

Information Handbook 2019

Parent/Student



**MACLEAN
HIGH SCHOOL**

Woombah Street
MACLEAN 2463

PHONE: 6645 2244

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



CONTENTS

| | Page |
|---|-------------|
| Welcome from the Principal | 2 |
| School Executive | 3 |
| Welcome from P&C Association | 4 |
| Brief History and Setting, Physical Space, Joint School TAFE Site, The School Badge, School Postal Address and Phone and Fax Numbers, School Canteen Phone Number, School Email Address, School Web Site Address, School Colours, School Motto. | 5 |
| School Sport Houses, School Song, Term Dates – 2019. | 6 |
| Statement of Purpose, School Community Expectations Code. | 7 |
| School Map. | 8 |
| Bell Times. | 9 |
| Awards Scheme. | 10 |
| Attendance Information. | 11 |
| Bus Travel, The Canteen, Curriculum, Debating and Public Speaking. | 12 |
| Gifted and Talented Program, Homework, Timetable, Special Education, Learning and Support. | 13 |
| Music, Sport, SRE (Special Religious Education) Year 7 Parent Contact from the School, Student Representative Council (SRC), Mobile Phones/Electronic Devices. | 14 |
| Google Chrome Class. | 15 |
| School Uniform. | 16 |
| School Uniform Shop Prices. | 17 |
| School Shoes. | 18 |
| Process for when Out of School Uniform, Refund Procedures, Reports, Parent/Teacher Evenings, School Newsletters, Parental Contact at the School, Sentral Portal for Parents | 19 |
| Volunteering for Canteen Duty | 20/21 |

Welcome from Principal

Welcome to a new school. Maclean High School is a district comprehensive 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, Chatsworth Island, Palmers Island, Ashby and Tyndale. Approximately 65% of the school population is bussed daily from outlying areas.

The school has a student population of 840 students supported by many teaching, administrative and support staff. 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 first class facilities. The rebuilding program over recent years has upgraded our facilities. Facilities include a performance space, gymnasium, joint school-TAFE, library, rowing shed, state of the art home economics, marine shed, industrial technology and science blocks. The school also has very good sporting and creative arts facilities. The school farm occupies 2½ hectares of river floodplain. The school also has a new Trade Training Centre specialising in construction. In 2017 all teaching spaces were air conditioned. The most recent construction is the front of school upgrade.

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. 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 Education 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 children. The school also has a strong student welfare 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 Counsellors, Student Adviser Girls, Student Adviser Boys, Head Teacher Welfare, Year Advisers, the Aboriginal Education Officer, the Careers Adviser, the Learning & Support Assistant, and Special Education Teachers. The school is also well served with Learning Support Officers.

Finally, it should be recognised that adjustments need to be made by students entering a new secondary school. There is freedom to explore a great diversity of learning opportunities. Ultimately, however, it depends on the individual attitude to these opportunities and to learning generally that will determine the success you make of your studies. I wish you all the best as you join us at Maclean High School.

Mr Greg Court,
Principal.

SCHOOL EXECUTIVE

Principal:

Mr G Court

Deputy Principals:

Mrs G Kelsey
Mr S Dinham
Ms L Hamilton (Instructional Leader)

Head Teachers:

English
Mathematics
Science
Humanities (Social Sciences & History/Language)
Technology & Applied Sciences
Creative & Performing Arts
PD/Health/PE
Welfare
Special Education
Administration/IT

Ms S McLeod (Relieving)
Mr S Boon
Mr A Ford
Ms B Doma (Relieving)

Mr D Innes
Mr M Fisher
Mrs N Smith (Relieving)
Mrs T Kane
Mrs L Martin (Relieving)
Mr D Kelly

Special Staff:

Careers Adviser
Student Adviser—Girls
Student Adviser—Boys
Teacher Librarian
Counsellors
Aboriginal Education Assistant
Sports Organiser
CHS Sport

Miss D Fisher
Mrs K Lowe
Mr A Whiteside
Mrs B Cameron
Ms K Bowles & Mr A Allen
Mr S Kapeen
Mrs K Lowe
Mr A Whiteside

Year Advisers 2019:

| | |
|----------------|------------------|
| Year 7 | Mr D Christinson |
| Year 8 | Mrs A Bates |
| Year 9 | Ms D Watts |
| Year 10 | Mr B Patch |
| Year 11 | Mrs M Ellis |
| Year 12 | Mrs M Stanford |

| |
|------------------------------|
| Science Faculty |
| Maths Faculty |
| Learning and Support Faculty |
| TAS Faculty |
| TAS Faculty |
| CAPA 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 Committee is a group of parents, teachers and other school staff – it's our role to link the school to the wider community and to increase parent 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 don't 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 meetings are held on the third Monday of each month at 7.00pm 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's 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 2019.

