the absence. 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

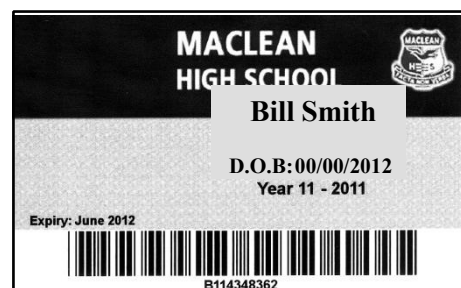
Attendance:

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 or by using the Sentral app.

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 sign in, with a note explaining their lateness, or present a note within the next week to the Attendance Office explaining this lateness.

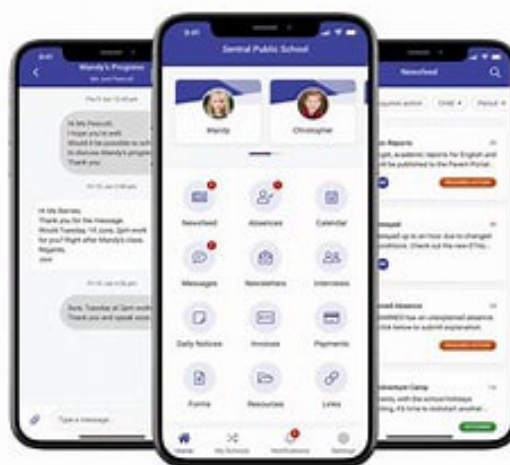
Sick Students:

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

- issue appropriate treatment and enter student name in the sick bay
AND/OR
- contact parent/guardian,
AND/OR
- place the student in the sick bay.

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

Alternatively, parents and carers who have lodged an email address with the school can access the **Sentral** Student and Parent Portal after completing a short registration process. An email will be sent to new families detailing this process early in 2025. 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. Bookings for Parent Teacher Evenings are also easily done through the portal.



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.

AWARDS SCHEME for PBL

Students are recognised with PBL positives for demonstrating exemplary behaviour throughout the school. Each PBL positive earned serves as an entry into our weekly PBL raffle, where three lucky winners are drawn to receive prizes generously donated by local businesses.

When students receive 'commendation awards' or represent the school in extra curricular activities they also earn PBL positives. The student with the most about of PBL positives at the end of the term or year also wins a prize.

PBL positives also contribute to house points, which accumulate towards each house's overall tally. House points can be earned during whole-school events such as sports days and swimming carnivals, as well as special activities like handball competitions, art contests, and other inter-house events organised by faculties and teachers.

The aim of this initiative is to ensure that students who exemplify our school's values of Respect, Effort, and Safety are acknowledged and rewarded.

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.

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.

MHS CANTEEN

Great Food



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.

Cash and cards are accepted and the canteen also operates using the Spriggy Schools App for online food orders.

Spriggy
Schools

Be a Canteen Team Mate – volunteers needed – for food prep and serving. Anyone can get involved – learn new skills, get to know the school and staff, bring a friend and have fun.

(Phone the school for more info: 6645 2244 you will need a Working with Children Check WWCC clearance)

Engagement and Enrichment Classes

- Year 7

Year 6 students enrolling at Maclean High School are invited to tender an application to join our 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 gain entry into these classes in Year 7, students need to complete an application package that includes:

- Latest School Report
- NAPLAN Results
- 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 18th October, 2024. A panel will review each application and successful students accepted into the classes will be notified in writing. The Year 6 teachers of your child's present school will be contacted by Maclean High School and also asked for a recommendation.

Excursions

Excursions at MHS may include subject related fieldwork, gala days, carnivals, sporting activities, year camps, work experience, work placement and other activities approved by the relevant Head Teacher.

Excursions will be announced via Daily Notices, which are read out by class teachers during Roll call each day. Parents and carers will receive permission notes and payment options via School Bytes.

To be eligible for excursion at MHS, students must meet the following criteria: Students have met the Behaviour Code for Students and uphold the MHS PBL Values. Students with prior formal cautions, risk and behaviour management plans and or suspensions will be subject to a review at principal discretion.

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.

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 3 Learning and Support Teachers. These specialist teachers are available for observation, assessment consultation, professional learning as well as support with learning adjustments and strategies.

