Ulladulla High School

Principal: Denise Lofts, Jessica B, Jared B, Luke T, Bonnie H

Student Handbook 2014
Ulladulla High School

Our Vision

A World Class School that provides a quality education in which students are encouraged to be creative, entrepreneurial and innovative young people with 21st Century skills through collaboration where outstanding teachers are leaders in learning.
Welcome to Ulladulla High School

The school community welcomes you and your family to Ulladulla. Our school is one where parents, teachers and students work in partnership with students to reach their full potential to graduate fully prepared to live and work in an information-age society.

Ulladulla High school is a world class school that delivers an innovative and vibrant curriculum to ensure all our students are prepared to be successful 21st Century Global Citizens. Our Motto "Strive for the Summit" exemplifies the school’s strong commitment to provide opportunities for all students to develop their passions and abilities to be highly successful young people. Our recent initiatives and innovations in teaching through collaborative curriculum projects in Year 7 & 8, 2014 will see focussed project based learning in Year 9 and focussed 'high performance' initiative in Years 11 & 12. We work successfully alongside our partner primary schools to provide a learning continuum through academic excellence, collaborative practices across schools and innovative contemporary learning platforms to provide the connections to enhance and foster outstanding young people of the Milton Ulladulla Area to be ‘world class’ learners.

We recognise that our school is only one stop in a student’s lifelong learning journey. We are honoured that you have chosen our school as a significant part of that journey. We will now consider your application to enrol in our school.

Ulladulla High School offers immense opportunities in academic, vocational, leadership, cultural and sporting arenas. With a proud tradition of excellence in all areas, the challenge is to find balance and to focus your energies. Students have successfully attained apprenticeships and traineeships, scholarships for tertiary education and representation at local, state, national and international levels in sporting, cultural and academic pursuits. Ulladulla High will offer you opportunities to grow, to be nurtured and to develop - you just have to choose to participate in the full life this school has to offer.

Finished in 2013, our school has undergone a major building project funded by both Federal and State Governments. 2013 was the completion of Stage 3 which included a Movement Studio for Dance, Drama and the creative expression, a Fitness Lab with a fully equipped gym area and studio. This compliments our new Multipurpose Centre in St Vincent Street, Construction Shed and a range of new learning and administrative facilities. Our school has embraced learning using technology. Most classrooms have interactive whiteboards and data projectors. Teachers are busy developing great lessons using the tools of technology. Our school has embraced the “Bring your Own Device” policy and we encourage learning which is connected, collaborative and contemporary. Technology tools are widely used in the classroom and at home. Our school website and the Moodle Log In is available for students and families to access. (www.ulladulla-h.schools.nsw.edu.au/). You can also follow us on facebook and twitter.

This booklet provides information about the school and some key people in the school who will work with you along your learning journey. Your first point of contact for curriculum matters will be your classroom teachers supported by Faculty Head Teachers. The Head Teachers-Teaching and Learning are running specialised programs to improve learning outcomes for all our students. If the reason for contact is more general in nature, your Year Adviser may be able to help. The Year Advisers are supported by the Head Teacher Student Wellbeing, Assistant Year Advisers and the school counselling network. The Careers Adviser provides additional work transition and careers pathway guidance. Deputy Principals work across the school in a wide range of areas but focus welfare, curriculum and organisational energies on three of the student years each. These people are all identified in the booklet. Parents, as well as students, are welcome to seek support or contact these specialist personnel. If you need help or support in any way then be sure we know about it. We can’t help if we don’t know.

Ulladulla High School is a great school which will provide you with every opportunity to achieve your dreams. Take control of your time at Ulladulla High School. Give your best at all times, then you too will achieve “Beyond the Summit”. I look forward to meeting you and watching you reach your full potential.

Ms Denise Lofts
Principal
A world class school that builds creative, entrepreneurial and innovative young people with 21st Century skills through collaboration with outstanding teachers who are leaders in learning. Care, kindness and respect are paramount at the UHS "Summit".

**Future Global 21st Century Skills**

- **Ways of thinking.** Creativity, critical thinking, problem-solving, decision-making and learning
- **Ways of working.** Communication and collaboration
- **Tools for working.** Information and communications technology (ICT) and information literacy
- **Skills for living in the world.** Citizenship, life and career, and personal and social responsibility

**Value the commitment of being a world class leading learner**


**Enhance real world connections.**

- Connected learners at school and within local, national and global context to enhance a culture of ‘collective mindfulness’ to Collaborate, Innovate and create ways to enhance their learning.
Students in Years 7 and 8 study a mandatory curriculum in the eight Key Learning Areas of: English, Mathematics, Science, Creative Arts, Human Society and Its Environment, Technological and Applied Studies, Languages Other Than English and Personal Development, Health and Physical Education. In Year 9 the students choose to specialise by selecting elective subjects from some of these areas.

Stage 4 Learning

Students enter Year 7 within a learning and welfare framework of Stage 4. The aim of Stage 4 Learning is to settle new students in a safe, caring and stable learning environment. Typically students in upper primary have one core teacher who teaches all the main subject areas. In high school the number of teachers increases dramatically. To bridge the transition to high school in Year 7, the core KLA subjects of English, HSIE, Mathematics and Science see one teacher leading learning in English/HSIE and another teacher in maths/science. Each class also has a homeroom. Alongside this, Stage 4 teachers work very closely together to model best practice teaching and learning in a caring environment. Year 7 students also undertake elective subjects where students move around the school and learn from other teachers and in specialised learning environments.

Selective Class Year 8

Towards the end of Year 7 students are encouraged to sit examination and submit application for the Year 8 Selective Class. Placement into the class is competitive and students are chosen on merit in the areas of English, Maths, Science, HSIE, NAPLAN, as well as personal application. The selective class is a mixed ability class established each year in Year 8 to better meet the needs of students who wish to maximise their learning outcomes. Typically up to 1/4 of the Year 7 cohort apply for the class. Students who do not apply for selection or who miss out being selected for the class follow the same learning curriculum as selective class students. In Year 9, two 'top' classes for each core subject ensures ample opportunity for high achieving students.

English

This exciting subject is compulsory for all students. Students will be given experiences in reading, writing, listening, speaking, literature and the media. Students will be involved in wide reading programs and various activities including public speaking, debating, drama, storybook writing, media studies, filming with the school video camera, computer publishing, library research, group work, role play and much more.

