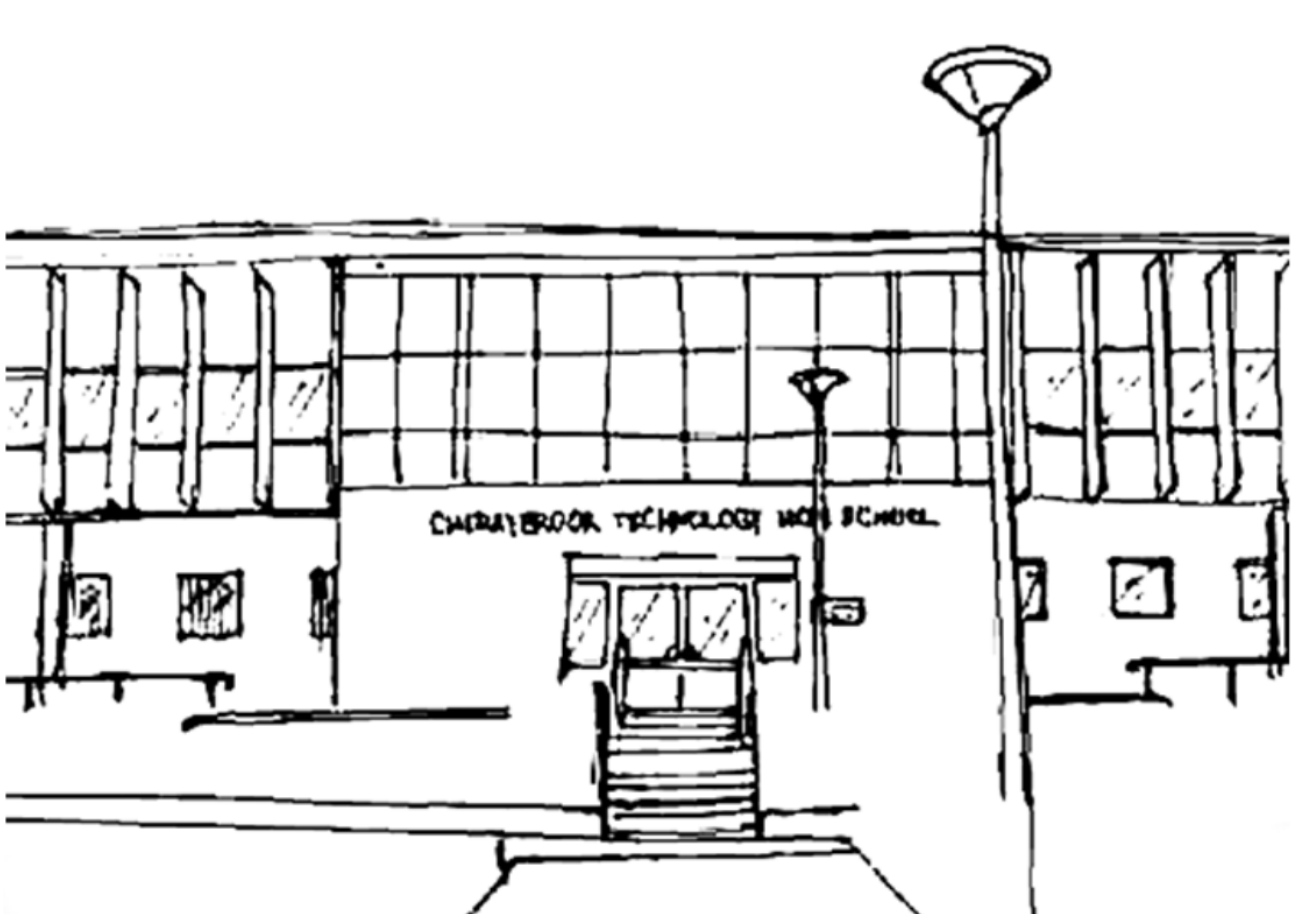




# Cherrybrook Technology High School

## 2024 Stage 4 Booklet Years 7 & 8



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22 February 2024



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## Welcome from the Principal

Dear Students

Cherrybrook Technology High School is an exceptional comprehensive and coeducational high school. Our motto, "Achieving Together," reflects our commitment to fostering a strong community. At CTHS, we strive to provide all students with a caring and safe learning environment, where they can achieve their full potential. We also strive to effectively use technology to support and enhance student learning.

