



# HUNTER RIVER HIGH SCHOOL PARENT-STUDENT HANDBOOK 2025



RESPECT RESPONSIBILITY EXCELLENCE



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# Welcome to Hunter River High School

## PRINCIPAL'S MESSAGE

I am delighted to write this statement as the incoming Principal from 2025 at Hunter River High School. I am thrilled to be stepping into a school which is making fantastic progress in raising student outcomes with a particular focus in offering a rich and diverse curriculum to meet a wide variety of needs. I am former student of Hunter River High School (formerly Raymond Terrace High School) and it is exciting for me to come back here as a proud and passionate supporter of public education. My previous school as principal was Tomaree High School and I have spent the last 3 years working as a Principal, School Leadership (PSL) supporting schools and principals across several networks. The skills I learnt in that position will be well used at HRHS.

I am very pleased to welcome all our new students and their families to the community of Hunter River High School. I will continue the school's commitment to providing a caring learning environment fostering academic excellence. Quality relationships are developed between staff, students, and the community through our values of Respect, Responsibility and Excellence. Every student has the opportunity to become confident, creative and resilient lifelong learners.

Hunter River High School is a comprehensive, co-educational secondary school situated on the land of the Worimi people and is on the Hunter River at Heatherbrae, just south of Raymond Terrace. Our name reflects the geographically widespread, diverse communities this school serves. Some of these townships are 30km apart. Approximately 85% of students travel to and from school each day by bus.

Hunter River High School has approximately 900 students, 20% of whom identify as Aboriginal and/or Torres Strait Islander. Teaching staff enhance learning experiences through a variety of programs/strategies including: Write it Right, Read it Right, Count it Right, Teach it Right, Gili Watha Bindji, Deadly Maths, LOFT Intervention, Macqlit, Mentoring, Targeted Wellbeing, Peer Mentoring, and Student Active Voice improving academic success and opportunities for all students. The school provides specialist support for students with the following disabilities: Mild Intellectual; Autism; Multi-categorical; behavioural; and emotional disturbances. In 2024, the school underwent a significant building program and from 2025 students will benefit from a number of improvements- new support classrooms, gymnasium, administration building, wellbeing space, as well as updated and art spaces.

The school offers a varied curriculum, which includes strong academic programs, a wide range of Vocational Education and Training (VET) opportunities and a significant number of wellbeing programs. As a comprehensive high school, we offer a variety of pathways to students including: a traditional academic pathway; one with a combination of VET and traditional subjects: or a vocational pathway. Our school is a Trade School in Metal & Engineering and has a federally funded Trade Training Centre with improved facilities in Metal, Construction and Technology. We have a productive Agricultural Farm with a focus on sheep, cattle, and aquaponics. An industrial kitchen allows students to study Hospitality in an industry standard facility, and our Hairdressing Salon provides experience in the hair and beauty employment area. The Studio (Dance) and music facilities offer a professional space for students to refine their skills with highly trained teachers.



Hunter River High School was named as a P-TECH Pilot school in 2016. At its core, the P-TECH model being delivered is about collaboration – a partnership between education, industry, and community – but it is a partnership with a clear purpose: to provide an industry supported pathway for young people to strengthen their employment prospects.

The P-TECH mission is to develop and support pathways to post-school education that lead to careers in Advanced Manufacturing, Engineering and Aviation fields.

Our school operates under the Positive Behaviour for Learning (PBL) Framework and teaches expectations focusing on our values: Respect, Responsibility and Excellence. Once again, welcome to Hunter River High School. I am sure you will find our school one where you will develop quality relationships, whilst gaining a quality education.