Sarah Armstrong,
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 840 in 2019.

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 (generally the senior school).

SCHOOL PROFILE:

THE SCHOOL BADGE:



THE SCHOOL POSTAL ADDRESS:

Woombah Street
MACLEAN NSW 2463

PHONE: 02 6645 2244
FAX: 02 6645 2819

THE SCHOOL CANTEEN:

PHONE: 02 6645 2443

THE SCHOOL E-MAIL ADDRESS:

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

THE SCHOOL WEBSITE ADDRESS:

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

THE SCHOOL COLOURS: The school colours are **green** and **white**.

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

FRESH - Fair, Respect, Effort, Safe and Honest.

Parent/Student Information Handbook 2019

THE SCHOOL SPORT HOUSES:

Gordon (Yellow)

Paterson (Red)

Lawson (Green)

Kendall (Blue)

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!
Canefields 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 2019:

| | | |
|--|---|--------------------------|
| Term 1: | Monday, 28 th January, 2019 | - Staff Development Day. |
| | Tuesday, 29 th January, 2019 | - (Years 7, 11 & 12) |
| | Wednesday, 30 th January, 2019 | - (Years 8, 9 & 10) |
| Term 1 finishes Friday, 12th April, 2019 | | |

Vacation: Monday, 15th April, 2019 until Friday, 26th April, 2019.

| | | |
|---------|--------------------------------------|--------------------------------------|
| Term 2: | Monday, 29 th April, 2019 | - Staff Development Day. |
| | Tuesday, 30 th May 2019 | - Friday, 5 th July 2019. |

Vacation: Monday 8th July, 2019 until Friday, 20th July, 2019.

| | | |
|---------|--------------------------------------|---|
| Term 3: | Monday, 22 nd July, 2019 | - Staff Development Day. |
| | Tuesday, 23 rd July, 2019 | - Friday, 27 th September, 2019. |

Vacation: Monday, 30th September 2019 until Friday, 11th October, 2019.

| | | |
|---------|--|--|
| Term 4: | Monday, 14 th October, 2019 | - Friday, 20 th December, 2019. |
|---------|--|--|

Vacation: Monday, 23rd December 2019 until Monday 27th January, 2020.

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.

Welfare 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.