Starting at a new school is an exciting time. You will have a diverse range of new experiences and you will have specialist teachers for each subject, instead of just one class teacher as you did in primary school. Additionally, you will have a broad and varied curriculum, which you will be able to clearly see with a quick look at your timetable.

Although starting at a new school can be an exciting time, it can also feel a little daunting. You will notice, CTHS has more students than your previous school and its size may take some time to adjust to. However, it's important to know Cherrybrook has exceptional wellbeing systems in place, as well as a variety of programs to support students. There are also many extracurricular programs and clubs designed to help everyone quickly feel included in the school community.

I hope you are excited to achieve your potential in a secondary school which has high expectations for student learning, behaviour and uniform, and you grasp the many opportunities this fantastic school has to offer.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Matt Townsend', written in a cursive style.

Mr Matt Townsend  
Principal

## Welcome from the School Captains

Welcome to Cherrybrook Tech!

We are Ben and Ayla, your School Captains for your first year at Tech! We are so excited to have you join us and the CTHS community and cannot wait for you to start your high school journey.

While walking through those gates for the first time may feel daunting, we can assure you that the years, weeks and classes will go by in the ring of a bell. You will leave those gates with more than just an amazing education, but also lifelong friends, hilarious memories and stories of all the opportunities you seized offered by the Tech.

Over the next couple of years you will have the opportunity to spread your wings, joining new clubs or trying out for a sports team. We encourage you to take on every opportunity with open arms even when you feel challenged, as we have learnt its only when you step out of your comfort zone that you can reach your full potential and have the best time.

We both have many fond memories from our first year here, with the opportunities of peer support and Year 7 camp being the beginning of many amazing friendships. However, these friendships only began when we were able to be courageous and nervously introduce ourselves to a complete stranger, who is now a lifelong friend! Who knows, maybe the person you're sitting next to right now is the same person you will look back on all the memories of high school in Year 12.

Wow... we know it's a lot to take in, but we assure you that if you embrace your time here putting your best effort into everything from the opportunities in the classroom or on the oval, you will have an amazing time and leave those gates better than when you entered. We can't wait to see all you do with your high school years, and finally to leave you in the wise words of Taylor Swift 'Make the friendship bracelets, Take the moment and taste it, you've got no reason to be afraid!'

All the best, B & A

Ayla Ackling & Ben Burrows  
School Captains





## 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 Fisher  
Deputy Principal, Systems (act)  
matthew.fisher12@det.nsw.edu.au

## Head Teachers 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



Ms Jessica Morgan  
PDHPE



Mr David Oksinski  
Maths

### Year 8 Advisers



Ms Eliza Fugar  
CAPA



Mr Anthony Lamont  
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](mailto: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 provides support for students with additional learning and support needs through a range of strategies including the areas of social integration, language and communication, literacy, numeracy and behaviour. Referrals can be made through class teachers, Year Advisers or from students and parents directly.



Mr Stanley Liu  
Learning & Support Teacher

### Student Support Officer

The Student Support Officer assists in the implementation of the school's wellbeing programs, helping students develop social and emotional skills through targeted programs and strategies which build resilience, coping skills and positive relationships.



Ms Jenny Sharkie

## Other Teachers who can help you

**Head Teacher Student Programs:** Ms Rebecca Donoghue is responsible for monitoring student attendance and organising the vaccination program.

**Head Teacher Teaching & Learning:** Mr Grant Robinson is responsible for organising NAPLAN, the school's web content and Parent Portal.

