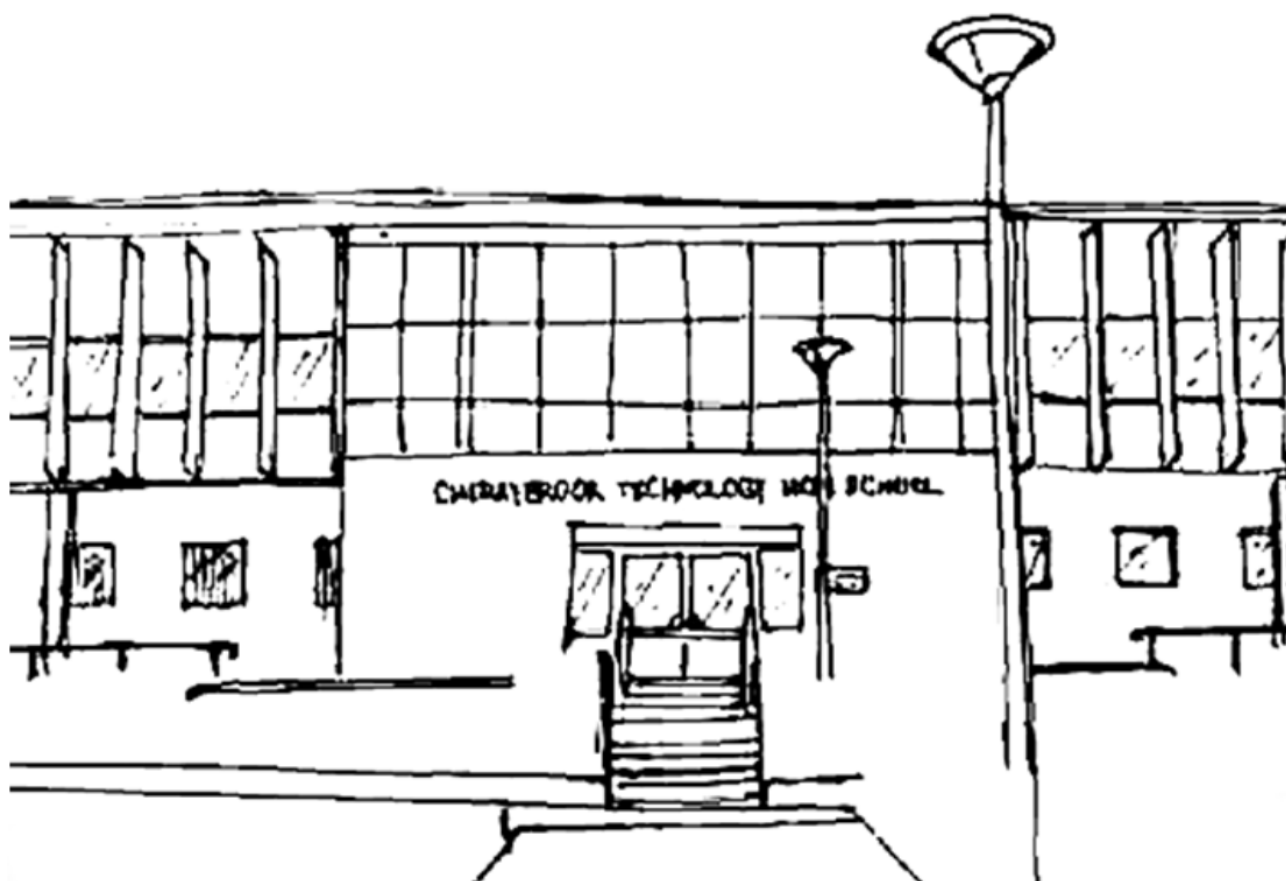




Cherrybrook Technology High School

2022 Stage 4 Booklet Years 7 & 8



28-44 Purchase Road
Cherrybrook NSW 2126

P: 02 9484 2144
E: cths@cths.nsw.edu.au
W: <https://cths.nsw.edu.au>

10 May 2022

Contents

Welcome from the Principal	7
Welcome from the School Captains.....	8
Deputy Principals.....	9
Head Teacher Stage 4.....	9
Stage 4 Year Advisers	10
Year 7 Advisers	10
Year 8 Advisers	10
Head Teacher Wellbeing	10
School Counsellors	11
Learning Support	11
Other Teachers who can help you	11
Key Learning Area (KLA) Head Teachers.....	12
Administration and Wellbeing Head Teachers	12
All Year Advisers	12
2021-2022 Student Leaders	13
Stage 4 Representatives.....	13
Parent and Caregiver Involvement and Participation.....	14
How can parents become involved at CTHS?	14
When are the P&C meetings?	14
What is the P&C Executive?	14
Why do we pay, as part of the school fees, P&C Voluntary Contributions?	14
How can I find out what is happening with the P&C?.....	14
CTHS Website	15
Bring Your Own Device (BYOD)	15
Mobile Telephone Usage.....	15
Payments.....	15
Parent Portal.....	16
CTHS App.....	16
Contact Details	16
Emails to Non-Custodial Parents	16
Student Portal	17
Daily News	17
Newsletter (<i>Network</i>)	17
2022 Term Dates	17

Parent/Teacher Meetings.....	17
Reports	18
National Testing (NAPLAN)	18
Starting High School Videos	18
Preparing for your first day of High School	18
Subject Equipment List	19
Diary	19
Homework.....	19
Stage 4 Classes.....	20
GATS Classes - 7T and 8T	20
Stage 4 Subjects.....	20
Computing Skills	20
Drama	20
English	20
Human Society and Its Environment (HSIE).....	21
Languages Other Than English (LOTE).....	21
Mathematics	21
Music	21
Personal Development, Health & Physical Education (PDHPE).....	21
Science	22
Technology and Applied Studies (TAS).....	22
Visual Arts.....	22
Special Religious Education (SRE).....	22
Sport	23
Extracurricular Activities.....	24
Student Representative Council (SRC).....	25
International Day.....	25
Mufti Days.....	25
Stage 4 Gala Days.....	25
Timetables	25
Bell Times	26
Playground Rules	26
Year 7 Playground Area.....	26
Teachers on Playground Duty	26

Before and After School.....	26
Uniforms	27
Footwear Requirements.....	28
Footwear which is Not Acceptable	28
Technology Apron.....	28
PDHPE/Sport Uniform	29
Acceptable PDHPE/Sport Footwear	29
PDHPE/Sport Footwear which is NOT Acceptable	29
Lost Property	29
Clothing Pool	30
School Bags.....	30
Resilience	31
Bullying	31
Signs to look for in your child	31
How to help your child.....	31
Cyberbullying	31
Canteen	32
Online Lunch Orders.....	32
Library.....	32
Opening Times	32
Library Facilities	32
Printing and Photocopying	32
Borrowing Rights.....	32
Borrowing Periods.....	32
Overdues	32
Reservations.....	32
Attendance.....	33
Expectations	33
Leaving Early - Planned.....	33
Leaving Early - Unplanned.....	33
Arriving Late.....	33
Notes Explaining Absences	33
Notification of Absences by Text Messaging	33
Unexplained Absences	33

Fractional Truancy	33
Extended Leave	34
Sick or Injured Students	34
Students Requiring Individual Health Care Plans	34
Anaphylaxis/Allergic Reactions	35
Asthma.....	35
CTHS Awards Scheme	36
KLA and School Merit Certificates	36
Key Learning Area (KLA) Certificates	36
Stage Certificates.....	36
Bronze Award	36
Silver Award.....	36
Gold Award	36
The Cherrybrook Medallion.....	36
Discipline and Wellbeing Policy	37
After School Detentions	37
Discipline Level System	38
Travel to and from School.....	39
Bikes and Scooters	39
Parking.....	39
Going to Cherrybrook Village Shopping Centre after school.....	39
School Opal Card Applications	39



Welcome from the Principal

Dear Students

I would like to extend to you a very warm welcome to Cherrybrook Technology High School, an outstanding comprehensive, coeducational high school, which aims to give all students the very best opportunity to reach their potential in a caring, safe, technologically advanced environment.

Commencing at a new school is an exciting time. You will face an enormous range of new experiences including a variety of specialist teachers rather than the one class teacher you have had in primary school, as well as a large and varied curriculum, which includes everything from traditional to practical subjects.

As well as being an exciting time, starting at a new school can also be a little daunting. You will find you are in a cohort which is much larger than your previous school and the size of the school may take some getting used to. However, students should be reassured, Cherrybrook has an outstanding wellbeing system and a range of very positive programs ensuring everyone is quickly integrated into the life of this marvellous school.

I hope you are looking forward to the challenge of achieving your potential in a secondary school, which has the highest expectations for student learning, behaviour and dress.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gary Johnson', with a long horizontal line extending to the right.