One of the English Department's high priorities is to identify and offer extension programs for gifted and talented children. Schemes are also in place to assist children who have learning difficulties in this subject involving assistance from support teachers.

Mathematics

All students going into Year 7 will experience a common course. The course consists of strands in Number, Geometry, Measurement, Statistics and Algebra.

Students will find the Problem Solving, which runs through the other five strands, an interesting challenge as students work in groups to answer interesting puzzles. Students are arranged into ability groups in later years.
At Ulladulla High School students are also given the opportunity to participate in various competitions (Australian Mathematics Competition, Maths Challenge etc), as well as extension classes.

The aim of the Mathematics Faculty of Ulladulla High School is to see that students achieve their potential in the challenging and rewarding study of Mathematics in the modern world.

Science

Science provides an empirical way of answering interesting and important questions about the biological, physical and technological world. Scientific knowledge is contestable and is revised, refined and extended as new evidence arises or existing evidence is re-conceptualised. The study of Science is a collaborative, creative endeavour and has led to a dynamic body of knowledge organised as an interrelated set of models, theories, laws, systems, structures and interactions. It is through this body of knowledge that science provides explanations for a variety of phenomena and enables sense to be made of the natural world.

Human Society and its Environment

In this subject you will experience units of study in both History and Geography.

Enter the world of the ancient past and learn about Ancient Rome and find out how historians unlock the secrets of the past using forensic science and written records.

Have fun making artifacts (you’ll find out what these are), perform role plays and do virtual site studies. You’ll learn about our Aboriginal Heritage and European exploration of the New World and better appreciate the importance of learning about the past to help solve the challenges of the present and the future.

Students will embark on a detailed study of global geographic issues in Year 8 whilst in Year 7 basic geographic concepts and special environments are examined. Throughout both years research and personal experiences are used to examine the diversity of our world.

Local, class based excursions will form part of this course.

Languages – French and Japanese

Students are introduced to French and Japanese through the use of games, videos, tape recordings, role plays, computer work and magazines in Year 7. In this way students will learn to speak, read and write about their everyday interests. Students will also enjoy learning about the French and Japanese cultures and be able to compare them to their own.

Students have the opportunity to further their study of Languages by selecting Language electives in Years 9-12.

Music

The Core Music Course has been programmed with an emphasis on practical music.

Year 7 concentrates on introducing the students to the keyboard and Year 8 the guitar. By involving the students with instrumental music they also develop aural and theoretical skills. Also, they learn the discipline of practice and working with other students in groups or individually.

The aim is to provide a basic competence on a musical instrument so by the end of Year 8 the student
could elect music to develop these skills further. The range of performing media available for specialising would be keyboard, guitar, electric bars, drums, vocals, flute, saxophone or brass.

Students can also be involved in extra-curricular music activities and attend concerts.

Students have the opportunity to further their study of Music by selecting Music electives in Years 9-12.

**Visual Arts**

The compulsory Visual Arts course is an exciting hands-on course that explores a diverse range of techniques and media. Specialist Visual Arts teachers engage students in a variety of experiences of the Visual Arts, such as painting, drawing, ceramics, computer generated images, photography and sculpture. The Themes we explore during the course range from ‘People and Relationships’ to ‘Other Living Things’ from the students own world. Students also study the practices of Art Criticism and Art History to enhance their own practice of Artmaking.

Students have the opportunity to further their study of Music by selecting Music electives in Years 9-12.

**Technology**

Technology is an interesting and stimulating course, which allows students to design and make a variety of products. Students will work with a large variety of materials such as food, wood, metal, textile materials and agriculture.

An important part of the Technology course is using the computers in a variety of ways. They will use them to design and produce plans and sketches, books, word processing documents, spreadsheets and databases.

Students will be working in the school’s wood and metal workshops, the food labs, Textile and Design Labs, Computer Labs and our well equipped agricultural area.

Students have the opportunity to further their study of Music by selecting Music electives in Years 9-12.

**Personal Development, Health and Physical Education**

We aim to develop in each student the knowledge, skills and attitudes needed to understand, value and lead healthy and fulfilling lifestyles.

The PD/H/PE program is an important element of the overall school curriculum because it promotes quality of life, self-esteem and social well-being. The program is committed to developing movement skills and fitness.

Among the topics covered are the following:

- Dance
- Safety
- Individual Games
- Relationships
- Drugs
- Growth and Development
- Aquatics
- Gymnastics
- Physical Fitness
- First Aid
- Sexuality
- Athletics
- Team Games
- Family Life
- A I D S
- Disease

Students are encouraged to participate in the Swimming, Cross Country and Athletics Carnivals, which are
held each year. Students are also encouraged to play in the Statewide Knockout Competitions in which the school enters teams in 20 different sports.

**Special Religious Education**

Scripture is a timetabled period for Year 7, 8 and 9 students. A fully qualified teacher is employed by the combined Christian churches in our community to teach a curriculum that represents beliefs shared by Catholic and Protestant churches in a way that is relevant to today’s teenagers. Details of this curriculum are available from the School website. Parents/caregivers who conscientiously object on religious grounds can apply for their children to be exempt from attending Scripture classes. Students who have chosen non-scripture will be accommodated in a classroom with an allocated teacher.

**Careers**

Year 10 students have a fortnightly careers lesson, concentrating on such varied topics as preparing a resume, job opportunities, taxation, OH&S, tertiary study and wages.