**English as an Additional Language or Dialect (EALD) Teacher:** This teacher 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.



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## 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.

<b>Key Learning Area</b>	<b>Head Teacher</b>
Computing Studies	Mr Craig Anderson
Creative and Performing Arts (CAPA)	Ms Lisa Holt
English	Mr Stephen Henry & Ms Emma Campbell
Human Society & Its Environment (HSIE)	Mr Nicholas Fernandez
Human Society & Its Environment (HSIE)	Mr Peter Hartman
Languages Other Than English (LOTE)	Mrs Masami Arkins
Mathematics	Mrs Jennifer Bowen
Mathematics	Ms Josephine Iacona
Personal Development, Health & Physical Education (PDHPE)	Mr Jeffery Perry
Science	Mrs Marina Siratkov
Technology & Applied Studies (TAS)	Mr Evan Kennedy (Industrial Arts)
Technology & Applied Studies (TAS)	Mrs Lisa Robinson (Food Tech & Textiles)

## Administration & Wellbeing Head Teachers

<b>Area</b>	<b>Head Teacher</b>
Stage 4 - Years 7 & 8	Ms Rebecca Howard
Stage 5 - Years 9 & 10	Mr Gary Monahan
Stage 6 - Years 11 & 12	Ms Florence Adamou
Wellbeing	Mr Peter Hind
Student Programs	Ms Rebecca Donoghue
Administration	Mr Christopher Edinborough
Administration - Facilities	Mr Matt Fisher
Teaching and Learning - Technologies	Mr Grant Robinson

## All Year Advisers



















<b>Year Group</b>	<b>Year Advisers</b>
Year 7	Ms Jessica Morgan & Mr David Oksinski
Year 8	Ms Eliza Fugar & Mr Anthony Lamont
Year 9	Ms Alice Lai & Ms Aparna Vishwanathan
Year 10	Ms Katherine McLean & Mr Christopher Fletcher
Year 11	Miss Sarah Collins & Mr Rowan Keating
Year 12	Ms Belinda Eathorne & Mr Jack Bracken



## 2023-2024 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.

<b>School Captains</b>		<b>Vice Captains</b>			
					
Ayla Ackling	Benjamin Burrows	Scarlett Classen	James Bekris		
<b>Principal's Representatives</b>		<b>International Relations Representatives</b>		<b>Environmental Representatives</b>	
					
Jasmine Patankar	Surya Negi	Layla Bagnulo	Chase Koorey	Jasmin Commens	Arjun Agarwal
<b>Stage 4 Representatives</b>					
					
Thant Hein	Caelan Meredith	Summer McClean	Caitlin Rein Palomera		
<b>Stage 5 &amp; Social Justice Representatives</b>		<b>SRC Public Relations Representatives</b>			
					
Jenny Yan	Isaac Cheang	Melia Bloch	Kabir Gordhan		

## Starting High School Information

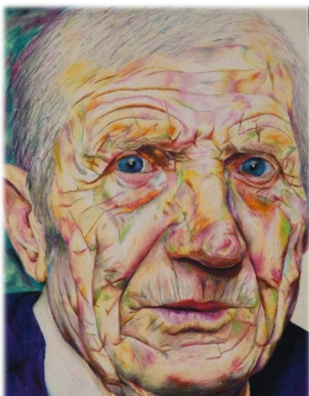
The Department of Education has produced a variety of guides to assist students who are starting high school and provide advice for their parents. These can be found at <https://education.nsw.gov.au/parents-and-carers/going-to-school/preparing/starting-school-guides>

### 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 (fully charged)
- Signed (by student and parents/carers) BYOD User Charter and Policy
- Pens, pencils, glue stick, eraser, ruler, earbuds/headphones (which are laptop compatible)
- 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. Access to individual student timetables will be organised in the first few days of school and should be used as a guide for packing school bags each day.