Mr Gary Johnson
Principal

Welcome from the School Captains

Hello, we are Vihaan and Lauren and as your School Captains for this year, we're so excited to have you joining us at CTHS.

There's no better way to describe high school other than one big journey, in a good way of course. We know it's a really intimidating time for new students, moving into high school and leaving the familiarity of primary school or your previous high school, but we promise that this change will be a good one if you let it.

We both felt the same nerves you're probably feeling right now when we joined CTHS. The best thing for you all to do is realise that, whilst your nerves are totally valid, they shouldn't stop you from taking advantage of all high school has to offer you. There are so many opportunities for personal growth, new friends, new hobbies and a lot of memories that will stay with you as you grow up.

We both have memories even from all the way back in 2017, when we were in Year 7 that definitely won't be leaving us anytime soon, but we would never have made those fond memories if we didn't embrace the change we were going through.

So embrace high school, even if it seems scary. Make the most of the new community you're surrounded by - your new peers, your old friends and new teachers.

Always do your best with schoolwork and participate in anything and everything.

We wish you the best of luck on your journey and can't wait to see all you do with your high school experience.

Lauren Pryor and Vihaan Jain



Deputy Principals

The three Deputy Principals are responsible for the day to day operation of the school and deal with matters related to discipline. The Deputy Principals can be contacted if your child has been involved in a serious issue at school, has been suspended or placed on a level.



Mrs Alison Gatt
Deputy Principal, Wellbeing
alison.gatt@det.nsw.edu.au



Mr Brett Clements
Deputy Principal, Curriculum
brett.clements@det.nsw.edu.au



Mr Matt Townsend
Deputy Principal, Systems
matthew.townsend@det.nsw.edu.au

Head Teacher Stage 4

The Head Teacher Stage 4 should be the first person parents contact if they have any concerns related to the curriculum, discipline or wellbeing. The Head Teacher Stage 4 will also coordinate the placement of students in to their Year 7 and 8 core classes and follow up reports of truancy. The Head Teacher Stage 4 works closely with the Year Advisers and Deputy Principals to support students.



Ms Rebecca Howard
rebecca.howard11@det.nsw.edu.au

Stage 4 Year Advisers

The Year Adviser should be the first person students contact if they have any concerns related to friends, classwork or school. It is very important students know who their Year Advisers are and where they can be found.

Year 7 Advisers



Mrs Rowena Flowers
PDHPE



Ms Aparna Vishwanathan
English

Year 8 Advisers



Mrs Katherine McLean
HSIE



Mr Christopher Fletcher
HSIE

Head Teacher Wellbeing

The Head Teacher Wellbeing manages all students with specific health, learning and social needs. The Head Teacher Wellbeing is also responsible for the implementation of wellbeing programs, which support students in reaching their potential and to feel safe and secure in the school environment. The Head Teacher Wellbeing heads a large team of people who work together to support individual students. You should contact the Head Teacher Wellbeing regarding health issues or bullying.



Mr Peter Hind
peter.hind@det.nsw.edu.au

School Counsellors

The School Counsellors assist students with any personal problems of a social or emotional nature. Parents can also contact the School Counsellors.



Ms Meghan Montefiore



Ms Claudia Roman



Mrs Michelle Zahra

Learning Support

The Learning and Support Teacher and Student Support Officer are available to help students with learning difficulties. Referrals can be made through class teachers, Year Advisers or from students and parents directly. Student Learning Support Officers assist both teachers and students in the classroom.



Mr Joe Walsh
Learning & Support Teacher

Other Teachers who can help you

Head Teacher Student Programs: Mrs Juliet Navarro is responsible for monitoring student attendance and organising the vaccination program.

NAPLAN: Mr Grant Robinson is responsible for organising NAPLAN.

English as an Additional Language or Dialect (EALD) Teacher: Ms Annie Tan assists students who are from non-English speaking backgrounds develop speaking, listening, reading and writing skills. Referrals can be made through class teachers, Year Advisers or from students and parents directly.

Key Learning Area (KLA) Head Teachers

KLA Head Teachers are responsible for the courses of study provided in each of their respective Key Learning Areas. They coordinate the programs of work and monitor the progress of students and classes in their subject areas. They should be contacted if parents have concerns about their child's progress in a particular subject area.

Key Learning Area

Computing Studies
Creative and Performing Arts (CAPA)
English
Human Society & Its Environment (HSIE)
Human Society & Its Environment (HSIE)
Languages Other Than English (LOTE)
Mathematics
Mathematics
Personal Development, Health & Physical Education (PDHPE)
Science
Technology & Applied Studies (TAS)
Technology & Applied Studies (TAS)

Head Teacher

Mr Craig Anderson
Ms Rebecca Donoghue
Mr Stephen Henry
Mr Nicholas Ward
Mr Peter Hartman
Mrs Masami Arkins
Mrs Jennifer Bowen (rel)
Ms Josephine Iacona (rel)
Mr Jeffery Perry

Mrs Marina Siratkov
Mr Peter Annetts (rel) (Industrial Arts)
Mrs Lisa Robinson (Food Tech & Textiles)

Administration and Wellbeing Head Teachers

Area

Stage 4 - Years 7 & 8
Stage 5 - Years 9 & 10
Stage 6 - Years 11 & 12
Wellbeing
Student Programs
Administration
Administration - Facilities
Teaching and Learning - Technologies

Head Teacher

Ms Rebecca Howard
Mr Gary Monahan
Ms Florence Adamou
Mr Peter Hind
Mrs Juliet Navarro
Mr Christopher Edinborough
Mr Matt Fisher
Mr Grant Robinson

All Year Advisers

Year Group

Year 7 Mrs Rowena Flowers & Ms Aparna Vishwanathan
Year 8 Ms Katherine McLean & Mr Christopher Fletcher
Year 9 Ms Emma Campbell & Mr Rowan Keating (rel)
Year 10 Ms Belinda Eathorne & Mr Jack Bracken
Year 11 Mrs Kanchan Saxena & Mr Christopher Sloan
Year 12 Ms Kirsten Jaeger & Mr Anthony Lamont

2021-2022 Student Leaders

Stage 4 Representatives

The Stage 4 Representatives are students in Year 12 who have accepted the responsibility for being the special link and guide for Stage 4 students in the demanding times ahead. As senior students, they will always be in the playground for students to seek advice and guidance during recess and lunch.

School Captains		Vice Captains			
					
Lauren Pryor	Vihaan Jain	Dakshina Govender	Leonardo Bruzze		
Principal's Representatives		International Relations Representatives		Environmental Representatives	
					
Jessie Kristo	Daniel De Sacadura	Sanjana Dommatmari	David Felton	Emma Hill	Vishva Senewirathne
Stage 4 Representatives					
					
Annabelle Cote	Alexander Mills	William Pringle	Victoria Spence		
Stage 5 & Social Justice Representatives			SRC Public Relations Representatives		
					
Priya Lall	Kayur Gordhan	Chelsea Manawaduge	Lukas Kasiulevicius		

Parent and Caregiver Involvement and Participation

How can parents become involved at CTHS?

Parents can be involved at CTHS through attending the P&C Meetings and other voluntary activities throughout the school, such as helping in the Canteen or assisting at one of the many functions the P&C caters for during the year.

When are the P&C meetings?

The P&C hold meetings twice a term at 7.30pm in the Staff Common Room. The meetings feature presentations providing parents, caregivers and the community the opportunity to learn more about specific programs operating within the school or addressing topical issues relevant to students and families. The meetings are advertised in the weekly newsletter Network, the CTHS calendar and the P&C page on the CTHS website.

What is the P&C Executive?

The P&C Executive is a group of twelve parents who are elected at the Annual General Meeting. The date for this meeting can be found on the school calendar and on the school website. Their role is to oversee the financial management of the school and many other decisions around P&C activities. Parents are welcome to become involved at an executive level.

Why do we pay, as part of the school fees, P&C Voluntary Contributions?

The P&C provides financial support throughout all Key Learning Areas in order to enhance the educational opportunities available for ALL students at CTHS. This is largely done through the P&C Voluntary Contributions paid by parents each year. Funds from the Building and Grounds Contribution go directly into the improvement of the grounds and facilities. Donations to the Building Fund are tax deductible.

CTHS has gained a reputation for its outstanding facilities and achievements. Many of these have been funded by the P&C, including shade structures, covered outdoor multipurpose courts, refurbishment of the library, laser cutter and 3D printers, Peer Support and Wellbeing Programs, school productions and band equipment. To ensure the continuation of our excellent programs and facilities, your contributions are essential and we would appreciate your support.

How can I find out what is happening with the P&C?

The P&C have a page on the school website, listing past minutes, news and dates to remember, contact details of the P&C Executive and other relevant information. Go to the CTHS Community page of the CTHS website <https://cths.nsw.edu.au>.