**Electives**

More information on electives and courses in Years 9 to 12 see school website.
~ Staff Directory ~

Principal
Ms Denise Lofts

Deputy Principal 8,10,12
Mr Barry Christiansen

Deputy Principal 7,9,11
Ms Karen Lissa

Head Teachers

English.................................Mrs Fiona Williams
Mathematics .........................Mr George Betsis
Science .................................Mr Joshua Westerway
HSIE.....................................Mr Rob Chambers
TAS Industrial Arts/Home Ec.....Mr Matthew Graham
Physical Education...............Mr Chris Pearson
Creative and Performing Arts ...Mr Simon Grace
Special Education .................Mr Craig Murdoch
Administration....................Ms Ros Unger
Teaching and Learning (7-9).....Mr Michael Matuschka
Teaching and Learning (10-12)....Mr Rob Rowland
Student Wellbeing................Ms Karen Bulbert

Year Advisers

Year 7 Adviser .......................Mrs Mel Clare
Year 8 Adviser .......................Mr Matthew Skinner
Year 9 Adviser .......................Mrs Linda Lees
Year 10 Adviser .....................Mr Peter Gell
Year 11 Adviser .....................Ms Donna Cattanach
Year 12 Adviser .....................Mr Michael Ramsden

Assistants

Mr Drew Hicks
Mrs Lorraine Dixon
Mr Jason Wilson
Mrs Narrell Murdoch
Ms Kathy Hall
Mrs Suzi Taplin

Counsellors ..........................Mrs Tamlyn Phillips
Careers Adviser ......................Mr Tony De Giovanni
Librarian ..............................Mrs Sharon Wheatley
Student Representative Council ..Mrs Jacqueline Villiers
Student Environment Council ...Mr John Woodland
Anti-Racism Contact ..............Ms Sonja Skagen
Chaplain/Student Welfare Officer Mr Glenn Royall

Ms Karen Lissa
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<tr>
<th>Subject</th>
<th>First Name</th>
<th>Last Name</th>
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<tr>
<td><strong>English</strong></td>
<td>Mrs Fiona Williams</td>
<td>Mr Michael Ramsden</td>
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<td></td>
<td>Mrs Eleanor Hemsley</td>
<td>Ms Sonja Skagen</td>
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<td>Mrs Chris Lamont</td>
<td>Mrs Suzi Taplin</td>
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<td></td>
<td>Ms Kerrie Marsh</td>
<td>Mr Eamon McArdle</td>
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<td>Mr Jason Wilson</td>
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<td><strong>Mathematics</strong></td>
<td>Mr George Betsis</td>
<td>Mr Rob Rowland</td>
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<td></td>
<td>Ms Janelle Collins</td>
<td>Ms Sue Smith</td>
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<td>Mr Paul Torney</td>
<td>Mr Jose Gonzalez</td>
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<td>Ms Kathy Hall</td>
<td>Ms Donna Cattanach</td>
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<td></td>
<td>Mr Drew Hicks</td>
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<td><strong>Science/Agriculture</strong></td>
<td>Mr Joshua Westerway</td>
<td>Mr Ian Lees</td>
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<td>Mrs Donna Miles</td>
<td>Mr Mark Burton</td>
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<td>Mr Greg Buckley</td>
<td>Mr Peter Gell</td>
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<td>Ms Heidi Hewitson</td>
<td>Mr John Woodland</td>
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<td>Mr Darren Stephen</td>
<td>Mrs Lenell Hollywood</td>
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<td><strong>HSIE</strong></td>
<td>Mr Rob Chambers</td>
<td>Mr Michael Matuschka</td>
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<td>Ms Karen Bulbert</td>
<td>Mr Ben Barry</td>
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<td></td>
<td>Ms Kim Waters</td>
<td>Mrs Lorraine Dixon</td>
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<td>Mrs Mel Clare</td>
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<td><strong>TAS</strong></td>
<td>Mr Matthew Graham</td>
<td>Ms Ros Unger</td>
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<td>Mrs Gabrielle Curry</td>
<td>Mr Matt Macdonell</td>
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<td>Mr Andrew Lake</td>
<td>Mr Mark Ring</td>
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<td>Mrs Carolyn Mulvey</td>
<td>Mrs Narrell Murdoch</td>
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<td>Ms Alexis Smith</td>
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<td><strong>Languages</strong></td>
<td>Mrs Hiromi Bishop</td>
<td>Mrs Tracey Smith</td>
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<td><strong>Learning Support</strong></td>
<td>Mr Chris Armati</td>
<td>Mrs Tracey Sinden</td>
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<td><strong>PD/H/PE</strong></td>
<td>Mr Chris Pearson</td>
<td>Mrs Julia Brooks</td>
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<td>Mr Glenn Wood</td>
<td>Mrs Karyn Ingold</td>
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<td>Ms Toni Williams</td>
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Welcome to Ulladulla High School

Quality People, Quality Commitment, Quality Learning for Everyone

Special Education ............... Mr Craig Murdoch
Mrs Jenny Munday
Mrs Jacqueline Villiers
Mrs Trish Karaboikis

Mr Wayne Pennington
Ms Carmen Simpson
Ms Kerri Pryor
Mrs Sue Burton

Creative and ..................... Mr Simon Grace
Performing Arts
Mr Philip Dolstra
Ms Nardia Walters

Mr Matthew Skinner
Ms Victoria Jauncey

SRE (Scripture) ................. Mr Bernie Hughes

School Administrative and Support Staff

School Administrative Manager:...... Mrs Leanne Colley
Administrative Staff......................... Ms Tracey Smith
Ms Lynne Hill
Mrs Gail Tyquin
Mrs Carol Malmo
Mrs Lyn Rowbotham

Mrs Wendy Hearn
Mrs Beverley Phillips
Mrs Tracey Lenton
Mrs Barbara Williams
Mrs Gailene McLaren

Technical Support Officer............. Mrs Angie Edwards
School Learning Support Officers ...... Mr Trevor Zappas
Mr Bill Heycox
Mr Chris Sinden

Mr Greg Todeschini
Ms Sandra Paton

Aboriginal Assistant .....................Mrs Nellie Mooney
Aboriginal Education Officer ..........Ms Sharon Bunyan
Science Assistants.......................Mrs Carolyn Barrett
Home Economics Assistant .............Mrs Lissa Bingham

General Assistant ....................... Mr Greg Parish
Farm Assistant ........................... Mr James Jackson
~ School Routines ~

The school timetable is organised on a ten day cycle of six periods per day, beginning with roll call each morning.

**Period Times**

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<tr>
<td>Roll call/DEAR</td>
<td>9.00</td>
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<tr>
<td>Period 1</td>
<td>9.25</td>
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<td>Period 2</td>
<td>10.15</td>
<td>11.05</td>
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<td>Recess</td>
<td>11.05</td>
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<td>Period 3</td>
<td>11.25</td>
<td>12.15</td>
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<td>Period 4</td>
<td>12.15</td>
<td>1.05</td>
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<tr>
<td>Lunch 1</td>
<td>1.05</td>
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<tr>
<td>Lunch 2</td>
<td>1.25</td>
<td>1.45</td>
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<td>Period 5</td>
<td>1.45</td>
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<td>Period 6</td>
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Bells are rung at the start of each day, end of recess, mid lunch, end of lunch and end of each period.