Mrs Sue Xenos  
Principal



# People You Should Know

## EXECUTIVE STAFF 2025



**Principal**  
Mrs Sue Xenos



**Deputy Principal  
Inclusion and Support**  
Mrs Jane Fuller



**Deputy Principal**  
Mrs Melanie Clarke  
Years 7 and 10



**Deputy Principal**  
Mr Adam Trace  
Years 8 and 11



**Deputy Principal**  
Mrs Belinda Hungerford  
Years 9 and 12

## YEAR ADVISORS 2025



**Year 7**  
Miss Rebecca Atcheson



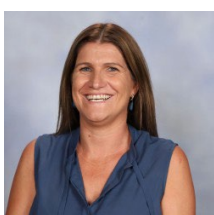
**Year 8**  
Miss Rachel Di Rienzo



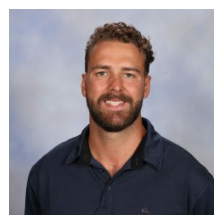
**Year 9**  
Mr Jake Burnett



**Year 10**  
Mrs Sally Fortune



**Year 11**  
Mrs Katie Mason



**Year 12**  
Mr Lachlan Milton



## Term Dates

<b>Business Manager:</b>	Ms Shireene Heath
<b>Sport Coordinator:</b>	Mr Carter Lovell
<b>Counsellors:</b>	Mr Mark Rose, Mr Andrew Moore and Ms Ashleigh Hennessy
<b>Head Teacher Wellbeing (Relieving):</b>	Mrs Tracy Jones
<b>P-TECH and VET Coordinator:</b>	Mr Joel Watson
<b>Careers Advisor, EVET Coordinator:</b>	Mrs Sarah Googe
<b>Aboriginal Education Officer:</b>	Brooke Roach
<b>Anti-Racism Contact Officer:</b>	Mrs Jane Fuller
<b>Learning &amp; Support Teachers:</b>	Mrs Fiona Olds, Miss Emily Perrin
<b>Technology Support Officer:</b>	Mrs Janette Lyons

### TERM DATES 2025

#### Term 1:

Friday 31 January and Monday 3 February - School Development Days, no students at school  
Tuesday 4 February - Years 7, 11 and 12 first day of Term 1  
Wednesday 5 February - Years 8, 9 and 10 first day of Term 1  
Friday 11 April - Final day of Term 1

#### Term 2:

Monday 28 April and Tuesday 29 April - School Development Days, no students at school  
Wednesday 30 April - First day of Term 2 all students  
Friday 4 July - Final day of Term 2

#### Term 3:

Monday 21 July - School Development Day, no students at school  
Tuesday 22 July - First day of Term 3 all students  
Friday 26 September - Final day of Term 3

#### Term 4:

Monday 13 October - First day of Term 4 staff and students  
Friday 19 December - Final day of Term 4 staff and students.

The school will notify families of any further changes to the term dates.



# How We Communicate with Families



## Email

Do we have your email address? We will regularly email through important information, please make sure the school has your most current email address.



## Text

Do we have your mobile phone number? We will regularly text through important information, please make sure the school has your most current mobile phone number.



## Facebook

Like our school page to see regular updates on what's happening in our classrooms, school notices and important information.

[www.facebook.com/hunriverHS/](http://www.facebook.com/hunriverHS/)



## Instagram

Follow our school page to see regular updates on what's happening in our classrooms.

<https://www.instagram.com/hunriverhighschool/>



## Website

Find latest news, upcoming events, staff contact details and our latest newsletter, plus much more on our HRHS website.

[hunriver-h.schools.nsw.gov.au](http://hunriver-h.schools.nsw.gov.au)



## Newsletter

Hunter River Yarning Newsletter is sent out in weeks 3, 7 and 11 of term 1 and weeks 5 and 10 for the remaining terms. This is emailed to all families, posted on Facebook and uploaded to our school website.



## Sentral Parent Portal App

Downloading the App onto your mobile device is a quick and easy way to access the Sentral Parent Portal. Sentral is for absences, reports and school communications.

All you need is to download the app from the Google Play Store or Apple store.



## School Bytes Parent App

Downloading the App onto your mobile device is a quick and easy way to access the School Bytes Parent App. Use School Bytes for digital permission notes and payment of school fees.

All you need is to download the app from the Google Play Store or Apple store.



## We Are a PBL School

Positive Behaviour for Learning (PBL) is a whole school focus that recognises and rewards students for upholding our school values within our school community. Hunter River High School (HRHS) is very proud of the success we have experienced since its implementation in 2012 and we continue to embrace PBL in every aspect of our school.

Through PBL we have been able to explore what is important to students, staff, and our local community. At HRHS we value RESPECT, RESPONSIBILITY, and EXCELLENCE. All students and staff are working towards achieving these values each day; these values represent the culture at HRHS. PBL at HRHS is about sharing common beliefs, values, and experiences, and working together in the pursuit of success in our lives.



HRHS is proud to be a part of the Raymond Terrace Community PBL initiative. Alongside 8 other local schools, Raymond Terrace Market Place, Hunter Valley Buses, Port Stephens Council and Raymond Terrace Bowling Club, we strive to embed positive behaviour into the local community by planning and preparing lessons that teach all students the values desired in our community.







# What Happens During the Day

## IN THE MORNING

- If you ride a bike or scooter to school, you should leave it in the bike racks at C Block.
- Please bring a chain and lock to make sure your property is safe.
- Leave your bike or scooter and move to the playground area.
- Bikes, scooters, or skateboards are not to be ridden on school grounds.
- If you travel by bus - move straight to the playground when you arrive.