CTHS Website

The Cherrybrook Technology High School website, <https://cths.nsw.edu.au>, contains a range of information about the school and its community. School newsletters (*Network*) can be read and photographs of school activities can be viewed.

Bring Your Own Device (BYOD)



Under the BYOD Program, personal computing devices are brought to school to assist with student learning. The BYOD User Charter and Policy and the minimum specifications which are recommended by the school, are available as a PDF on the CTHS website, under the Information section, on the BYOD page. It is essential parents read this information **BEFORE** making any decisions about purchasing a device. It is a requirement that all students and parents read, complete and sign the User Charter. Students must bring the signed User

Charter with them for collection during the first week of school. Connection to the school network will not be allowed if the signed User Charter has not been provided to the school. For specific questions related to the BYOD Program, please contact Mr Anderson, Head Teacher Computing Studies, craig.anderson1@det.nsw.edu.au.

Parents must closely monitor all content on devices brought to school, including mobile phones and laptops. This includes, checking social media, text messages, programs, images, videos and games.

Mobile Telephone Usage

While the school does not encourage students to bring mobile phones to school, it does recognise that students may require mobile phones to facilitate communication with family. However, their use should not intrude on the education of students or the operation of the school. Students should not use a mobile phone in class and the phone must be stored in the student's bag. It must be turned off during class, exams, performances and assemblies so no disturbance is caused by any incoming calls or messages. The school believes **all** students have a right to privacy and therefore the phone **must not** be used for taking photographs or video footage of other students. The school cannot accept responsibility for the loss, theft or damage to mobile phones.



Payments

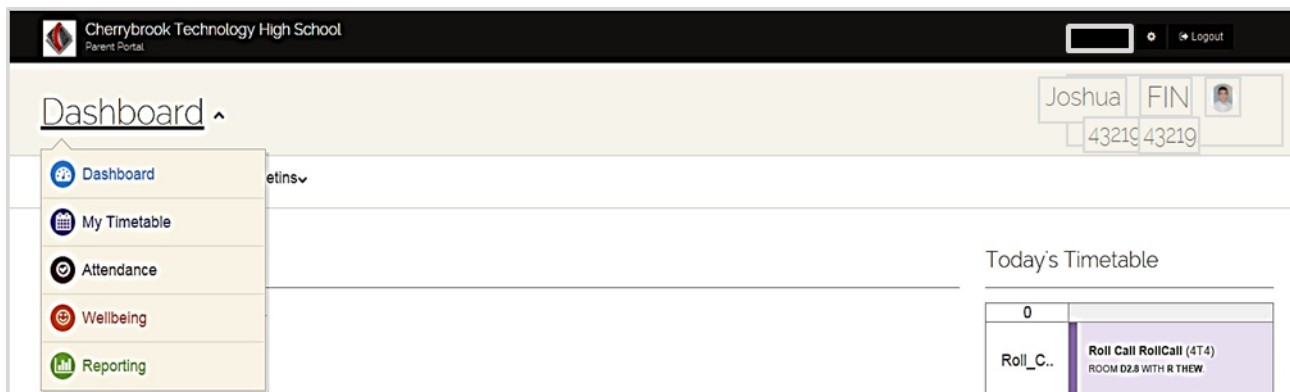
Payments for excursions, incursions or school contributions may be done via a secure individualised link to the online payment system for students, which will be emailed to parents. This link is to be used for all future online payments so it is important to save this information.

CTHS also accepts cash or cheque (made payable to CTHS). Please place in a sealed envelope along with the permission note(s) and label it clearly with the student's name and Student Registration Number (SRN). Students will then hand the envelope in at the student window. Parents can also pay via EFTPOS in person at the student window.

For security reasons it is **not** advisable for students to have large amounts of cash at school

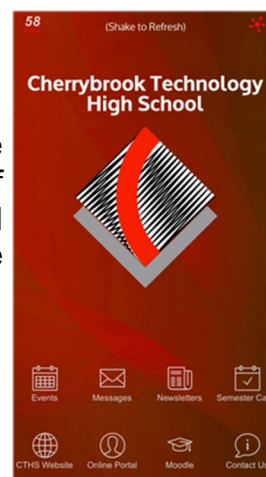
Parent Portal

Parents will be emailed instructions on how to create a Sentral Parent Portal account. Access to the Sentral Parent Portal will commence within the first few weeks of your child starting at CTHS. The Parent Portal gives you access to a variety of information including your child's timetable, daily attendance records, reports, wellbeing records and links to the school newsletter, calendar and school policies. It is essential you keep a copy of your username and password, as this will remain the same for the entire time your child is at school. If you have more than one child at the school you will use the same login for all your children.



CTHS App

This is a free app which can be downloaded from the App Store or Google Play. This provides school information, the latest newsletters, maps, dates of upcoming events and much more. By enabling the push notifications, you will receive important information instantly. The Parent Portal can also be accessed through this app.



Contact Details

- **Address**
- **Telephone - home, mobile and work**
- **Email address**
- **Emergency contact names and telephones**

CTHS utilises email or the Parent Portal for student reports, school newsletters, financial accounts and other relevant material. We also use text messaging and/or the CTHS app to notify you about your child's absence from school and urgent messages to all parents. To maintain effective communication, please notify the school immediately of any changes to your contact details.

If you change your residence to one outside the drawing area, your child's position at the school will be reviewed. Unless there are exceptional circumstances, the enrolment may be terminated.

Emails to Non-Custodial Parents

If you are a non-custodial parent and you wish to receive emails about Parent/Teacher Night, reports or have separate access to the Parent Portal, it is essential you email or phone the school to arrange this.

[Top](#)

Student Portal

Students from DoE primary schools will already have a DoE Portal login username. This username will remain the same for high school. However, passwords need to be at least four characters, so may need to be reset. Students joining CTHS from private schools, interstate or international schools, will receive a DoE login from their Computing Skills teacher. This will allow students to access the internet through the secure School Portal.

Students will be given access to the Sentral Student Portal soon after starting at CTHS. Students will be able to view their timetable, Daily Notices and school bulletins. Teachers may send messages directly to students via the Student Portal or Canvas, the learning management software used by the school.

Students can access the Sentral Student Portal at <https://web1.cherrybrook.schools.nsw.edu.au/portal/login> using their DoE username and password.

Daily News

The Daily News provides students with information about what activities are happening within the school, as well as any room changes. Students are responsible for reading the Daily News each day, which can be accessed via their Sentral Student Portal.

Newsletter (*Network*)

The link to the CTHS online newsletter, Network, is emailed to all families each week. It is important for families to receive this regular contact from the school, so they can keep informed about upcoming events.

The DoE often blocks Hotmail accounts therefore, it is preferable to use an alternative provider. It is essential parents are able to receive and open email attachments, as the school regularly uses this form of contact. Please notify the school immediately if you change your email address.

2022 Term Dates

Year 7 students start school on **1 February 2022**. Year 7 students usually start the day before the majority of the rest of the school, so they can settle in. Term and holiday dates can be found on the school calendar.

Parent/Teacher Meetings

There is one Parent/Teacher Meeting per year for each of Years 7 and 8, which is held during Semester 1. The dates will be included on the school calendar. Meeting bookings are made online via the Parent Portal. You will receive an email approximately one week prior, advising you when the bookings will be open. **It is essential you book meeting times as soon as you are informed.** Teachers are limited in the number of slots available for meetings, therefore, the sooner you book the more likely you are to arrange a suitable time. Meetings will be conducted through the online Teams platform. Non-custodial parents can also book separate meetings with teachers.

If you are unable to attend a Parent/Teacher Meeting, the school is **NOT** able to arrange another time for you to have individual meetings with your child's teachers.

Reports

Parents are emailed when reports can be accessed via the Parent Portal. Hard copies of reports are **NOT** sent by mail or given to students to take home. Please notify the school immediately if you change your email address to ensure you receive all information. Report availability dates are also listed on the school calendar.

An Interim Report is provided for Year 7 students only. It is a **very brief report** available via the Parent Portal towards the end of Term 1. This report will let you know how your child has adjusted to the routines and expectations of high school. There are no marks or grades included, just an indication of whether your child is achieving to a satisfactory standard.

Full and detailed Semester 1 and Semester 2 reports will be available through the Parent Portal at the end of Term 2 and Term 4. Please refer to the school calendar for specific dates. Each of your child's teachers will provide information about your child's progress over the whole semester period.

National Testing (NAPLAN)

All Year 7 students in Australia will sit the National Assessment Program, Literacy and Numeracy (NAPLAN) tests covering Language, Writing, Reading and Mathematics. Parents will receive a report showing how their child has performed against the agreed national benchmarks. NAPLAN testing will be held in May and reports will be sent by post to parents during Term 4.