**Absences**

If, for any reason students are absent from school for part of a day or days, then parents/carers are legally bound to provide a reason acceptable to the Principal for the absence in writing on the student's return to school. This note is to be handed to the student's roll teacher. If students are absent for 2 consecutive days or more without explanation, a note is sent home requesting a reason. Unsatisfactory attendance is referred to the Home School Liaison Officer. Long periods of leave (e.g. for holidays) should be notified to the school as soon as possible as such absences may count against the award of a Certificate. Students with planned absences of 3 weeks or more should see Student Services for an attendance exemption application.

**Absence Notes**

All notes concerning attendance matters (e.g. absence from school, lateness, early departure) should be written entirely by the parent or guardian and be signed by the same person. Notes must clearly show the following information:

- Date
- Student's FULL name (first name and surname) and roll class
- Exact dates/times for which leave is requested
- Reason for leave

Absence notes should be handed to the roll call teacher the day after the student returns. More information is available on the school website.
After school tuition

UHS conducts an after school tuition program staffed by teachers to support students in their learning. This is conducted on Tuesday (Koori students), Wednesday (Years 7-10) or Thursday (Years 11 and 12). Please see Mr Rowland for details and bookings to ensure an appropriate member of staff is available.

Assemblies

Three separate rings of the bell indicate a general assembly. Students are to move to the assembly area near the Multi Purpose Centre and stand in their Year area.

Attendance

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

Legislation, which came into effect from January 2010, requires students under the age of 17 to obtain the minimum leaving requirement of the School Certificate and attend school full time. Satisfactory attendance and participation in learning is a requirement for the award of a School Certificate, Preliminary Certificate and the Higher School Certificate.

Students need to be at school by 9am and remain until they are dismissed at 3:25pm

Attendance: Late Arrivals

Students arriving late for school must report to the School Administration Staff in Student Services. Year 12 students with timetabled study periods at the start of the day may arrive and sign in late at Student Services.

Attendance: Leaving School Grounds

Written requests to leave the school grounds during the school day must be brought to Student Services before school. Year 12 students with timetabled study periods at the end of the day may sign out at Student Services.

Lessons should only be missed for important reasons (e.g. an unavoidable medical appointment). Sports afternoon should not be regarded as the best time to make appointments. Sport is compulsory in all government high schools.

Under NO circumstances is a student to leave the school grounds without a Leave Pass.

Banned Equipment

Students are NOT permitted to bring the following items to school: textas, liquid paper, expensive jewellery, dangerous items such as pen knives, aerosol sprays such as deodorants or cigarette lighters. In addition, items including cigarettes, drugs, alcohol, fireworks and weapons are banned at all times.
Basic Equipment

All students are expected to be prepared for lessons with basic equipment, such as pens, pencils, ruler, calculator, coloured pencils, books and appropriate apparel for practical lessons. Packing your bag the night before can be a big help. Students who have been issued Notebooks should bring them fully charged to school every day.

Bus Travellers

There are free buses serving students who live a distance greater than 2 kilometres from the school.

**Ulladulla Bus Lines:**
- Kioloa, Bawley Point
- Tabourie Lake
- Burrill Lake
- Mollymook-Narrawallee
- Milton township

**Kellam Bus Lines:**
- Lake Conjola
- Woodstock Rd and Croobyar Rd
- Fishermans Paradise
- Manyana/Bendalong

All students travelling on either of the above bus lines must have completed an application for free travel available from the Student Services. A bus pass will be issued from the bus companies. Any change of address must be notified to Student Services or Reception and a new application form completed to entitle free travel on the bus. Pupils travelling on these buses must make it their business not to be delayed when school finishes each afternoon. The bus bays are set up in South Street and all bus students will enter and leave the school through the South Street entrance.

Buses: Conduct

School students travelling on the free school buses are under the control of the bus company. All students are required to behave in a sensible manner whilst travelling, sit quietly, not play games or disturb others. Any student not conforming and thus distracting the driver is endangering others’ lives and may have their pass cancelled and have consequences as per the school’s welfare and discipline policy.

Buses: Sport

Students rostered for sport on grounds in the Mollymook-Milton area may be required to travel to sport by bus. Where bus travel is involved there is a small cost involved.

BYOD (Bring Your Own Device)

1. Students are permitted to bring a device (if they choose) and are able to connect to the DEC wireless (this is 5 ghz only - **2.4 ghz is not supported**), if you have a 2.4ghz laptop then you may also purchase a USB dual band wireless network adaptor) and use the device in their class, if the teacher chooses to do so.

2. The term “device” refers to any personal mobile electronic device with the capacity to connect to the department’s Wi-Fi network. The use of devices at school is governed by school developed guidelines, processes and procedures.

3. The department will provide internet access through its wireless networks at no cost to students enrolled in NSW Public Schools at DEC sites.
4. Students are responsible for the care and maintenance of their devices including data protection and battery charging.

5. The DEC and Ulladulla High School will not accept any liability for the theft, damage or loss of any student’s device.

6. Students who bring their own devices onto school sites do so at their own risk, no hardware or technical support will be provided for devices.

7. Students and their parents/carers must complete a signed BYOD Agreement prior to connecting to the department’s Wi-Fi network.

8. Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, they may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the police. School disciplinary action may also be appropriate.

9. Use of BYOD devices in lessons is determined by the classroom teacher.

10. Students are required to follow all teacher instructions re the use of BYOD devices. Further information on BYOD is available on the Ulladulla High School website.

Canteen

The Canteen at the High School is the main source of fundraising for the High School Parents and Citizens Association. In order for the Canteen to function successfully, the voluntary help of the parents/carers of the school children is essential.

All parents/carers are asked to consider the benefits to Ulladulla High School providing the necessary help one day per month, or a morning or afternoon. Those attending find it a very pleasant day - morning tea and lunch are provided. If there is any help you can give us in the canteen, either by assistance at the counter or by helping prepare food for the students, would you please volunteer.

The Canteen Manager, Mrs Lynda Sayers, can be contacted on Ph 4454 1758. Please contact her if you are able to assist for any length of time.
Canteen: Ordering Lunches

Students should write a lunch order (bags and pencils are provided) before school at the Canteen windows to ensure that they are able to purchase what they wish. Some foods are only available this way. A special window at the canteen is reserved at lunchtime for the collection of lunch orders. This is much faster than joining the normal queues.