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 RESOURCE & FEE SCHEDULE YEAR 7 and YEAR 8 2025

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	\$40.00
Apron	\$12.00
Chefs Cap	\$10.00
Safety Glasses	\$ 5.00
Art Fee (Includes Art Diary)	\$25.00
Music Fee	\$10.00
Miscellaneous Scientific Calculator <i>fx-82AU PLUS II</i>	\$34.00

Year 7 Equipment

A book pack is available to purchase from the school office, with or without a scientific calculator (\$35 or \$69 with calculator)

- Student Diary
- 2 x 192 page exercise books
- 1 x A4 192 page exercise book with protective cover
- 1 x A4 96 page exercise book
- 3 x A4 128 page exercise book
- 24pk coloured pencils
- Pencil case
- Glue Stick
- Eraser
- Ruler
- Scissors
- Blue, Red & Black pens
- 2B & 4B Pencils
- Pencil Sharpener
- Maclean High School tote bag



SUBJECT	RECOMMENDED EXERCISE BOOKS	OTHER EQUIPMENT
English	1 x 192 page exercise book <i>Recommended</i>	
Mathematics	1 x A4 128 page book <i>Recommended</i>	Ruler and pencils <i>*Scientific Calculator see Fee Schedule previous page.</i>
Science	1 x A4 192 page book with plastic cover <i>Recommended</i>	
History	1 x A4 128 page book <i>Recommended</i>	
Geography	1 x A4 128 page book <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 192 page exercise book <i>Recommended</i>	
PDHPE	1 x A4 96 page 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

MHS uses the School Bytes app for all payments of resource/school fees and excursions. School Bytes is also where you can give consent for excursions and sign forms.



School Bytes
Parent App
Available now!

Key Features

- Get real time push notifications from your school
- Stay signed in and save your card for secure payments for fees and excursions
- Give consent, sign forms and respond to attendance alerts
- View the school calendar and news

Download on the App Store
GET IT ON Google Play

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.

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.

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-school@det.nsw.edu.au and your email will be forwarded to the teacher that you have requested to contact.

Parent/Teacher Evenings

Parent/Teacher Evenings are held annually. 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.

Refund Procedure

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

Reports

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

School Newsletters

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

SCHOOL UNIFORM

MHS uniforms are available at:

THE UNIFORM SHOP – STANLEY STREET, MACLEAN. PH: 6645 3778

(School uniforms are not sold at Maclean High School canteen or office)

Junior Polo Shirt	\$35.00	Sports Polo Shirt	\$35.00
Senior Polo Shirt	\$35.00	Senior Blouse	\$34.95
Junior Tartan Skirt	\$41.95	Senior Green Skirt	\$39.95
MHS Shorts	\$25.95	Fleecy Green Jumper	\$38.95-\$43.95
Soft Shell Jacket	\$64.95	Black Track Pants	\$39.95

Junior Girls	Junior Boys
Summer:	Summer:
Green/White School Polo Shirt	Green/White School Polo Shirt
Junior Tartan Skirt/Black Shorts	Black shorts
Winter:	Winter:
MHS Junior Fleecy Jumper	MHS Junior Fleecy Jumper
MHS Soft Shell Jacket	MHS Soft Shell Jacket
Solid green jumper with NO writing/patterns/logos	Solid green jumper with NO writing/patterns/logos
Plain black pants	Plain black pants

Senior Girls	Senior Boys
Summer:	Summer:
White/Green Senior School Polo Shirt or white blouse	White/Green Senior School Polo Shirt
Senior Green Skirt/Black Shorts (same length as school sport shorts)	Black shorts
Winter:	Winter:
Senior School Jersey	Senior School Jersey
MHS Soft Shell Jacket	MHS Soft Shell Jacket
Solid green jumper with NO writing/patterns/logos	Solid green jumper with NO writing/patterns/logos
Plain black pants	Plain black pants
Boys and Girls Sport/PE Uniform: MHS sport polo shirt and black shorts	

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:



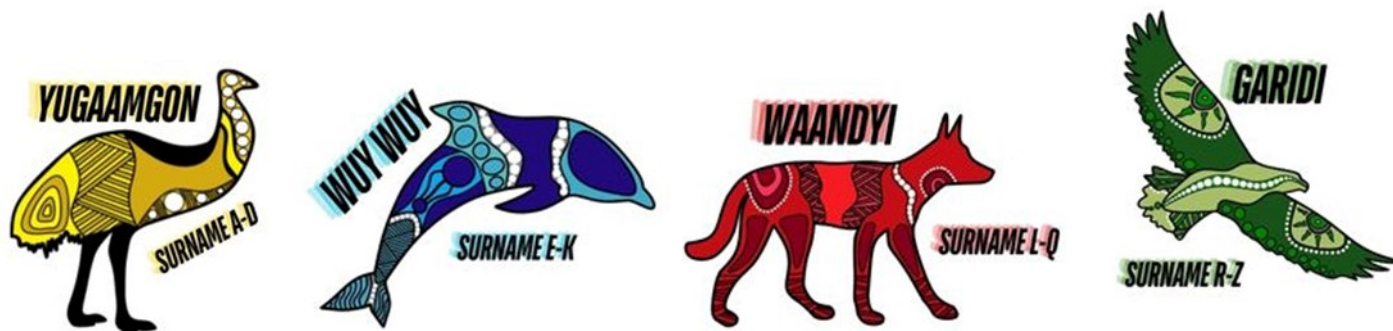
Special Religious Education - (SRE)

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.