It is essential you provide the school with your current street address, to ensure you receive your child's NAPLAN results.

Starting High School Videos

The Department of Education has produced two short videos about starting high school. These videos feature CTHS students and staff. There is also printed information available on the NSW Public Schools website.

<https://education.nsw.gov.au/public-schools/practical-help-for-parents-and-carers/back-to-school-transitions/video#%3Cspan1>

Preparing for your first day of High School

School hours are 8.30am to 3.00pm. On the first day of high school the following items are needed:

- At least one exercise book to write in. Students won't have their timetables at this stage so will use one book for the whole day.
- Laptop
- Signed (by student and parents/carers) BYOD User Charter and Policy
- Pens, pencils, glue stick, eraser, ruler
- Lunch and recess.

Wear the correct summer school uniform and be at the MPC (school hall) by 8.30am, ready for an assembly. Parents should leave students at the school gates and **will not** be allowed to enter the MPC. The first few days of school may be a mixture of classes and Peer Support activities. By the third day of school, regular lessons will begin. Individual student timetables should be used as a guide for packing school bags each day.

Subject Equipment List

The following list of equipment is required by Year 7 and 8 students. Use this list as a guide to purchase students' stationery from an office supplies shop prior to starting school.

Creative & Performing Arts (CAPA)	1 x 48 page A4 Music book 1 x A4 Visual Arts process diary
Drama	1 x 64 page A4 exercise book
English	1 x 128 page A4 exercise book
Human Society & Its Environment (HSIE)	2 x 48 page A4 exercise books
Languages Other Than English (LOTE)	2 x 48 page A4 exercise books
Mathematics	1 x CASIO <i>fx-82AU PLUS II</i> calculator - at school purchase 1 x 128 page A4 grid book
Science	2 x 48 page A4 exercise books
Technology	1 x A4 Display Folder (20 plastic sleeves) 1 x CTHS red school apron - at school purchase
General Equipment	Diary Earbuds/headphones suitable for computer use

Diary

It is important students carry a diary each day as it is an essential part of learning the organisational skills necessary to succeed in high school. Using the calendar or reminder apps on their phones or laptops does not work well for Stage 4 students.

Homework

It is expected students will receive regular homework. This should be entered in the student's diary. There are a range of tasks which could be completed for homework. These include:

- Assignments
- Homework questions and tasks
- Completing unfinished class work
- Pasting in worksheets
- Catching up on missed work due to absences
- Revising work for class test

As a guide, if you are unsure whether your child has homework, check their exercise books for unfinished worksheets. At the very least, students should be keeping worksheets glued neatly in their books and ensuring they are completed.



Stage 4 Classes

Students will be placed in one of the following core classes: T, E, C, H, N, O, L, G or Y (and sometimes B, R and K) and will remain in their core classes for English, Mathematics, Science, History, Geography, Language, Drama and PDHPE. With the exception of the 'T' class and two top Year 8 Mathematics classes, all classes are mixed ability classes. This means core classes **ARE NOT** graded.

GATS Classes - 7T and 8T

There are two Stage 4 classes which cater specifically for students who are assessed to be gifted and talented. These classes provide a range of challenging enrichment and extension opportunities. There is one class in Year 7 and one class in Year 8, designated as 7T and 8T. Year 7 students are placed in the T class for English, Mathematics, Science, History, Geography, Drama, PDHPE and Language and in mixed ability groups for Music, Visual Arts and Technology. Year 8 students are placed in the T class for English, Science, History, Geography, Drama and PDHPE and in mixed ability groups for Music, Visual Arts, Language and Technology. In Year 8 Maths, there are two top graded classes while the rest are mixed ability.

These classes are not a reward or privilege for 'good behaviour' or 'hard work'. In Year 7, students are assessed for placement in 7T by sitting an Entrance Examination, which is held at the school during the year prior to them starting in Year 7. Multiple criteria are used to determine the class and to ensure the selection process is fair and reliable. Placement of students in the 8T class is based on student achievement in Year 7 and recommendations from Year 7 teachers. There is no application process or Entrance Examination for 8T.

Information regarding the Year 7T and 8T classes can be found on the CTHS website.

Stage 4 Subjects

Computing Skills

Year 7 students study Computing Skills for one period a week and in Year 8 it is one period every two weeks. Students learn about the safety and ethical issues related to multimedia technology and participate in competency-based programs, which develop skills to create, work with and modify documents and files. The aim of the program is to equip students to effectively use their personal computers to engage meaningfully in all of their lessons. They will learn specifically about the use of Cloud computing and Google applications in Year 7.



Drama

In Drama students study two periods over a fortnight. In Year 7 and 8 students study voice and movement, puppetry and characterisation, improvisation, scripted drama, mime and drama games.

English

In English students study eight periods over a two week cycle. Throughout Year 7 and 8 they explore a range of engaging topics, looking at novels, non-fiction, film, animation, myths and legends, media, poetry and Shakespeare.

Human Society and Its Environment (HSIE)

In HSIE students study six periods over two weeks and study Geography for two terms and History for two terms. In Year 7 Geography, students investigate landscapes and landforms as well as water in the world. They will learn about the value of landforms and water resources, natural hazards, such as earthquakes and floods and the importance of environmental management. In Year 8 Geography, students examine human Geography issues such as the importance of communities and the impacts of globalisation. Throughout both years, students will learn to apply a variety of geographical tools to enhance their understanding of geographic issues and processes. In Year 7 History, students examine early humans and the beginning of ancient societies. They look at the work of historians and archaeologists and undertake a close study of Ancient Egypt and Ancient China. In Year 8 History, students look at the period from the fall of Rome to the discovery of the New World. They undertake in-depth studies of Medieval Europe, Japan under the Shoguns and the Spanish Conquest of the Americas. Throughout Stage 4 History, students continue to develop their use of historical skills and concepts.

Languages Other Than English (LOTE)

In LOTE Year 7 students study three periods over two weeks, with an emphasis on skill development. Students study two languages from Chinese, French or Japanese. Each language is studied for one semester and will be dependent on the expertise of individual teachers allocated to the class. Year 8 students study six periods over two weeks with an emphasis on skill development and basic language content. Students study one language from Chinese, French or Japanese for one year.

Mathematics

In Year 7 and 8 Mathematics students study nine periods over two weeks. They will study working mathematically, algebra, measurement, geometry, probability, statistics and number. Students learn to appreciate Mathematics as an essential and relevant part of life. They learn to apply Mathematical knowledge, skills and understanding to everyday problems as they undertake Mathematical challenges.

Music

Students will be placed in smaller, practical Music class groups. In Year 7, students study topics including, sound sources, getting the beat and instruments of the orchestra. The instrumental focus is on keyboards and voice. In Year 8 Music, students look at early rock and blues, Australian music, small ensembles and then embark upon an exploration of Music for radio, film and television. The instrumental focus is guitar.



Personal Development, Health & Physical Education (PDHPE)

Students study eight periods over two weeks in Year 7 and seven periods over two weeks in Year 8. In the theory component, Year 7 students study bullying and harassment, including cyberbullying and safety, child protection, smoking awareness, nutrition, body image, self-esteem and growth and development. The Year 8 theory program covers information on cannabis, disease, discrimination, pregnancy and childbirth, road safety and risk taking, and a healthy lifestyle. Throughout Year 7 and 8, students will participate in a range of sporting activities including, netball, soccer, touch football, basketball, Australian rules, cricket, gymnastics, dance, athletics and swimming. Fitness is an integral part of all units. Sport is integrated into PDHPE lessons.

[Top](#)

Science

In Science during Stage 4 students study eight periods over two weeks. In Year 7, students will study physical and chemical changes, mixtures and separation, ecology, astronomy, forces, cells and classification of living things. In Year 8, students will study energy, rocks, electricity, chemistry, body systems and machines as well as completing a Student Research Project at home on plants.



Technology and Applied Studies (TAS)

In Year 7 Technology students will be placed in smaller mixed class groups and will change teachers and rooms each term in order to access specialist equipment and classroom facilities. Students will study a range of technologies including animal and plant production, electronics, food, graphic design, mixed materials, information, metals, textiles and timber. In Year 8, students will be allocated a different area of study each semester. Students will also use computers to complete classwork, conduct research and produce aspects of project work.

Visual Arts

In Visual Arts students will be placed in smaller practical class groups and will study the design elements using a variety of traditional media. Students produce artworks in drawing, painting, ceramics, print making and computer software.

Special Religious Education (SRE)

Students will not be placed in a Special Religious Education (SRE) class unless a written request is received from parents/carers. A specific form is provided in the enrolment package. The authorised teacher available to CTHS is employed by an association of local Christian Churches.