Careers Service

Ulladulla High is fortunate to have the services of a full-time Careers Adviser, Mr Tony De Giovanni. All students have career orientation lessons and have the opportunity to make individual appointments for appropriate career advice. Careers News is included in the school newsletter each week.

Over their school life, students will have access to:

- Work experience
- Individual career advice
- Study help
- Careers excursions
- Career markets
- Guest speakers from many business and training organisations.

Counsellor Service

The School Counsellors, Mrs Tamlyn Phillips and Mrs Linda Gilbert, are available throughout the week. Any student seeking assistance may contact the Counsellors in K Block and any parent/guardian seeking advice or an appointment should phone the school on 4455 1799.

Electronic Equipment

Items such as mobile phones, ipods, MP3 players, and the like, are not banned from school but such items are brought at the student’s own risk and may not be used during lesson time. Mobile phones must be registered. Students who use electronic equipment in learning times will have them confiscated.

Five Fair Rules

Students and staff have developed these 5 rules for classroom conduct which support the school community’s values of RESPECTFUL, RESPONSIBLE and LEARNING.

✔ Come prepared
✔ Stay on task
✔ Follow instructions
✔ Speak politely
✔ Do your best
Gifted and Talented Program

Ulladulla High School continues to recognise the needs of its Gifted and Talented students by offering extension courses and giving talented students the opportunity to participate in a wide variety of extra-curricular activities.

Illness or Accident at School

Parents are asked to keep sick children at home to avoid the infection of other children.

Students who become sick at school should report to a teacher who will send them to the Sick Bay in the Administration Block. Every attempt will be made to contact the parents/carers. Students are asked not to directly contact parents. Please ensure that the school has a contact phone number in case of emergency.

If parents/carers cannot be contacted, or where immediate action is necessary, then the ambulance will be called. The school is covered for the cost of ambulance services.

Lost Property

Students are advised to safeguard their personal property at all times. All books, equipment and items of clothing should have the student's name clearly displayed to assist in the return of any lost items. Enquiries about lost property should be made at Student Services.

Notebook Policy: Issue of notebooks (Years 10-12)

Notebooks will be issued to eligible students by the Technical Support Officer (TSO). Before a notebook can be issued students and carers must complete the ‘Notebook User Charter’.

Notebook Policy: Bringing required equipment to class (Years 10-12)

It is a student’s responsibility to bring their notebook to school each day fully charged. There will be no access to spare notebooks or batteries unless special circumstances exist. Repeatedly leaving a notebook at home or bringing it uncharged will lead to: warning; parent contact; risk of N-Determination due to not bringing required equipment to class to enable satisfactory participation in learning; possible loss of take-home permission; notebook being shut down.

Notebook Policy: Travelling to and from school (Years 10-12)

Students should keep their notebooks in their cases when travelling to and from school. Damage to Notebooks that occurs in transit is the student’s responsibility. Students should resist using their notebooks on public transport as this is a security risk.

Notebook Policy: Homework / assessment (Years 10-12)

It is a student’s responsibility to back up their work. This can be done by saving files online, saving files to a USB/memory drive or emailing files to yourself. Lost work is not an acceptable excuse for not handing in assignments or meeting deadlines. A failure of technology is not an excuse for handing in work late. You must set a plan that includes time to spare in case of technological failure. Back up your work and do not leave it to the last minute. In case of emergency you can always email it to yourself and retrieve it at school. Assessments may only be emailed if your teacher agrees.
**Notebook Policy: Long leave (Years 10-12)**

Students taking long leave from school (more than 3 weeks except normal school holiday periods) e.g. to travel, are required to leave their notebooks at school with the Technical Support Officer (TSO) whilst absent.

**Notebook Policy: Notebook storage at school – mandatory and by request (Years 10-12)**

Students who have to leave their notebooks at school, due to special permission or loss of notebook take-home permission, must collect their loan notebook daily from the Technical Support Officer (TSO) 15 minutes prior to the start of school. It must be returned immediately at the end of the day. Failure to do so will lead to the Notebook being disabled.

Students who do not return a Notebook User Charter are not allocated a personal notebook. They may collect a loan notebook from the TSO each day under the above conditions.

Students who require special permission to leave their notebook at school overnight due to an after-school commitment should apply to the Head Teacher Technology and deliver it to the TSO immediately at the end of the day.

**Notebook Policy: Notebook incident reporting (Years 10-12)**

Notebooks that are lost or damaged at school must be reported immediately to the relevant Deputy Principal to enable issue to be tracked and Notebook to be locked down. Students who vandalise or damage another student’s notebook may be required to pay for repairs or replacement.

Notebooks that are lost or stolen out of school must be reported to relevant Deputy Principal by the next school day to enable it to be locked down and reported. If stolen, the student must report this to the police and obtain a police report number.

Damage to notebooks out of school must be reported to the relevant Deputy Principal on the next school day. Damage that occurs because the Notebook sits open on a lap whilst in transit is the student’s responsibility.

Malfunctions must be reported to the TSO. Where possible a repair will be organised. A similar age Notebook may be available for loan.

**Mobile Devices: Anti-bullying**

Cyberbullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyberbullying includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down. Cyberbullying is part of the school’s anti-bullying policy and must be reported immediately.

**Mobile Devices: Classroom protocols**

Mobile Devices and Notebooks are for educational use. Non-educational use of notebooks in the classroom may lead to consequences under the school’s Fair Discipline Code including warning, parent contact, suspension warning, possible loss of take-home permission, possible removal of the notebook. Email, SMS, watching alternate content, camera use, playing games and downloading music are examples of activities that should only take place if part of the lesson. E-contact with friends in other classes, family members and friends off site is not appropriate during lessons.
Sharing class work using technology such as Bluetooth may be deemed cheating unless an approved part of the lesson. Cheating using technology is still cheating. Students are reminded that direct copying from the internet is plagiarism and may lead to zero being awarded for classwork, assessment and assignment tasks.

**Notebook Policy: Loan of school equipment**

Students accepting pool notebooks for short term (single day) loan do not require a Notebook User Charter. All overnight loans require the return of the Notebook User Charter.