## Anaphylaxis, Asthma & Your First Day of High School

**Students with Anaphylaxis or Asthma, please read carefully**

### Anaphylaxis

#### BEFORE you Leave Home

1. Make sure you have **TWO** Adrenaline autoinjectors **in your school bag** (either EpiPen or Anapen)
2. One is for the office to keep as a backup and the other one **remains in your school bag and ALWAYS stays with you!**
3. Your autoinjector **must** have your **RED ASCIA Action Plan wrapped around it!**
4. You should also carry your **Asthma** inhaler (if Asthmatic) each day.

#### ARRIVAL at School

1. Come to the front office at **8.15am** and present the First Aid Officer with your autoinjectors
2. We record the expiry dates and will keep your second autoinjector safely stored in the front office.



### Asthma

#### BEFORE you Leave Home

1. Make sure your **Asthma inhaler** is packed into your school bag with your **Asthma Action Plan!**
2. Make sure your inhaler is clearly labelled with your name.
3. You should **always carry your inhaler with you!**

*Asthma Inhaler*



### Throughout the School Year

#### Anaphylaxis Spot Checks

Spot checks will happen periodically during the year. This is to ensure you have your **current** autoinjector in your bag.

#### Excursions - Anaphylaxis and Asthma

1. Each time you leave the school grounds for an excursion, the teachers will ask to see your autoinjector and/or inhaler, with your ASCIA Action Plan, **before** leaving the school grounds
2. You **MUST** have your autoinjector and/or Asthma inhaler with you
3. Failure to have your autoinjector and/or Asthma inhaler will result in a phone call to your parents and you being excluded from the excursion.



## Parent and Caregiver Involvement & 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 or partially funded by the P&C, including the new STEM building, the shade structure over the Piazza, covered outdoor multipurpose courts, a variety of landscaping projects, 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 <https://cths.nsw.edu.au/information/byod/>. 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](mailto: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

Students may **not** use mobile phones and other personal digital devices while on school grounds at any time. 'School grounds' extends to school excursions, sports carnivals and other events at the school or off site where an approved school activity takes place, unless otherwise advised.

Mobile phones and other personal digital devices include smart watches (permitted on airplane mode) and all other digital devices, as well as their associated listening accessories such as, but not limited to, headphones and earbuds.

Mobile phones are to be '**Off and Away**' all day from when students enter school grounds in the morning until they are in the designated bus line area or have left school grounds at the conclusion of the school day. This includes before school and at break times.

BYO or school-issued laptops are NOT part of the ban. However, these devices cannot be accessed before classes or during breaks on school premises. Students who wish to use laptops at these times may do so in the library or the covered area known as The Pavilion (between Block E and G) or a classroom under the supervision of a teacher. The use of devices at these times is strictly for the completion of schoolwork.

For further detailed information, please refer to the CTHS Mobile Phone Policy. <https://cths.nsw.edu.au/download/cths-mobile-phone-procedures/>.

## Payments

All excursion/incursion consents, as well as any financial payments, are processed via School Bytes Student Finance. To register for your School Bytes Student Finance account, please click on the following link <https://portal.schoolbytes.education> and follow the prompts.