Parents can withdraw their child from this subject at any time by emailing the **Stage 4 Head Teacher**. SRE is studied for one period per week in Year 7 and one period per fortnight in Year 8.

In Year 7, students are introduced to the Bible and study the books of Mark, Acts and Genesis. They learn about Jesus, the apostle Paul and how Genesis helps Christians understand the world.

In Year 8, students focus on Jesus, his life, death, resurrection and enthronement; the disciples, Matthew and Peter; and contrast the lives of Jonah and Jesus.



Sport

Students will be placed in one of the following sporting houses based on their Roll Call class: Charles, Taylor, Harrison or Strickland. Sport is integrated into PDHPE practical lessons, with students participating in a wide range of sports. It is expected all students attend and participate in the Swimming, Athletics and Cross Country Carnivals. These Carnival dates are clearly listed on the school calendar, which is handed to students at the beginning of the year and also available on the Student and Parent Portals and on the school website. The arrangements are also discussed during PDHPE classes and permission notes will be sent home at the appropriate times.

Charles House (Red) is named after the school's first President of the P&C. Tim Charles was a driving force and community representative from the school's earliest beginnings. The 'C' stands for Community.

Taylor House (Yellow) is named after Headlie Taylor, who in the 1920's in Australia, developed a new style harvester which could lift crops which had been flattened by storms. A truly Australian innovation and an example of how technology has always existed and has led to the improvements in the way we do things. The 'T' stands for Technology.

Harrison House (Green) is named after the Harrison family who settled on a 65 acre block in the area in 1839, planted orchards and built a small timber cottage they called 'Cherrybrook Cottage'. The name 'Cherrybrook' is believed to have come from the fact they grew cherry trees near the creek, which passed through their land. The 'H' stands for History.

Strickland House (Blue) is named after Shirley Strickland, the 27 year old teacher from Western Australia who was the first Australian woman to win a place in an Olympic Athletic Event with a Bronze medal in the 1948 Olympic Games held in London. Over three consecutive Olympic Games she collected seven Olympic medals - three Gold, one Silver and three Bronze. By the 1956 Melbourne Olympics she was a mother and won Gold in the hurdles. The 'S' stands for Sport.



[Top](#)

Extracurricular Activities

There are a number of extracurricular activities students can participate in. These operate at different times during the year and include:

Activity	Teacher in Charge
Big Band	Mr Felton (CAPA)
Games Club	Mr Walsh
Cherrybrook Tech Adepts - Tabletop Wargames Club	Mr Felton (CAPA)
Chess	Mrs Saxena (Maths)
Chill-Out Club	Mr Walsh
Choir	Miss Lai (CAPA)
Christian Lunchtime Groups	Mrs Townsend
Concert Bands	Miss Lai (CAPA)
Dance Ensemble	Ms Holt (CAPA)
Debating	English
Drama Ensembles	Ms Cannon (CAPA)
Environmental Initiative Group	Mr Fisher (HT Admin)
Guitar Ensemble	Miss Lai (CAPA)
Homework Club	Mr Walsh
International Day	Mr Ibarra (PDHPE) & Mrs Arkins (LOTE)
Music, Art, Dance & Drama (MADD)	CAPA
Martial Arts	Mr Hartman (HSIE)
Muslim Lunchtime Group	Dr Khan (Science)
Percussion Ensemble	Miss Lai (CAPA)
Public Speaking	English
School Farm Help	Mr Annetts (TAS)
School Play or Musical	CAPA
Social Justice	Ms Campbell (English)
String Ensemble	Miss Lai (CAPA)
Student Representative Council (SRC)	Mrs Johnson (Maths)

Students wishing to join an activity should see the teacher in charge, listed above. Regular information regarding these activities is also provided in the Daily News sheet.



Student Representative Council (SRC)

The SRC is a group of students in our school who are elected by their peers at the end of Term 2. SRC representatives remain on the SRC for one year. They meet every day during roll call and also once a week during lunch. They discuss student issues and coordinate all fund raising activities in the school. If students have anything they would like to raise or any fund raising ideas they should see one of the SRC Representatives.

International Day



The school celebrates International Day each year. On this day, students wear their traditional costume or adopt one of their choice. The morning starts with the Year 12 International Relations Representatives hosting an assembly which celebrates multicultural performances, including some fantastic vocal and musical items as well as traditional and modern dance numbers. During lunch the staff and students enjoy a food fair which boasts a range of culinary delights from around the world.

Mufti Days

A few times a year, students may be able to wear mufti/casual clothes to school. This may be organised by the SRC to raise money for charity and students are expected to bring a gold coin donation if they choose to wear mufti.

On mufti days, students must dress appropriately for school. This means clothing must be modest, not show any midriff and not have any offensive words or pictures. Students **MUST NOT** wear thongs or open shoes under any circumstances. Students will be required to wear their leather school shoes during practical Science and Technology lessons on mufti days, as this is a Work Health and Safety requirement. Students without the correct footwear will not be able to participate in practical work.

Stage 4 Gala Days

Gala Days allow all students to participate in competition sports against students in other classes. There are separate Gala Days for Year 7 and Year 8 (see school calendar for dates). There are a wide range of sports on the day and these cater for all students. It is expected ALL Year 7 and 8 students participate in their Gala Day sports activities.



Timetables

Students will receive a copy of their timetable on their first day. It is important students carry a copy of their timetable with them at all times. Students are also able to view their timetable on the Student Portal.

There is a Week A and Week B timetable which rotates weekly throughout the year. Students have six lessons (periods) per day. Recess is after period 2 and lasts for twenty minutes. Lunch is after period 4 and lasts for 40 minutes.

[Top](#)

Bell Times

Note: *Non Assembly Tuesdays will run on normal Monday bell times

	Monday	Tuesday*	Wednesday	Thursday	Friday
Roll Call	8:30 8:40(10)	8:30 8:40(10)	8:30 8:40(10)	8:30 8:40(10)	8:30 8:40(10)
1	8:40 9:34(54)	8:40 9:25(45)	8:40 9:34(54)	8:40 9:30(50)	8:40 9:34(54)
2	9:34 10:27(53)	9:25 10:13(48)	9:34 10:27(53)	9:30 10:19(49)	9:34 10:27(53)
School Assembly		10:13 Assembly 10:59(46)			
Recess	10:27 10:47(20)	10:59 11:19(20)	10:27 10:47(20)	10:19 10:39(20)	10:27 10:47(20)
3	10:47 11:40(53)	11:19 12:05(46)	10:47 11:40(53)	10:39 11:28(49)	10:47 11:40(53)
4	11:40 12:33(53)	12:05 12:50(45)	11:40 12:33(53)	11:28 12:17(49)	11:40 12:33(53)
Lunch	12:33 1:13(40)	12:50 1:30(40)	12:33 1:13(40)	12:17 1:13(57)	12:33 1:13(40)
5	1:13 2:06(53)	1:30 2:15(45)	1:13 2:06(53)	1:13 2:06(53)	1:13 2:06(53)
6	2:06 3.00(54)	2:15 3:00(45)	2:06 3.00(54)	2:06 3.00(54)	2:06 3.00(54)

Playground Rules

The playground must be a happy, safe and clean place for students to use during recess and lunch breaks and between lessons.

- This is a **NO TOUCH** school; no student should touch another student!
- Students must ensure activities are safe and do not cause injury
- Students must accept responsibility for tidiness and place all rubbish in the bins
- No student is permitted to climb on any roof; see a Deputy Principal if your ball goes on the roof of a building and they will arrange for it to be retrieved
- Handball games are permitted in most areas. However, games involving hitting or kicking a ball are only allowed on the oval
- The oval is out of bounds at recess and Thursday lunchtimes
- Students should walk, not run on concreted areas.

Year 7 Playground Area

In the first term of the year, Year 7 students have an area of the school set aside for them. This area is located between the G Block portables and J Block. However, Year 7 students can go to other areas of the school. After Term 1, the special Year 7 area reverts to general use by all students.

Teachers on Playground Duty

Teachers have the right and responsibility to prevent any activity which they regard as likely to cause an injury. If an area is untidy, teachers will insist students in the vicinity clean it up. Students should assist by keeping areas clean and following teachers' directions.

Before and After School

The playground is not for use before or after school. No student is permitted to visit and use the school playground out of school hours without special arrangement and supervision by a teacher.

Uniforms

The school uniform has been approved by the school community, including the P&C Association. All students are required to wear the correct uniform at all times. If a student is unable to wear correct school uniform, they should see a Deputy before school, with a signed parental note, explaining the reason for being out of uniform. This will avoid receiving a lunchtime uniform detention.

Uniforms are available from Lowes at Castle Towers or Lowes Online
<https://www.lowes.com.au/schools-online>.