However, it is important that students and their families understand that notebooks are loaned under similar conditions to loan of other school equipment in terms of responsibility for loss or breakage. As with loans of other school equipment, notebooks must be taken care of and kept secure.

Students who lose or damage a notebook due to negligence may be required to pay replacement or repair costs. Loan notebooks must be returned fully charged with any personal data or files deleted.

**Internet policy**

Students should be aware that they have agreed to the Online Communication Services: Acceptable Usage Policy as part of their access to the Internet at school. This also forms part of the Notebook User Charter.

Student attention is drawn to the sections on:
- acceptable usage
- access and security
- copyright
- password security
- privacy and confidentiality including personal privacy, sharing of other people’s data and sending photos of others without their permission

Students are also reminded that what goes online stays online indefinitely and can be traced.

**Office Duties**

All students in Years 7 and 8 are asked to do office duties for one half day in the school year. Office duties teach responsibility and are an opportunity to become familiar with the entire school. It also provides a service for parents/carers of all students to have urgent messages delivered during school time.

**Other Opportunities to Learn and Enjoy**

The High School offers many opportunities outside the classroom as well to learn and enjoy school, such as:

External competitions eg Information Technology, Geography, Science
- NSW Premiers Student Volunteering program
- Excursions – local, regional and international
- WorldSkills Aust. VET in School competitions
- Rotary Club self-development camp
- Science and Engineering Challenge
- The Student Representative Council
- Gilmore Youth Leadership Forum
- The Southern Stars Spectacular
- Lions Club Youth of the Year
- Representative sporting teams
- Public speaking competitions
- Choir
- Drama days
- School bands
- 10% on top program
- Promotional roll call
- Debating competitions
- The Regional Ensemble
- Inter-High School visits
- Young Leaders Program
- Holiday Science Schools
- School Exposure concert
- NSW Schools Spectacular

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*Welcome to Ulladulla High School*
Outward Bound Aust. courses  Lions Club leadership camps
Annual Art and Technology Show

**Reports**

School reports are issued twice per year, at the end of each semester. Additional to formal reports, parent-teacher-student nights are held twice per year to enable parents and student to speak together face to face with their student’s teachers. Parents may also contact the school at any time to arrange an appointment to see a teacher about their student’s progress.

**School Captains**

Each year the senior student body and staff elect two school captains and two vice-captains from the incoming Year 12 students to represent and lead the student body.

2014 School Vice-Captains .......... Jessica B, Jared B

**School Contributions: General School Contributions**

The general school contribution covers sports equipment, library books, examination papers, photocopies, reports, and a variety of administrative materials used for teaching and learning.

The contribution is $30.00 for students in Years 7-8, $40.00 for students in Years 9-10 and $50.00 for Years 11-12. Payment of this contribution includes $10.00 student photocopy credit in the library. Students access this to print assignments and school work.

Payment significantly enhances the resources available for our students. Please contact your Year Adviser, Head Teacher Student Wellbeing or the Principal should you wish to discuss any difficulties, including exemptions and options of payment by installments.

**School Contributions: Subject Materials Contributions**

The subject materials contribution covers the costs of materials used and consumed. Most elective subjects and some compulsory subjects have a materials contribution cost.

In Years 7 and 8 these costs are currently for Design and Technology, Art and Music. Students are issued with a durable, large Visual Arts Diary and pencils when they pay this fee. Without this money it would be difficult to continue the high quality programs currently running in these areas and practical work would be severely restricted.

Should parents have difficulties making these payments they should contact the Year Adviser or Head Teacher Student Wellbeing to investigate payment by installments or support from the Student Assistance Scheme where possible.
School Website

The school’s website can be found at [www.ulladulla-h.schools.nsw.edu.au/](http://www.ulladulla-h.schools.nsw.edu.au/). The website is divided into two sections. The public domain is a good way of keeping up to date with what is happening at UHS. It contains information about the school including upcoming events, policies and procedures, as well as copies of the Summit Times.

The private domain can be accessed by students and parents using the student’s DET login. This section is designed to assist students with their learning and support the work covered in class by providing access to activities such as research and assessment tasks, Blogs and assignments. Parents are also encouraged to use the website to book appointment times for the Parent/Teacher/Student review meetings with the student’s teacher conducted Terms 1 and 3.

Learning Support

Ulladulla High School is well resourced to assist students with special needs. We have support classes for students with mild and moderate intellectual disabilities and classes to support students with emotional disabilities. We also have support teacher who assist students with learning difficulties and a Tutorial Centre for students with behaviour and attendance issues.

Mr Craig Murdoch is available to discuss additional assistance for students placed in formal classes. Mr Michael Matuschka is available to discuss learning support programs by appointment.

Sports Houses

Students are divided equally into Sports Houses on an alphabetical basis. Each house has an Aboriginal name and has a different colour.

- **Daringyan** (red) - Stingray (formally *Umpara*)
- **Guruwin** (apple green) - Shark (formally *Kunara*)
- **Gawura** (yellow) - Whale (formally *Akama*)
- **Bara** (sky blue) - Sea Bream (formally *Gandjari*)

Staff rooms

Teachers can be found in two large staffrooms Budjan (bird) and Mara (fish) in Q block.

Student Environment Council (SEC)

The Student Environment Council has responsibility for environmental issues both within and outside the school and gives students a voice.

Representatives come from Years 7-10 and are elected at the end of Term 2 for the following 12 months. The executive is elected from within the students elected.

Some issues they have been involved in are Clean Up Australia Day, recycling at the school, school development, Year 7 Environmental Day and Back2Basics Day.
Student Representative Council

The Student Representative Council invites students to have a voice in the running of the school. Representation on committees within the school, fundraising activities and involvement in leadership training courses are some examples of SRC activities. Representatives are elected from each Year at the end of Term 2 for the following 12 months. The executive is elected from within the students elected.

Student Wellbeing

Student welfare is the concern of every member of staff. In addition some staff have opportunities to work more closely with students. These include the Head Teacher Student Wellbeing, Year Advisers, Year Adviser Assistants and Counsellors. In addition each Deputy Principal has responsibility for specific year groups.