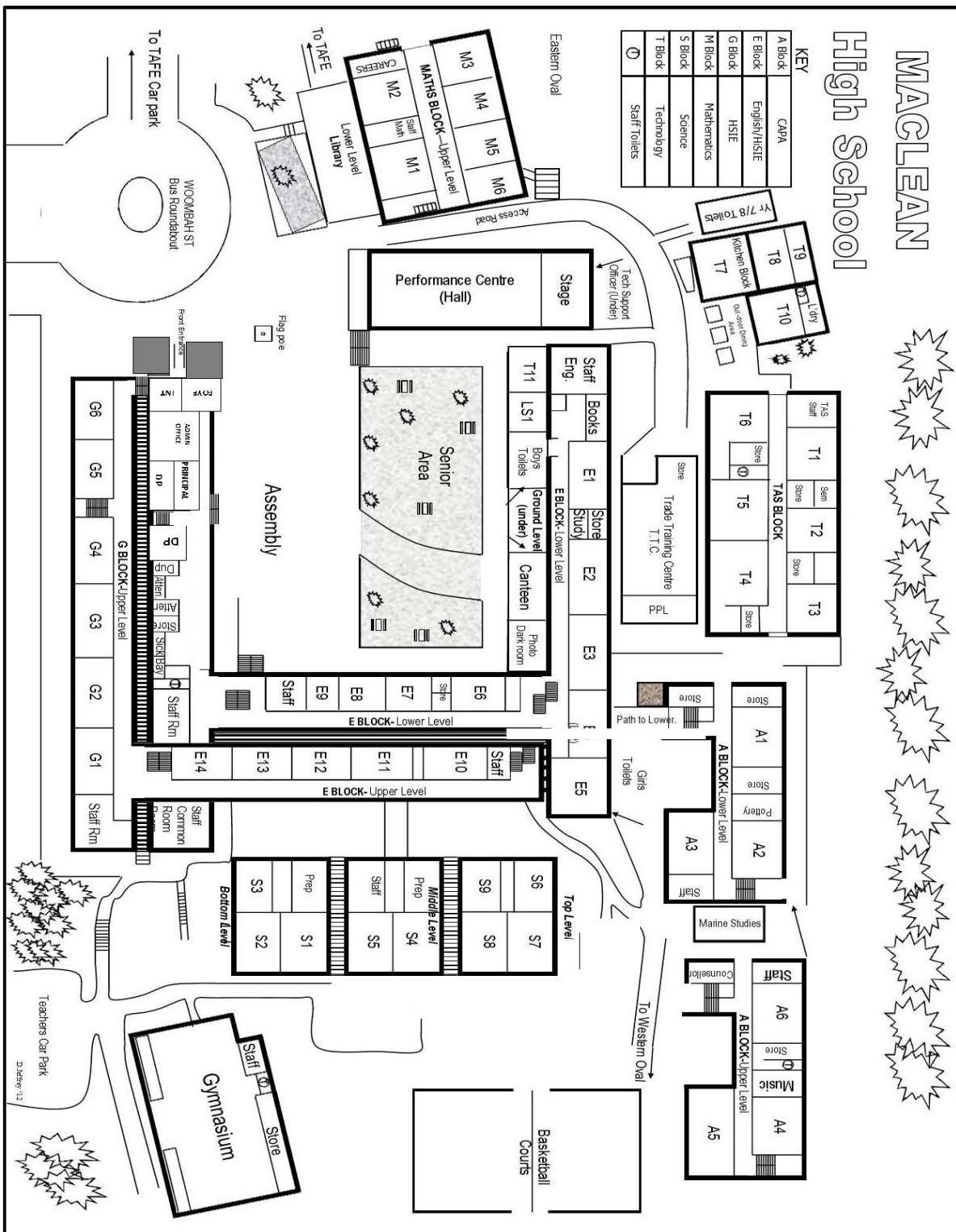
SCHOOL COMMUNITY EXPECTATIONS CODE

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.• Behave acceptably, responsibly and safely at all school functions, excursions, etc. |

High School
MACLEAN



#BELL TIMES DUL

MACLEAN HIGH SCHOOL

BELL TIMES



MONDAY

| | | | |
|-------|---|-------|----------------------------------|
| 8.30 | - | 9.15 | Years 11 & 12 (Senior Period) |
| 8.57 | | | Warning Bell |
| 9.00 | - | 9.15 | PASTORAL CARE |
| 9.15 | - | 10.05 | Period 1 |
| 10.05 | - | 10.55 | Period 2 |
| 10.55 | - | 11.15 | RECESS |
| 11.15 | - | 12.05 | Period 3 |
| 12.05 | - | 12.55 | Period 4 |
| 12.55 | - | 1.17 | LUNCH 1 |
| 1.17 | - | 1.40 | LUNCH 2 |
| 1.40 | - | 2.30 | Period 5 |
| 2.30 | - | 3.20 | Period 6 |

Senior Period is 45 minutes
Periods 1 to 6 are 50 minutes

TUESDAY

| | | |
|-------|---|--------------|
| 8.57 | | Warning Bell |
| 9.00 | - | 9.45 |
| 9.45 | - | 10.35 |
| 10.35 | - | 10.55 |
| 10.55 | - | 11.15 |
| 11.15 | - | 12.05 |
| 12.05 | - | 12.55 |
| 12.55 | - | 1.17 |
| 1.17 | - | 1.40 |
| 1.40 | - | 2.30 |
| 2.30 | - | 3.20 |

Period 1 is 45 minutes
Periods 2 to 6 are 50 minutes

WEDNESDAY

| | | | |
|-------|---|-------|----------------------------------|
| 8.30 | - | 9.15 | Years 11 & 12 (Senior Period) |
| 8.57 | | | Warning Bell |
| 9.00 | - | 9.15 | PASTORAL CARE |
| 9.15 | - | 10.00 | Period 1 |
| 10.00 | - | 10.45 | Period 2 |
| 10.45 | - | 11.10 | RECESS |
| 11.10 | - | 11.55 | Period 3 |
| 11.55 | - | 12.40 | Period 4 |
| 12.40 | - | 1.00 | LUNCH 1 |
| 1.00 | - | 1.20 | LUNCH 2 |
| 1.20 | - | 3.10 | SPORT |