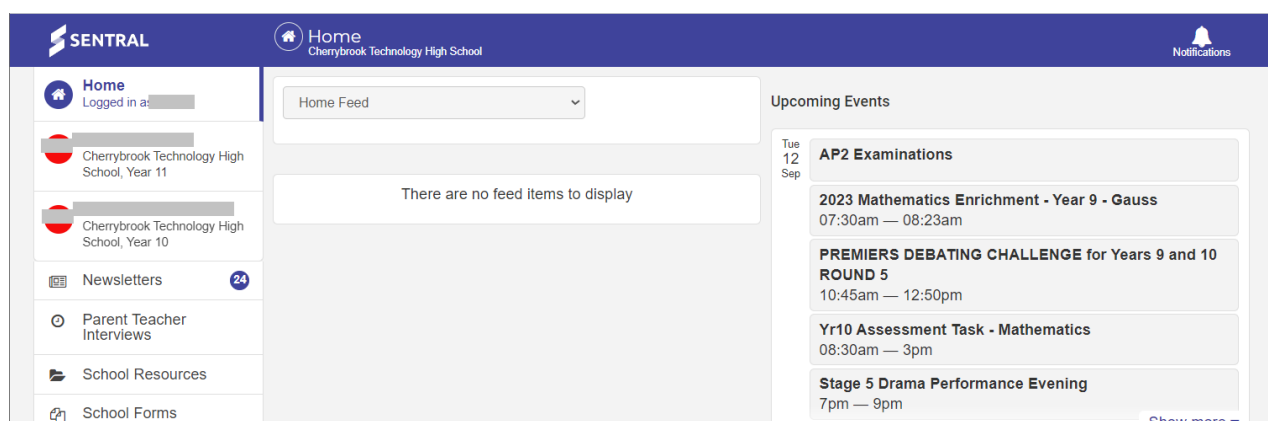
Once you have registered, you will have access to all financial records and history relating to your child/ren.

While our preference is for payments to be made via your School Bytes Student Finance account, we also accept payment via cash or EFTPOS **at the school office**. If required, CTHS welcomes payments made by instalments.

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

## Parent Portal

Parents will be emailed instructions on how to create a Sentral Parent Portal account during the first few weeks of weeks of Term 1 when your child has commenced schooling 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 Apple 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 the school to arrange this.

## 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 via:

<https://cherrybrok-h.sentral.com.au/portal2/#!/login>.

## 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 provided with Daily News information during roll call each morning but can also access this information 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.

## 2024 Term Dates

Year 7 students commence school on **Thursday 01 February 2024**. 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 Zoom 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.

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 March and reports will be sent by post to parents during Term 3.

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



## 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
English	1 x 64 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 fx-8200 AU 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 compatible with laptop

### 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 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
- Summaries of class content

As a guide, if you are unsure whether your child has homework, check their exercise books or ask them to check their Canvas pages for unfinished worksheets or announcements regarding homework. 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, Y, 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.

### HPGE Classes - 7T and 8T

There are two Stage 4 classes which cater specifically for gifted students. 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 academic achievement in Year 7 and recommendations from Year 7 teachers. There is no application process or Entrance Examination for 8T.

## 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 online office 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 & 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.

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## 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, plants, rocks, electricity, chemistry and body systems, as well as completing a Student Research Project.



## Technology & Applied Studies (TAS)

In Year 7, Technology students 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 study 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 who have opted into SRE, will attend one lesson per week in Year 7 and one lesson per fortnight in Year 8. Classes are taught by an authorised teacher appointed and employed by an association of local Christian churches to be at the school on a fulltime basis. During SRE classes, students are encouraged to question and explore the message of the bible.

Students will not be placed in a Special Religious Education (SRE) class unless this option is selected in the Online Enrolment System or the school is emailed with a request from parents/carers. The Department of Education Special Religious Education Policy can be found at <https://cths.nsw.edu.au/information/documents-and-policies/school-based-policies/>.

Opting into or out of these classes can be done at any time by emailing the school via [cths@cths.nsw.edu.au](mailto:cths@cths.nsw.edu.au). These classes are open to students of any religious background. The curriculum followed in these classes may be viewed or downloaded at [thinkfaith.com.au](http://thinkfaith.com.au).

Students who have not opted into SRE are provided with the opportunity to participate in supervised, self-directed study. This may be the completion of school assignments or homework, in-depth research into a school subject-related topic of their choice or wide reading.

## 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 and also available on the Student and Parent Portals, as well as 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.