Ulladulla High School has in place a carefully designed Merit Recognition Scheme and Welfare Policy. The onus is on the student to choose appropriate behaviour, which will gain positive rewards and consequences. Alternatively a student who chooses to behave inappropriately will face consequences that may place them on a Level in the Levels System resulting in a loss of privileges through to isolation from class or suspension from school. This will depend on the degree of misbehaviour.

At all stages, teachers and counsellors work with the student to come back off a Level. Parents are always informed and involved in this process. The Welfare and Discipline Policy appears at the end of this booklet.
Ulladulla High School

School Welfare Chaplain

Mission Statement:
The objectives of the program are to assist school communities to provide pastoral care and general spiritual, social and emotional comfort to all students, irrespective of their faith or beliefs.

Background:
The school community has had the services of a School Chaplain since 2008 employed under a Federal Government initiative. The community has chosen to continue this program funded by the Australian Government Department of Education, Employment and Workplace Relations under the National School Chaplaincy and Student Welfare Program. Funding provides for an addition to the staff for 10 hours per week.

The School Welfare Chaplain works closely with the School Wellbeing Team under the direct guidance of the Head Teacher Student Wellbeing, Ms Karen Bulbert. The School Welfare Chaplain is paid for 400 hours over the 12 month period, usually 10hrs per school week.

Participation in any program or service conducted by the School Welfare Chaplain is voluntary. Families may opt out by contacting the Head Teacher Student Wellbeing or relevant Deputy Principal.

Roles and Responsibilities:

- Operate within and promote the core values in NSW Public Schools (integrity, excellence, respect, responsibility, cooperation, participation, care, fairness, democracy)
- Respond to referrals from staff and school wellbeing team with a view to providing care and support
- Provide comfort and appropriate referral in times of grief and other critical events
- Listen to students and staff who express a desire to share concerns
- Support whole school student wellbeing initiatives eg. School camps, assemblies
- Support students and staff in their learning environments eg. Tutorial centre, classes, sport
- Respond to student queries about spirituality respecting their family’s convictions
- Refer students, families and staff to appropriate welfare resources in line with student wellbeing protocols

Qualifications & Engagement Process:
The School Welfare Chaplain will need to meet the employment qualifications as outlined by DEEWR in the document: National School Chaplaincy and Student Welfare Guidelines.

The School Welfare Chaplain will be subject to all the required checks as outlined by DEEWR in the document: National School Chaplaincy and School Welfare Guidelines. The Funding Body will be responsible for conducting those checks and providing evidence of the outcome to the school Principal.

The selection of the appropriate person for the role of School Welfare Chaplain will be a joint responsibility between the school and funding body. An interview will be part of the process.
Complaints Procedure:
The School Welfare Chaplain is subject to the Code of Conduct outlined by DEEWR in the document: National School Chaplaincy and Student Welfare Guidelines.

Any complaints about the performance of the School Welfare Chaplain will be handled according to the DEC Complaints procedure in conjunction with those outlined by DEEWR in the document: National School Chaplaincy and Student Welfare Guidelines. Initial concerns would be raised with the School Principal or Head Teacher Student Wellbeing, as the direct supervisor of the School Welfare Chaplain. In this way the School Welfare Chaplain is considered similarly to any staff member. The Head Teacher Student Wellbeing will maintain the confidential complaints log as the Complaints Officer.

Evaluation of the Program:
Annual evaluation of the program is required by DEEWR in the document: National School Chaplaincy and Student Welfare Guidelines. This will be conducted by the Funding Body with support from the school. An annual report will be presented to school community, usually via the staff, P&C and SRC. Following presentation of the report the school community will be asked to confirm ongoing support for the continuation of the program.

Frequently Asked Questions:

*What does ‘Chaplain’ mean?* Chaplain = someone who provides care and comfort

*What does ‘spiritual comfort’ mean?* Spiritual comfort = care and comfort provided in a manner sensitive to the students’ needs at the time of care

*How can I find out about the program at UHS?* Communication about the School Welfare Chaplain and their role will appear in a school newsletter in Term 1 each year and be permanently available on the school website. More information is available from the DEEWR website [www.deewr.gov.au/schoolchaplaincy](http://www.deewr.gov.au/schoolchaplaincy).
~ School Uniform ~

All students in NSW government Schools (Core Rules) are expected to maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code. We encourage our students to dress as serious ‘world class’ global learners.

The wearing of school uniform is supported by the P&C and was decided on by a group of parents, staff and students. All items of school uniform except shoes are now available only from the school uniform shop.

The P and C has established a uniform swap shop, open weekly where uniform items can be purchased for a gold coin donation. Families in need may complete an application for financial assistance, available at the front office in the Administration block. Any further enquiries should be made to the Head Teacher Student Wellbeing.

Students are encouraged to wear hats in the playground during summer months for protection from the sun.

♦ The Uniform

Boys

Either Trousers Unisex grey elastic waist with embroidered school logo.
Or Shorts Grey, with embroidered school logo

Junior Shirt White polo shirt with bottle green/grey diamond pattern woven into the collar and sleeve cuff. School logo embroidered in green on the front of shirt, or Plain white buttoned school shirt (short/long sleeves) with green school logo embroidered on the pocket.

Shoes Plain black or plain white, with leather uppers. Black shoes are expected to be worn for formal occasions. No open shoes, sandals or thongs (WH&S requirement). No coloured laces.

Socks White

Jacket Years 7 to 9: Bottle green fleecy with white stripes on the bands and school logo embroidered in white on the front

Spray Jacket (Optional) Bottle green water resistant fabric with lining, with white embroidered school logo on the front.

Senior Jersey As organised by Year 12 year group.

Girls

Either Skirt Made in school fabric with 2 inverted pleats in the front. Needs to be kept a respectful length.
Or Shorts Long shorts in school fabric similar to skirt.
Or Trousers Unisex grey elastic waist with embroidered school logo.

Junior Shirt White polo shirt with bottle green/grey diamond pattern woven into the collar and sleeve cuff. School logo embroidered in green on the front of shirt, or Plain white buttoned school blouse (short/long sleeves) with green school logo embroidered on the pocket.

Shoes Plain black or plain white, with leather uppers. Black shoes are expected to be worn for formal
occasions. (Refer to the Pictures) No open shoes, sandals, thongs or ballerina-style shoes (WH&S requirement). No coloured laces.