All Periods are 45 minutes

THURSDAY **FRIDAY**

| | | | |
|-------|---|-------|----------------------------------|
| 8.30 | - | 9.15 | Years 11 & 12 (Senior Period) |
| 8.57 | | | Warning Bell |
| 9.00 | - | 9.15 | PASTORAL CARE |
| 9.15 | - | 10.05 | Period 1 |
| 10.05 | - | 10.55 | Period 2 |
| 10.55 | - | 11.15 | RECESS |
| 11.15 | - | 12.05 | Period 3 |
| 12.05 | - | 12.55 | Period 4 |
| 12.55 | - | 1.17 | LUNCH 1 |
| 1.17 | - | 1.40 | LUNCH 2 |
| 1.40 | - | 2.30 | Period 5 |
| 2.30 | - | 3.20 | Period 6 |

Senior Period is 45 minutes
Periods 1 to 6 are 50 minutes

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. Faculty awards can also be given for consistent effort over a length of time.

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**

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 of Excellence need to receive 7 Commendations in at least 2 areas with a minimum of two certificates in an area.

Student of Distinction

Nine Commendations in at least three areas may lead to the Student of Distinction Award. Each area must have a minimum of two certificates. 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.

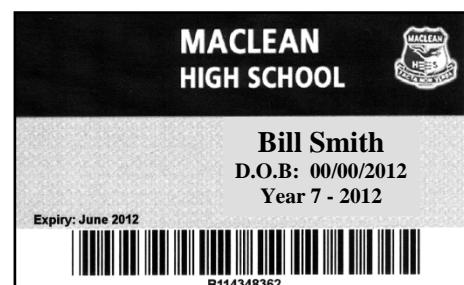
Absence Notes:

When a student is absent from school it is the responsibility of the parent/caregiver to send a note stating the date/s of absence, and the reason for absence within 7 days of the absence. This note must be signed. A phone call can be made to the office or by email to the school. Students should only be absent from school because of illness or urgent, unavoidable circumstances.

Attendance:

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

This card needs to be protected well as students will be asked to pay for a replacement.



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.

Late For School:

Students who arrive late for 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.

Pastoral Care:

Pastoral Care runs from 9:00am to 9:15am (Mondays, Wednesdays, Thursdays, Fridays) 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 explaining the lateness to the Attendance Office.

Sick Students:

Students who are not well are sent by staff to the Teachers' Aide with a brief explanatory note, time out and date indicated. In the Aide's absence the student will report to the Administration Office.

The receiving person 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 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 front office of the school. All Year 7 students must update their bus and private vehicle travel details online for their new school.

The Canteen:

Maclean High School offers a comprehensive daily canteen service to students and staff.

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 time 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.

If you would like to volunteer some of your time in the canteen please call 6645 2243 and ask for Danielle in the Canteen.

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 get exposure to all the subjects offered later in the curriculum. The school operates graded classes in the core curriculum area.
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 17 elective subjects are currently delivered. Classes are graded in the core curriculum.
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 25 subjects with access to a further range of 13 TAFE subjects.
4. Sport is compulsory for all Year 7 to 10 students on Wednesday afternoons.
5. Extra Curricular activities are offered.

Debating and Public Speaking:

A Public Speaking competition is offered to all students. Students are requested to participate initially at class level. Public Speaking is then judged in front of year groups. This culminates in the school Public Speaking Championships determined at an outside venue. Interested students are offered the opportunity to join relevant debating teams who eventually represent the school.

Gifted and Talented Program:

Maclean High School offers a Gifted and Talented Program 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. Year 7 students are given a free MHS Homework Diary to assist them with their studies. 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. The amount will increase as they progress through the school. By Year 10, 2 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 mark recorded on the report for each semester or half year.

Timetable:

The timetable runs on a ten day cycle with six, 50 minute periods per day for Years 7- 10 and 7 periods for Years 11 & 12. On Wednesday there are four periods plus sport. Senior students commence with an early period starting at 8.30am on Monday, Wednesday, Thursday and Friday. Recess runs for 20 minutes while lunch runs for 45 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 Learning 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 is 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 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 Support Team to address additional support needs as required. The school has an allocation of 1.4 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. Musical instruments can also be hired from the school.

Sport:

Sport is held for all students in Years 7 to 10 on Wednesday afternoons. 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 bring a written request signed by the Parent or Caregiver to the Head Teacher Welfare. 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 Gordon A—D (yellow), Kendall E—J (blue), Paterson K—P (red), and Lawson 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.