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 Yugaamgon (Coastal Emu) A-D (yellow), Wuy-Wuy (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.

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 so they can advocate on behalf of all students.

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.

Student Mobile Phone Management - Locked Device Pouch System

In line with the Department of Education policy that supports restricting the non-educational use of mobile digital devices, Maclean High School has opted to utilise a system that employs a simple lockable pouch that securely stores a mobile phone. Every student will secure their phone every day in a pouch when they are at school or on a school-based excursion or activity. Students will maintain possession of their phones and will not use them until they are unlocked at the end of the school day. Students are required to bring their pouch to and from school each day and are responsible for their pouch at all times. Breaches of these guidelines will be dealt with under the schools Discipline Implementation guidelines with parents and guardians informed of the consequences.



As students enter school, they place their phone in their assigned phone Pouch.



Students close and secure their Pouch, keeping it on them throughout the day.



When leaving school, students tap their Pouch on a Base to retrieve their phone.

MHS LEARNING RESOURCE & FEE SCHEDULE 2025

	YEAR 7	YEAR 8	Subject Fees for Year 7 and 8	
Learning Resource Contribution	\$80	\$80	Technology: \$40.00 + Apron \$12 & Cap \$10 (including Safety Glasses) Art: Year 7 - \$25 Including Art Diary Year 8 - \$10 Safety Glasses: \$5.00 Music: \$10.00	
	\$25			
**A \$25.00 Textbook Fee is payable upon the student's enrolment at Maclean High School. This fee is paid once only and is used to offset the high cost of textbooks				

Year	Learning Resource Contribution	SUBJECT FEES (COMPULSORY)	
9	\$80.00	Agriculture	\$20.00
		Computer Studies	\$20.00
		Drama	\$20.00
		Food Technology	\$70.00 + \$12.00 Apron (if required) + 20c Hair Nets or \$10.00 Chefs Cap
		Industrial Technology Engineering	\$30.00
		Industrial Technology Metal	\$50.00
		Industrial Technology Timber	\$60.00
		Marine & Aquaculture Technology	\$25.00
		Music	\$30.00
		Photography & Digital Media	\$30.00
		Textile Technology	\$60.00 (includes Kit)
		Visual Arts	\$30.00
10	\$80.00	Agriculture	\$30.00
		Computer Studies	\$20.00
		Drama	\$20.00
		Food Technology	\$70.00 + \$12.00 Apron (if required) + 20c Hair Nets or \$10.00 Chefs Cap
		Industrial Technology Engineering	\$30.00
		Industrial Technology Metal	\$50.00
		Industrial Technology Timber	\$60.00
		Marine & Aquaculture Technology	\$30.00
		Music	\$30.00
		Photography & Digital Media	\$30.00
		Textile Technology	\$60.00
		Visual Arts	\$30.00

Year	Learning Resource Contribution	SUBJECT FEES (COMPULSORY)	
11	\$80.00	Construction	\$100.00 + \$5 Safety Glasses + Approx \$150 White Card
		Drama	\$20.00
		Food Technology	\$100.00 + \$12.00 Apron + \$10.00 Chefs Cap
		Hospitality	\$120.00 + Approx \$68.00 Uniform
		Industrial Technology - Timber	\$120.00 + \$5 Safety Glasses
		Manufacturing & Engineering	\$100.00
		Marine Studies	\$30.00
		Music	\$30.00
		Photography, Video & Digital	\$50.00 (own USB required)
		Primary Industries	\$60.00
		Textiles & Design	\$80.00
		Visual Arts	\$50.00
		12	\$80.00
Construction	\$80.00 + \$5 Safety Glasses		
Drama	\$20.00		
Food Technology	\$100.00 + \$12.00 Apron + \$10.00 Chefs Cap		
Hospitality	\$120.00 + Approx \$68.00 Uniform		
Industrial Technology Timber	\$100.00 + \$5 Safety Glasses		
Manufacturing & Engineering	\$100.00		
Marine Studies	\$30.00		
Music	\$30.00		
Photography, Video & Digital	\$50.00		
Primary Industries	\$60.00		
Textiles & Design	\$60.00		
Visual Arts	\$50.00		
Miscellaneous		CALCULATORS Scientific Calculator <i>fx</i> -82AU PLUS II	\$34.00

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