**Socks**  White or black/beige stockings in the colder months

**Jacket**  
- Years 7 to 12: Bottle green fleecy material with white stripes on the bands and the school logo embroidered in white on the front or
- Years 7 to 12: Bottle green knitted jumper with the school logo embroidered in white on the front
- Years 10 to 12: Black cardigan with school logo embroidered in black on the front.

**Spray Jacket** (Optional)  Bottle green water resistant fabric with lining with white embroidered school logo on the front.

**Senior Jersey**  As organised by Year 12 year group.

**All Students**  
A plain white T-shirt may be worn under the school shirt.  
The School tie is optional

**Sport and Physical Education Uniform for Girls and Boys**

**Shirt**  Bottle green polo shirt with the word “Ulladulla” woven in white into collar and school logo embroidered in white on the front of the shirt

**Shorts**  Bottle green

**Shoes**  Joggers, preferably white, with leather uppers.  **Socks**  White

**Tracksuit**  Bottle green, microfibre lined with cotton. These pants can be worn for sport and PE lessons

Please Note:

- Students change for PE and sport.
- There may be special requirements for some sports
- Students are encouraged to wear hats and sunglasses during summer
- This uniform is worn by all sporting teams representing the school, except where specialist uniform is required
- Some school teams will require particular items to be worn, such as football shorts and socks. These can also be purchased from the uniform shop.

♦  **Purchasing Uniforms**
All school uniform can now be purchased only from the school at the uniform shop which is located on the lower level below the Multi Purpose Centre. The Uniform Shop Manageress is Mrs Michelle Fa’oa. The Uniform Shop is open every weekday of the school term – Monday through to Friday - 7.30am-9.30am (except for Term 3 when the hours are 8.00am-9.30am). Other hours of opening e.g. during school holidays are published in the school newsletter and local newspaper.

The P & C Swap Shop’s opening times are published in the school newsletter.

♦  **Uniform Practice**

- Uniform to be worn at all time for class and excursions unless specifically stated otherwise.
- Students that are not in full school uniform will not be allowed to go on excursions and no refund will be issued if the student arrives not in full school uniform on the day of the excursion.
- Uniform to be worn during examination periods.
- Sports uniform to be worn for PE and sport lessons only. Students to change into regular uniform after PE lessons.
Welcome to Ulladulla High School

Quality People, Quality Commitment, Quality Learning for Everyone

♦ Excellence in Uniform

- Good wearing of uniform is rewarded at Ulladulla high school. Students will receive “Looking Great” Merit certificates, Random uniform checks will receive rewards. SRC will present Year groups with winning “Looking like a Serious Student Awards”. We encourage ‘dressed to be world class global learners’.

♦ Out of Uniform

- MUST have parental note – dated and signed, including name, Year and roll class.
- **It is the student’s responsibility to get a PINK coloured uniform pass.** On arrival at school, the Deputy Principal of each year group before the start of the school day issues the pass. If the Deputy Principal is not available the Roll Teacher will issue a Pink pass.
- Students show PINK pass to roll teacher. Student’s names will be entered into Sentral without a note.
- Students to produce pass whenever questioned or approached by teacher.

**Out of Uniform – Without a Pass**

- Students name will be recorded in SENTRAL by the roll call teacher.
- On the third occasion students will be issued with a Thursday lunch detention. There will be a letter home to parents.

**After the third time and the after uniform detention …**

- Years 7 – 12 students will be issued with a Warning of Suspension. The very next time they are out of uniform they will be suspended for continued disobedience – failure to follow school procedures.
- Years 11 – 12 students will be sent home to change for not following correct school procedures. Parents will be notified.

**Detention**

- The detention will operate EACH THURSDAY with a rostered volunteer Head Teacher.
- Failure to attend this detention will result in another detention and a warning of suspension.
- Failure to attend detention will result in the student being issued with a suspension for continued disobedience – failure to follow school procedures.

**Failure to attend second detention**

Failure to attend detention will result in the student being issued with a suspension for continued disobedience – failure to follow school procedures.

**Uniform Checks**

During roll call and class time by all Teachers, Head Teachers and Deputy Principals.

**Financial Assistance**

See the Head Teacher Wellbeing, Principal or Deputy Principals for a student assistance application. If granted, parents may be given assistance to acquire a uniform.

**Persistent Offenders**

Students who persistently fail to wear the school uniform will be placed on a list that excludes students from excursions and representation privileges.

**Conscientious Objectors**

Parents who conscientiously object to the schools uniform policy should refer to the DEC schools Uniform Policy on the DEC Website.
Ulladulla High actively encourages parents to participate in the School Community and support their children.

A regular weekly newsletter, *The Summit Times*, is issued each Monday for the benefit of students, parents and carers. It is also posted on the school’s website. ([www.ulladulla-h.schools.nsw.edu.au/](http://www.ulladulla-h.schools.nsw.edu.au/))

We urge you to join in any of the following ways as your support is greatly appreciated:

- P & C Association (see below)
- Parent/Teacher/Student Evenings
- Morning Teas
- Year 7 Night BBQ
- Working Committees
- Information Nights
- Working Bees
- School Canteen
- Reading Schemes
- Excursions
- Fundraising
- Socials
- School Development Days
- Sports Carnivals
- Principal's Morning Teas (Merit Recognition Scheme)
- Library volunteer

**Parents and Citizens Association**

The Parents and Citizens Association of the High School meets on the 2nd Monday of each month at 7pm in the Library (entry via South Street main entrance). All parents and interested citizens are invited to attend such meetings and keep themselves involved with the school. Parents are invited to participate in major school decisions, sometimes at P & C meetings, and sometimes through representation on various school committees. The AGM is held in March each year.

**School Teams with parent membership**

- **Uniform Committee:** chaired by P&C representative, one meeting per term, open to all parents.
- **Canteen Committee:** chaired by P&C representative, one meeting per term, open to all parents.
- **Finance Team:** P&C Treasurer, elected P&C representative, one meeting in Term 1, 2 and 3; more often in Term 4.
- **School Self Evaluation Team:** P&C President, meets in Terms 1 and 4.
- **School Development Team:** P&C President, 3 elected representatives from P&C, meets as needed.
- **School Promotion Team:** P&C Vice Presidents, meets as needed.
Welcome to Ulladulla High School

~ School Map ~

Ulladulla High School
South St
Ulladulla 2539
Phone: 4455 1799
http://ulladulla-h.schools.nsw.edu.au