Junior Girls' Summer

Blouse	White short sleeved blouse with CTHS crest
Dress	Grey, white & red stripe dress
Shorts	Charcoal tailored shorts
Socks	White ankle socks - No sockettes
Jacket/Jumper	Black fleece pullover with CTHS crest &/or Black & red microfibre jacket with CTHS crest

Terms 1 & 4

Junior Girls' Winter

Blouse	White short sleeved blouse with CTHS crest or White long sleeved plain shirt
Skirt	Red & grey plaid skirt
Pants	Charcoal tailored pants
Tights	Black tights
Socks	White ankle socks - No sockettes
Jacket/Jumper	Black fleece pullover with CTHS crest &/or Black & red microfibre jacket with CTHS crest
Scarf	Black scarf

Terms 2 & 3

Junior Boys' Summer

Shirt	White short sleeved shirt with CTHS crest
Shorts	Grey business shorts - No baggy or cargos
Socks	Grey socks with CTHS stripes
Jacket/Jumper	Black fleece pullover with CTHS crest &/or Black & red microfibre jacket with CTHS crest

Terms 1 & 4

Junior Boys' Winter

Shirt	White short sleeved shirt with CTHS crest or White long sleeved plain business shirt
Trousers	Grey business trousers - No baggy or cargos
Tie	Grey tie with CTHS crest
Socks	Grey socks with CTHS stripes
Jacket/Jumper	Black fleece pullover with CTHS crest &/or Black & red microfibre jacket with CTHS crest
Scarf	Black scarf

Terms 2 & 3

Black leather business style school shoes for every student

Footwear Requirements

The Department of Education's Work Health and Safety Directorate, clearly states in the publication Footwear Guidelines (October 2012) that to comply with Government Policy, enclosed leather footwear MUST be worn by students to ensure their safety. The school expects students to wear black leather shiny, business/conventional type, lace-up styled shoes. They must cover the top of the foot and have a low heel. Buckle styled shoes will be accepted as long as the shoes cover the top of the foot. The pictured shoe style has been endorsed by the school community. Areas where enclosed leather footwear are required include:

- Industrial Arts and trades workshops
- Science laboratories
- Canteen
- Food Technology
- Agriculture



If students present to class with inappropriate footwear, they will be offered alternative educational activities.

Footwear which is Not Acceptable

Students MUST NOT wear black leather joggers, black sports shoes, black leather skate shoes, black desert boots, black soft leather flat 'ballet' style shoes, black leather open styled 'Mary Jane' shoes, black fabric shoes or any similar styles to those listed.



Technology Apron

A standard red bib-style apron is required for Technology, which is available for purchase and collection from the student window.



PDHPE/Sport Uniform

This uniform is worn by both girls and boys during designated PE lessons.

Sports top	CTHS white polo top
Sports shorts	Microfibre sports short with CTHS crest
Track pants	Black track pants - No leggings permitted
Socks	White ankle socks
Shoes	Sports shoes - Shoes must be supportive
Jacket/ Jumper	Black fleece pullover with CTHS crest &/or Black & red microfibre jacket with CTHS crest - No hoodies permitted
Cap	CTHS cap



Acceptable PDHPE/Sport Footwear

The school expects students to wear lace-up sports shoes.



PDHPE/Sport Footwear which is NOT Acceptable

Students MUST NOT wear canvas shoes.

Stage 4 students are allowed to wear their PE uniform to school, if they have a practical PDHPE lesson for period 1. If they have PE during other lessons, they must change at the start of the lesson in the PE change rooms. Students may wear their PE uniform home if they have a practical PDHPE lesson for period 6.



Lost Property

Please ensure all equipment and clothing is clearly labelled with your child's full name! There is a lost property cupboard located near the student window for all unnamed large items. These items will be kept in lost property for a limited time, then donated to charity or the Scout's second hand clothing shop. Students can enquire at the front office regarding specific lost items.

Clothing Pool

The 1st Cherrybrook Scout Group operates a second hand clothing pool for Cherrybrook Technology High School uniforms as a service to the community. They have a range of summer, winter, senior, junior and sports uniforms available and are located in Appletree Drive, Cherrybrook <https://cherrybrookscouts.com/>.

For all CTHS uniform donations, please email the Scouts for opening times at:

uniforms@cherrybrookscouts.com.

School Bags

A CTHS school bag is available through Harlequin School Bags. This is an ergonomic backpack which has been independently endorsed by Chiropractors, Osteopaths and Physiotherapists. It has a fifteen year warranty and is at heavily subsidised prices. Parents can purchase the CTHS school bag by using the following link www.schoolbags.com.au/find-your-school.html or you can find the link on the CTHS website under Information.

It is preferable students use a plain black bag which is large enough to carry each day's books, electronic device, PE clothes, lunchbox and drink bottle.

It is essential students pack **ONLY** the books they require for the day. Students may require assistance in the first few weeks to organise the correct equipment for each day.

The school DOES NOT provide lockers. With such a large number of students in the school this is not possible.



Resilience

Year 7 students participate in a variety of Wellbeing programs. Students work in small groups which are led by two or three Year 11 students. They participate in a range of structured activities which focus on relationships, optimism, resilience, leadership, anti-bullying and citizenship. Students learn how to deal with confrontation in a positive, non-violent manner and how to be more assertive. This helps to build their self-esteem.

Bullying

There are a number of programs for Year 7 and 8 in the school, aimed at reducing the incidence of bullying. This message is reinforced in the Peer Support and Resilience Programs. Students are encouraged to report all bullying to a trusted person, such as their Year Adviser. All reports are investigated and serious cases will result in disciplinary action. Parents who are concerned their child is being bullied should contact Mr Hind, Head Teacher Wellbeing.

Signs to look for in your child

- Does not want to go to school or participate in school activities
- Does not appear to have friends
- Is missing belongings or has torn clothing
- Seems to have become fearful, anxious, is crying more and has increased negative self-perception
- Seems to have a drop in academic performance
- Has poorer physical health and changes in sleep habits.

How to help your child

- Take the bullying seriously
- Stay calm and positive
- Advise your child to report the bullying to their Year Adviser
- Seek help for your child to improve his/her social skills.



Cyberbullying

As the number of young people with mobile devices and telephones increases, so too does the incidence of cyberbullying. Cyberbullying is using technology to deliberately and repeatedly bully someone. Parents must monitor closely how their child is using their mobile devices. If a parent suspects their child is being bullied they should:

- Report it to the school - contact Mr Hind, Head Teacher Wellbeing
- Report the cyberbullying material to the social media service
- Collect evidence - copy URLs or take screenshots of the material
- If the content is not removed within 48 hours
 - i. Report it to www.esafety.gov.au/reportcyberbullying
 - ii. Block the person and check privacy settings.

Canteen

The school Canteen is operated by the P&C and is staffed by paid employees, plus parent volunteers, who are rostered on to help once a month. The Canteen provides a high standard of service and quality food adhering to the State Government's Healthy Canteen Policy. All profits made in the Canteen are returned to the P&C for distribution throughout the school for additional services.

Voluntary assistance is always urgently required and very much appreciated. If parents have a spare day each month and would like to become a Canteen Volunteer, please contact the CTHS Canteen Manager on 9481 8410 between 8.30am and 2.30pm.

Online Lunch Orders

Parents can order lunches online through Flexischools <https://www.flexischools.com.au/>. Register by clicking 'register now' on the top right hand side of the screen. An email will be sent with a link to the registration page. Orders can be made at any time of the day or night. However, an account must be in credit to place an order. The food prices are the same as at school with a 25c order fee per order. An App is available for mobile devices.

Library

The CTHS Library is an excellent resource centre and provides an innovative, flexible environment, which is future focused, catering for students' educational and recreational needs. Students are encouraged to use the Library to work, read, access electronic resources, print assignments or catch up on a video they missed in class time. Teacher Librarians are happy to help with research for assignments.

Opening Times

8.00am - 3.30pm, Tuesday to Friday (3pm on Mondays) including recess and lunchtimes. However, the Library is closed during recess on Fridays.

Library Facilities

Students have access to networked computers, printing and photocopying facilities. Students will be issued with a school ID card and will need this to borrow from the Library. The Library catalogue can be accessed via the Student Portal or the school website.

Printing and Photocopying

All printing and photocopying costs are automatically deducted from each student's account. Year 7 students are initially given \$10 credit for printing. When this is used up, they will need to see one of the Library staff to renew the credit at their own cost.

Borrowing Rights

Years 7-10: Six items

Borrowing Periods

Fiction and non-fiction: Three weeks

Magazines: One week

Overdues

Fines for overdue items are charged at 10c per item per day. Renewing resources before the due date avoids overdue fees.

Reservations

If an item is not available, it may be reserved via the online catalogue.



Attendance

Expectations

Students are expected to attend school each day and to be punctual. Students must be present throughout the whole school day and must not leave the school for any reason without specific permission. Each day commences with roll call at **8.30am** and finishes at 3.00pm.