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## 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	Ms Sharkie
Cherrybrook Tech Adepts - Tabletop Wargames Club	Mr Felton (CAPA)
Chess	Mrs Saxena (Maths) & Ms Somasi (Science)
Choir	Miss Lai (CAPA)
Christian Lunchtime Groups	Mr Eastman
Concert Bands	Miss Lai (CAPA)
Dance Ensemble	Ms Holt (CAPA)
Debating	English
Drama Ensembles	Mr Lawrence (CAPA)
Environmental Initiative Group	Mr Fisher (HT Admin)
Guitar Ensemble	Miss Lai (CAPA)
International Day	Mr Ibarra (PDHPE) & Mrs Arkins (LOTE)
Music, Art, Dance & Drama (MADD)	CAPA
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)	TBA

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.

### 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.

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## Bell Times

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

	Monday	Tuesday*	Wednesday	Thursday	Friday
<b>Roll Call</b>	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)
<b>1</b>	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)
<b>2</b>	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)
<b>School Assembly</b>		10:13 Assembly 10:59(46)			
<b>Recess</b>	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)
<b>3</b>	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)
<b>4</b>	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)
<b>Lunch</b>	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)
<b>5</b>	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)
<b>6</b>	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

During Term 1, Year 7 students have an area of the school set aside for them if building works in the school make this possible. This area will be communicated to Year 7 at the beginning of each year. 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.

### 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, dated 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

Dress

Shorts

Socks

Jacket/Jumper

### Terms 1 & 4

White short sleeved blouse with CTHS crest

Grey, white & red stripe dress

Charcoal tailored shorts

White ankle socks - **No sockettes**

Black fleece pullover with CTHS crest &/or  
Black & red microfibre jacket with CTHS crest

### Junior Girls' Winter

Blouse

Skirt

Pants

Tights

Socks

Jacket/Jumper

Scarf

### Terms 2 & 3

White short sleeved blouse with CTHS crest or  
White long sleeved plain shirt

Red & grey plaid skirt

Charcoal tailored pants

Black tights

White ankle socks - **No sockettes**

Black fleece pullover with CTHS crest &/or  
Black & red microfibre jacket with CTHS crest

Black scarf

### Junior Boys' Summer

Shirt

Shorts

Socks

Jacket/Jumper

### Terms 1 & 4

White short sleeved shirt with CTHS crest

Grey business shorts - **No baggy or cargos**

Grey socks with CTHS stripes

Black fleece pullover with CTHS crest &/or  
Black & red microfibre jacket with CTHS crest

### Junior Boys' Winter

Shirt

Trousers

Tie

Socks

Jacket/Jumper

Scarf

### Terms 2 & 3

White short sleeved shirt with CTHS crest or  
White long sleeved plain business shirt

Grey business trousers - **No baggy or cargos**

Grey tie with CTHS crest

Grey socks with CTHS stripes

Black fleece pullover with CTHS crest &/or  
Black & red microfibre jacket with CTHS crest

Black scarf

**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 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 during the year or as part of the stationery pack.



## 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 - <b>No leggings permitted</b>
Socks	White ankle socks
Shoes	Sports shoes - <b>Shoes must be supportive</b>
Jacket/ Jumper	Black fleece pullover with CTHS crest &/or Black & red microfibre jacket with CTHS crest - <b>No hoodies permitted</b>
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. They must change into their normal school uniform after their PDHPE lesson. If they have PDHPE 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](mailto: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](http://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.



## Peer Support, RIOT (Resilience in our Teens) and Wellbeing

The Peer Support program and RIOT will be run simultaneously for Year 7 in 2024. Students will have the opportunity to work with Peer Support Leaders and their teachers, learning valuable skills to enhance resilience and perseverance in school and everyday activities. Year 7 students will participate in these lessons during Terms 1 and 2. The school strives to have a more proactive approach to wellbeing, allowing students to be in control of their reactions and emotions.

They also participate in a range of other wellbeing programs, 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

Cyberbullying is using technology to deliberately and repeatedly bully someone. Parents must monitor closely how their child is using technology. If a parent suspects their child is being bullied online, 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](http://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](mailto: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.