SRE (Special Religious Education):

Mr Mark Ohlmu 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.

Year 7 Parent Contact from School:

Core group meetings are held towards the end of Term 1. Teachers discuss aspects relating to students settling in class, coping with work, social and behavioural issues. A phone call home is made to give parents feedback.

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 five 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.

Mobile Phones/Electronic Devices:

Maclean High School deals with the misuse of mobile phones and other electronic devices like any other breach of the discipline code in line with the MHS Discipline Implementation Guidelines.

Staff record any misuse of mobile phones and electronic devices on Sentral. Mobile phones and other electronic devices may be used in legitimate classroom activities under direct teacher supervision.

Google Chrome Class

MHS Chromeclass

The MHS CHROME Class has been running since 2016. The students and staff take part in interactive/online activities as the basis for the teaching and learning process. The Chrome class is an unbanded selective class. Students must complete the application process within the allocated time frame to be eligible for selection.

How to apply:

APPLICATIONS FOR THE 2019 CLASS will open on day 1 Term 4, Monday 15th October 2018, and remain open for 4 weeks until Friday 9th November, 2018.

Students should be familiar with how google drive and a number of the common apps operate to be able to complete the application process.

To apply students are to:

- Send an email to the class coordinator using their ***school email address***. The email should contain a basic hello message, reasons why they would like to be considered for selection in the Chrome Class including their experience with computers.
Coordinator email - daniel.kelly@macleanhighschool.com.au
- Mr Kelly will reply with confirmation of the application.
- After all applications are received, the successful applicants will receive an email stating they have been accepted into the 2019 Chrome Class.

School Uniform

JUNIOR BOYS

Summer

Green/White polo shirt with school emblem.
Black shorts.

Winter

Solid black jacket with NO writing/patterns/logos
Plain black trousers or black jeans.

JUNIOR GIRLS

Summer

Green/White polo shirt with school emblem.
School tartan skirt.
Black shorts (the same length as school sport shorts).

Winter

Solid black jacket with NO writing/patterns/logos.
School skirt (with black tights underneath),
black pants or black jeans.

SENIOR BOYS

Summer

White/green senior polo shirt.
Black shorts.

Winter

Senior school jersey or solid black jacket with NO writing/patterns/logos.
Plain black trousers or black jeans.

SENIOR GIRLS

Summer

White/green polo shirt or white blouse.
School bottle green skirt.
Black shorts.

Winter

Senior school jersey or solid black jacket with NO writing/patterns/logos.
School skirt (with black tights underneath),
Black pants or black jeans.

SPORT/PE UNIFORM

White MHS sports ‘wave design’ polo shirt, black shorts or plain black tracksuit pants.

SPORT/PE UNIFORM

White MHS sports ‘wave design’ polo shirt, black shorts or plain black tracksuit pants.

Parent/Student Information Handbook 2019

**School uniforms are not sold Maclean High School Canteen or Office
Maclean High School uniforms are only available at:**

**The Uniform Shop,
Stanley Street, Maclean.
PHONE: 6645 3778.**

| | Prices as of June, 2018 |
|--|------------------------------------|
| White Blouse Shirt (Senior) | \$39.95 |
| Green/White Polo shirt (Junior) | \$32.00 |
| Junior Tartan Skirt | \$34.95 |
| Senior Green Skirt | \$32.00 |
| Every day Black Shorts | \$29.95 |
| Girls Black Shorts | \$38.00 |
| Sport Shorts | \$21.95 |
| Sport Polo Shirt (Wave Design) | \$29.95 |
| Black Taslon Track Pants | \$39.95 |
| Plain Black Fleece Jacket (with hood) | \$44.95 |
| Bucket hat with emblem | \$15.00 |
| Bucket hat no emblem | \$8.00 |
| EXTRAS: Socks Bonds Singlets Backpacks | 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.

Parent/Student Information Handbook 2019

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 students 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 as follows:



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



Process for When Out of School Uniform:

Students are required to bring a note from home and present it to their Pastoral Care teacher to avoid being recorded on Sentral as being out of uniform.

Refund Procedure:

Students seeking a refund for leaving a course for whatever reason 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 Maths block; these areas are well signposted, and each subject department is allocated a room. Interviews take place between 4pm and 7pm. 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.maclean-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 ladies 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 direct. If you prefer, you can email the school on, maclean-h.school@det.nsw.edu.au, 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 2019. 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

Parent/Student Information Handbook 2017