Leaving Early - Planned

If a student needs to leave school early, they **must** provide a signed note from their parent/carer giving reasons for the partial absence. Students must **hand the note** in at the **student window before 8.30am** (or at recess) where they will be issued with a leave pass. They present this pass to their class teacher and leave school at the approved time.

Leaving Early - Unplanned

Parents **MUST** contact the school in person or by telephone (not by email) to arrange for students to leave early on short notice. The school will pass on the message to the child. The student must then collect their leave pass from the front office before leaving the school.

Students must NOT contact parents to arrange to go home. All contact regarding early leave MUST go through the front office.

Arriving Late

All students arriving to school after 8.40am **must** sign in at the student window, **WITH THEIR STUDENT ID CARD**, where they will be issued with a late note. All late arrivals are required to have a signed note from their parent/carer giving reasons for being late. No note results in a detention.

Notes Explaining Absences

If a student is absent for any reason, parents/carers are required to send a note to school explaining the reason for the absence, unless an explanation has been given in reply to a text message from the school (see below). Notes **must** be signed and dated and clearly state the student's **full name, school year** and roll class. This note should be placed in the Absence/Late Notes box at the student window. Please be advised, any days where a note is not provided, including late arrivals, will be recorded as an Unexplained Absence on the student's semester report.

Notification of Absences by Text Messaging

Cherrybrook Technology High School uses text messaging software to notify parents or caregivers of their child's whole or partial absence from school. Parents or caregivers can respond to the text message to explain the reason for their child's absence from school. However, this is a stand-alone process and **ONLY** for the purpose of absentees. Please **DO NOT** text the school unless a message is received from **CTHS** and **DO NOT** use this system for any other communication. It is essential parents notify the school if their mobile phone number changes.

Unexplained Absences

Parents will be notified of any unexplained absence and continued lateness to school. Unexplained absences and lateness may result in a student's placement on a level and detention. All absences will be recorded on the student's semester report.

Fractional Truancy

Fractional truancy is when a student is out of class without written permission from a teacher or member of staff. This will result in a level and an after school detention.

Extended Leave

Parents wishing their child to take extended leave (more than three consecutive school days) can download an Application for Extended Leave form from the Parent Portal. This should be filled out by parents and a hard copy returned to the student window along with appropriate documentation. Alternatively, parents may email the completed Application for Extended Leave form and all necessary documentation to cths@cths.nsw.edu.au. The application takes two weeks to process.

Sick or Injured Students

Students who are sick or injured during class time must:

1. Request a note from their teacher to go to sick bay
2. **Students should NOT contact their parents**
3. Go to the **front office, with their bag** and explain their situation to the office staff
4. Office staff and First Aid Officer will direct them to the sick bay room and look after them.



The sick bay is used for approximately 30 minutes at a time only and students will be monitored by video camera. If the issue persists, parents/carers will be contacted. For serious problems, parents/carers will be contacted immediately and for *very serious* cases medical help will be obtained.

It is extremely important the medical information in each student's file is accurate. If there are any changes in a student's health status, the HT Wellbeing **MUST** be notified **IMMEDIATELY!** Students who are on medication must have a note explaining the nature of the medication and clear guidelines for administering it. Prescribed medications must be distributed from the front office.

Please note: Cherrybrook Technology High School does not have any medical practitioners on the premises. CTHS provides first aid assistance to students who are unwell or injured. ***Please be advised the school does not supply any medication, including pain killers, medicated creams, eye drops etc.***

Students Requiring Individual Health Care Plans

Individual Health Care Plans should be developed for medical conditions including:

- **Anaphylaxis/Allergic Reactions and Asthma**
- **Type 1 diabetes, epilepsy and any other medical conditions**
- Any student who is diagnosed as being at risk of an emergency
- Any student who requires the administration of specific medications.

If a student has **ANY** medical condition, parents or caregivers and the student's Doctor (medical practitioner) must complete a General Health Care Plan. Plans will need to describe the student's condition and outline the procedures to be followed at school. These procedures may need to be negotiated between the parent/caregiver and the school in a meeting with Head Teacher Wellbeing, Mr Hind. Plans should be reviewed annually or when the parent or caregiver notifies the school that the student's health needs have changed. Health Care Plan forms are available from Mr Hind.

[Top](#)

Anaphylaxis/Allergic Reactions

It is the role of the parent or caregiver to:

- Inform the school of the health needs of your child upon enrolment and when the health needs of your child change
- Ask your child's medical practitioner (Doctor) to complete a current **full colour ASCIA Personal Action Plan for Anaphylaxis/Allergic Reactions**, an **Individual Health Care Plan** cover sheet (provided by the school) and a **Parent Consent for a Doctor to Provide Information form** (provided by the school). These forms **must** be returned to the school **BEFORE** your child commences
- Provide the equipment and consumables for carrying out health care support procedures as specified in the student's ASCIA Personal Action Plan, including an EpiPen where appropriate
- Provide students **with an up-to-date EpiPen** which must be carried, with a copy of their ASCIA Personal Action Plan, at **ALL** times
- Provide a **SPARE** EpiPen to be kept at the school at all times
- Provide a photograph of your child for display in the school
- Provide permission for the school to administer prescribed medications
- If your child requires an ASCIA Personal Action Plan, please contact Mr Hind, Head Teacher Wellbeing or the First Aid Officer
- Forms are available online from www.allergy.org.au

The form is titled 'ascia ACTION PLAN FOR Anaphylaxis'. It includes fields for Name, Date of birth, and Confirmed allergens. It lists signs of mild to moderate allergic reactions such as swelling of lips, face, nose, hives, or welts, and itchy mouth. It provides instructions for action, including taking antihistamines and using adrenaline. A section titled 'WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)' lists symptoms like difficulty breathing, hoarse voice, and persistent dizziness. It also includes instructions for anaphylaxis, such as lying flat and not allowing the person to stand or walk, and when to call for help or go to hospital.

The form is titled 'ascia ACTION PLAN FOR Allergic Reactions'. It includes fields for Name, Date of birth, and Confirmed allergens. It lists signs of mild to moderate allergic reactions such as swelling of lips, face, nose, hives, or welts, and itchy mouth. It provides instructions for action, including taking antihistamines and using adrenaline. A section titled 'WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)' lists symptoms like difficulty breathing, hoarse voice, and persistent dizziness. It also includes instructions for anaphylaxis, such as lying flat and not allowing the person to stand or walk, and when to call for help or go to hospital.

The form is titled 'ASTHMA ACTION PLAN' from the National Asthma Council Australia. It includes fields for Name, Date of birth, and Emergency contact details. It has sections for 'WHEN WELL' and 'WHEN NOT WELL', detailing when to use inhalers and when to seek medical attention. It also includes a 'DANGER SIGNS' section with instructions to 'DIAL 000 FOR AMBULANCE' if symptoms worsen significantly.

Asthma

It is the role of the parent or caregiver to:

- Inform the school of the health needs of your child upon enrolment and when the health needs of your child change
- Ask your child's medical practitioner (Doctor) to complete the **full colour Asthma Action Plan** and return it to the school **BEFORE** your child starts at the school
- Provide the equipment and consumables for carrying out health care support procedures as specified in the student's Asthma Action Plan
- Replace Asthma medication when it expires
- Provide a photograph of your child for display in the school
- Provide permission for the school to administer prescribed medications
- If your child requires an Asthma Action Plan, please contact Mr Hind, Head Teacher Wellbeing or the First Aid Officer
- Forms are available online from www.nationalasthma.org.au.

CTHS Awards Scheme

Cherrybrook Technology High School encourages students to achieve excellence in all facets of their lives and education. To this end, students are encouraged to apply for awards.

KLA and School Merit Certificates

Awarded by any staff member for class work, cooperation, participation, academic progress and/or school service normally expected of a student. All students are eligible for Merit Certificates and it is anticipated they will earn them regularly.

Key Learning Area (KLA) Certificates

Awarded by Head Teachers, following the submission of three KLA Merit Certificates. They are also awarded for outstanding participation in Key Learning Areas.

Stage Certificates

Stage Certificates are awarded, following the submission of three School Merit Certificates, to recognise achievements in school service and other areas not covered by Key Learning Areas. Examples of these areas include, service to the school, age championships, attendance, special performances and achievement in competitions. Stage Certificates are awarded by Deputies, HT Student Programs (HTSP), Stage Head Teachers and Year Advisers.

Bronze Award

Students who earn six KLA Certificates (from at least three different KLAs) and two Stage Certificates are eligible to apply for this award. Students must complete the Bronze Award Application form and take it to their Year Adviser. Upon satisfactory completion of the award, students will receive a certificate and have their achievement recognised at an assembly by their Year Adviser. There are no limits to the number of Bronze Awards earned.