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# 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](http://www.allergy.org.au)

The form is titled 'ascia ACTION PLAN FOR Anaphylaxis'. It includes fields for Name, Date of Birth, Family Name, and Sex. There are sections for 'How to give adrenaline (epinephrine) injectors' and 'EpiPen?'. It lists 'SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)' such as difficulty breathing, swelling, and dizziness. It also includes 'ACTIONS FOR ANAPHYLAXIS' and 'ALWAYS USE ADRENALINE INJECTOR FIRST'.

The form is titled 'ascia ACTION PLAN FOR Allergic Reactions'. It includes fields for Name, Date of Birth, Family Name, and Sex. It lists 'SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)' and 'ACTIONS FOR ANAPHYLAXIS'. It also includes 'ALWAYS USE ADRENALINE INJECTOR FIRST'.

The form is titled 'ASTHMA ACTION PLAN'. It includes fields for Name, Date of Birth, and Sex. It has sections for 'WHEN WELL', 'WHEN NOT WELL', 'IF SYMPTOMS GET WORSE', and 'DANGER SIGNS'. It also includes 'DIAL 000 FOR AMBULANCE' and the National Asthma Council Australia logo.

# 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](http://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 the 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, please contact one of the Deputy Principals.





## 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 Students will be placed on the level system for five school days per level. After this time the student will move to the level below.
1	<b>Misbehaviour and/or actions which hurt or stop others from learning:</b> 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.	You will be placed on <b>Level 1</b> 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 <ul style="list-style-type: none"> <li>Your parents/caregivers will be notified</li> <li>Your behaviour will be monitored over the week</li> <li>You will be required to complete detention</li> <li>You may be required to give an apology or participate in a program to assist you.</li> </ul>
2	<b>More serious or repeated Level 1 offences - particularly across KLAs:</b> 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.	You will be placed on <b>Level 2</b> for five school days by an Executive Teacher. <ul style="list-style-type: none"> <li>You will be counselled about your behaviour</li> <li>Your parents/caregivers will be notified</li> <li>You will be monitored over two school weeks where you will need to show you understand what you have done</li> <li>You will be required to complete two hours of detention</li> <li>You may be required to give an apology or participate in a program to assist you.</li> </ul>
3	<b>More serious or repeated Level 2 offences:</b> Persistent or continued disruption, disobedience or defiance, dangerous behaviour, continual verbal harassment, repeated day/fractional truancy or similar behaviour.	You will be placed on <b>Level 3</b> for five school days by the Principal or Deputy Principals or their delegate. <ul style="list-style-type: none"> <li>You will be counselled about your behaviour</li> <li>Your parents/caregivers will be notified</li> <li>Your behaviour will be monitored over three school weeks</li> <li>You may be excluded from all excursions and extracurricular activities including school representation</li> <li>Additional counselling may be arranged and you will be required to complete detention as issued.</li> </ul>
4	<b>Serious or repeated Level 3 offences causing whole school disruption or impeding the learning of others:</b> 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.	You will be placed on <b>Level 4</b> for five school days by the Principal or Deputy Principals. <ul style="list-style-type: none"> <li>You will be counselled about your behaviour and you may be suspended from school by the Principal</li> <li>Your parents/caregivers will be notified and may be interviewed about your future</li> <li>Your behaviour will be monitored over four school weeks</li> <li>You may be excluded from all excursions and extracurricular activities including school representation</li> <li>Additional counselling may be arranged and you will be required to complete detention as issued</li> <li>For particular offences the Police may be notified.</li> </ul>
	<b>Very serious misbehaviour and/or incidents:</b> 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, recording audio or photographing staff and/or students.	You will be <b>Short or Long suspended and/or expelled from school</b> by the Principal. <ul style="list-style-type: none"> <li>In particular circumstances the police will be notified</li> <li>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</li> <li>The 'Suspension and Expulsion Policy' will be followed</li> <li>Serious misbehaviour or repeated suspension may result in you being expelled from the school.</li> </ul>

## Travel to & 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.

### 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**  
**2024**