Silver Award

Students wishing to apply for this award must have achieved two Bronze Awards and complete fifteen hours of school service, recorded on the School Service Record of Achievement form. Students must complete the Silver Award Application form and take it to the HTSP. Upon satisfactory completion of the award criteria, students will have a certificate presented at the appropriate end of year assembly. The achievement will be noted in Network. There are no limits to the number of Silver Awards earned.

Gold Award

Students wishing to apply for this award must have earned a Silver Award, plus complete an additional fifteen hours of school service, as well as fifteen hours of community service. Students must complete the School Service Record of Achievement and Community Service Record of Achievement forms at the time of performing the service. Students must also complete the Gold Award Application form and take it to the HTSP. Upon satisfactory completion of the award, students will be presented with a certificate at the Presentation Night Ceremony. The achievement will also be noted in Network. There are no limits to the number of Gold Awards earned.

The Cherrybrook Medallion

Students applying for the Cherrybrook Medallion must have earned a Gold Award, set and achieved goals relating to academic achievement, school and community leadership and the development of a Leadership Initiative. All goals are to be negotiated with the HTSP prior to the commencement of the agreed leadership goals. It is envisaged that only senior students will be eligible for this award. The award will be presented at the Year 12 Graduation Ceremony.

See Mrs Navarro, Head Teacher Student Programs or a Year Adviser for more information about the CTHS Awards Scheme.

Discipline and Wellbeing Policy

CTHS sees good discipline as fundamental to achieving the priorities of:

- Providing quality education for all
- Raising educational standards and achievement
- Taking responsibility for the care and safety of the students in our care
- Developing self-directed, responsible and tolerant students who achieve their full potential within a caring school.

CTHS develops structures which encourage students to:

- Be self-directed
- Accept responsibility for their actions
- Respect the rights of others
- Meet accepted standards of behaviour
- Respect the property of others
- Comply with DoE Wellbeing and Discipline Guidelines
- Obey the laws of the land.

Discipline relates to the expectations of student's behaviour and is also concerned with the broader issue of relationships within the school community. Parents and staff share the responsibility for shaping young people's understandings and attitudes about acceptable behaviour.

Parents specifically are responsible for caring for their children, ensuring they attend school, for their behaviour outside school hours and as they travel to and from school. Teachers are responsible for providing effective learning, wellbeing and discipline programs, caring for students and reporting regularly on student's learning and behaviour to their parents.

Students are responsible for their own behaviour, for complying with this policy and for maximising the benefits offered by the school to their own advantage.

After School Detentions

Head Teachers or Deputy Principals may give afternoon detentions for unacceptable behaviour and this will result in a level being issued. Detentions may be for one or two hours and are held every Wednesday and/or Friday afternoons in A1.9. Parents or caregivers will be notified about detentions by email.

If your child has been placed on a level and you would like further information about the detention, contact one of the Deputy Principals.



[Top](#)

Discipline Level System

The level system is designed to be cumulative. Repeated infringements will result in progressing up the system to the higher level. This document is not intended to be a comprehensive list of behaviours but is to act as a guide.

Level	Behaviour	Outcomes
1	<p>Misbehaviour and/or actions which hurt or stop others from learning: Back chatting teachers, annoying other students, minor graffiti, out of bounds, disobeying an instruction, single period or roll call truancy, careless behaviour causing minor injury to others, teasing and taunting others, possession of cigarettes or lighters, repeated unexplained lateness to school, using a mobile in class, talking in an assembly, failure to attend a uniform detention, minor computer infringements or similar behaviour.</p>	<p>You will be placed on Level 1 for five school days by an Executive Teacher. The teacher will explain why you are being placed on a level and suggest ways to improve your behaviour</p> <ul style="list-style-type: none"> • Your parents/caregivers will be notified • Your behaviour will be monitored over the week • You will be required to complete detention • You may be required to give an apology or participate in a program to assist you.
2	<p>More serious or repeated Level 1 offences - particularly across KLAs: Significant class disruption, deceit, smoking cigarettes, behaviour with/without provocation causing minor injury to others, sustained teasing and taunting (harassment) of others, persistent lateness, minor theft, multiple period or day truancy, minor deliberate property damage, anti-social behaviour or similar behaviour.</p>	<p>You will be placed on Level 2 for five school days by an Executive Teacher.</p> <ul style="list-style-type: none"> • You will be counselled about your behaviour • Your parents/caregivers will be notified • You will be monitored over two school weeks where you will need to show you understand what you have done • You will be required to complete two hours of detention • You may be required to give an apology or participate in a program to assist you.
3	<p>More serious or repeated Level 2 offences: Persistent or continued disruption, disobedience or defiance, dangerous behaviour, continual verbal harassment, repeated day/fractional truancy or similar behaviour.</p>	<p>You will be placed on Level 3 for five school days by the Principal or Deputy Principals or their delegate.</p> <ul style="list-style-type: none"> • You will be counselled about your behaviour • Your parents/caregivers will be notified • Your behaviour will be monitored over three school weeks • You may be excluded from all excursions and extracurricular activities including school representation • Additional counselling may be arranged and you will be required to complete detention as issued.
4	<p>Serious or repeated Level 3 offences causing whole school disruption or impeding the learning of others: Sustained disruption, harassment, insolence and disobedience towards teachers or adults, serious incidents causing concern in the school/community, malicious damage or deliberate serious injury, vandalism, bringing the school into disrepute. Continued use of tobacco or similar behaviour.</p>	<p>You will be placed on Level 4 for five school days by the Principal or Deputy Principals.</p> <ul style="list-style-type: none"> • You will be counselled about your behaviour and you may be suspended from school by the Principal • Your parents/caregivers will be notified and may be interviewed about your future • Your behaviour will be monitored over four school weeks • You may be excluded from all excursions and extracurricular activities including school representation • Additional counselling may be arranged and you will be required to complete detention as issued • For particular offences the Police may be notified.
	<p>Very serious misbehaviour and/or incidents: Continued disobedience, aggressive behaviour, possession of a suspected illegal drug or alcohol, violence or threatening serious physical violence, possession of a prohibited weapon, engaging in criminal behaviour related to school, filming or photography of staff/students without their permission.</p>	<p>You will be Short or Long suspended and/or expelled from school by the Principal.</p> <ul style="list-style-type: none"> • In particular circumstances the police will be notified • On return to school you will be placed on an appropriate level and will be given an appropriate punishment, such as a two hour detention • The 'Suspension and Expulsion Policy' will be followed • Serious misbehaviour or repeated suspension may result in you being expelled from the school.

Travel to and from School

It is expected students will:

- Wear full school uniform between school and home
- Use Opal Cards appropriately
- Be courteous and considerate of others while travelling
- Travel directly between home and school.

Bikes and Scooters

Students may travel to school on their bikes or scooters. They should be locked (students must provide their own chains and padlocks) in the racks near the MPC. The school insists students wear safety helmets and ride in a safe way at all times.

Parking

Parents are asked to adhere to the following requirements in all situations:

- **DO NOT** enter the school car parks to drop off or pick up students
- **DO NOT** park in the school bus bay on Purchase Road
- **DO NOT** use the John Purchase Primary School 'Kiss and Drop Zone', which is specifically for John Purchase Primary School students only.

The area around Cherrybrook Technology High School in the morning and after 3.00pm is very busy. Parents or caregivers are advised to arrange a pick up point in a nearby street or the Cherrybrook Community Centre carpark, in order to safely and quickly pick up their children after school. Travel times before school may also be adversely affected by traffic delays, especially in wet weather. If your child arrives late due to traffic delays, please ensure you provide a note to explain your child's partial absence.

Going to Cherrybrook Village Shopping Centre after school

Students are expected to go home immediately after school. If students need to go to the shops after school, they are requested to go home first and get changed out of their school uniform, except when accompanying parents or caregivers.

School Opal Card Applications

When progressing from Year 6 into Year 7, students are required to reapply for a School Opal Card, giving students free or discounted travel between home and school.



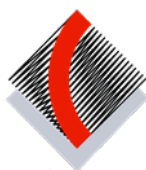
To be eligible for a School Opal Card, students may need to live at least 2.0km in a straight line distance or 2.9km walking distance from their school.

School Opal Cards can be obtained in three easy steps:

1. Complete and submit the online application which can be found at <https://www.transport.nsw.gov.au/>
2. Your school will endorse your online application, which will then be processed by Opal
3. Your School Opal Card will be mailed directly to your home address
4. **Please Note: School Opal Card applications can only be endorsed by the school once your child has been enrolled.**

If your child is not eligible for a School Opal Card, applications can be made online for a child/youth Opal Card via the same link <https://www.transport.nsw.gov.au/>.





Cherrybrook Technology High School

2022