## AT THE END OF THE DAY

- If you catch a bus, move quickly to the bus bay.
- If you rode to school, collect your bike, or scooter from the racks and leave via the pedestrian gate at the staff carpark.
- Bikes, scooters, or skateboards are not to be ridden on school grounds.

## CANTEEN

If you want to order your lunch, go to the Canteen:

- Be there before 9.00 am.
- Collect a lunch bag at the counter, fill out with name, year and order.
- Hand the bag and your money to the canteen assistant.
- At break go to the lunch order collection table to receive your lunch.
- Flexischool App breakfast orders close at 8am, break 1 and 2 orders close at 9am.

## BELL TIMES

We have five 60-minute periods each day, and the timetable is spread over two weeks. The bell times are as follows:

- School starts with Roll Call each day at 9.00 am and finishes at 3.20 pm.
- School concludes at 1:50pm on Friday. Students who stay at school until 3:20pm will be supervised.
- Alternate bell times are used when we have an Assembly, PBL Lesson or Year Meetings.

Monday to Friday		Alternate Formal Assembly / Year Meeting / Mentoring	
Roll Call	9:00 - 9:20	Roll Call	9:00 - 9:10
Period 1	9:20 - 10:20	Assembly	9:10 - 9:45
Period 2	10:20 - 11:20	Period 1	9:45 - 10:40
Break 1	11:20 - 11:50	Period 2	10:40 - 11:35
Period 3	11:50 - 12:50	Break 1	11:35 - 12:05
Period 4	12:50 - 1:50	Period 3	12:05 - 1:00
Break 2	1:50 - 2:20	Period 4	1:00 - 1:55
Period 5	2:20 - 3:20	Break 2	1:55 - 2:25
		Period 5	2:25 - 3:20



# HRHS School Uniform

HRHS is a uniform school. It is expected that all students are in full school uniform. Wearing school uniform instills a sense of belonging and distinguishes us in the community.

- Students are expected to maintain a high standard of personal hygiene and neatness.
- Make-up and jewellery should be minimal.
- If students are unable to wear a uniform on a particular day, alternative clothing and accessories must be clean, safe, modest, and as close to uniform as possible. Denim jeans and tights are not permitted at any time. A note from parents/carers explaining the lack of full uniform is to be presented to the Head Teacher Wellbeing before 9am.
- **Black, or white leather** upper footwear must be always worn for WHS reasons.
- If a family is unable to purchase a uniform, please contact the school for assistance.

## HRHS UNIFORM CODE - ALL STUDENTS

### TOP

- Senior: White short/long sleeve collared shirt or school polo (available from Lowes Raymond Terrace)
- Junior: Sky blue short/long sleeve collared shirt or school polo (available from Lowes Raymond Terrace)
- All: Plain navy jumper or jacket or one with the school logo (available from school office or Lowes Raymond Terrace).

### BOTTOM

- Navy long pants
- Navy shorts (available from Lowes Raymond Terrace)
- Uniform skirt – plaid with 2 inverted pleats (available from Lowes Raymond Terrace)
- White or black plain socks
- Black stockings (optional)
- Black fully enclosed leather shoes including black joggers

## PE/SPORT UNIFORM - ALL STUDENTS

### TOP

- PE shirt (available from Lowes Raymond Terrace)

### BOTTOM

- Plain navy sport shorts
- Sport shoes of choice and white or black socks. These are not to be worn at times other than for PE.

## SCHOOL EXCURSION UNIFORM

- Full school uniform is to be worn on all school and sporting excursions. Parents will be notified if there is any variation to this ruling.

## UNACCEPTABLE SCHOOL ATTIRE

- Board shorts
- Denim jeans/shorts/skirts
- Coloured t-shirts worn underneath school shirts (undershirts must be short sleeved and white only)
- Knee high socks (white or coloured)
- Non-uniform tie
- Sandals and thongs
- Tights

**HUNTER RIVER HIGH SCHOOL Uniform**

**FOOTWEAR**

Solid uppers  
Black or white leather NOT canvas  
Upper part of the foot covered

**JACKET AND HOODIE**

Navy jacket or hoodie with school logo  
Plain navy jacket or jumper

**TOPS**

Junior: sky blue polo with school logo  
Senior: white polo with school logo

**PANTS, SHORTS AND SKIRTS**

Navy long pants or trackpants  
Navy shorts with school logo  
Plain navy shorts  
Plaid pleated skirt

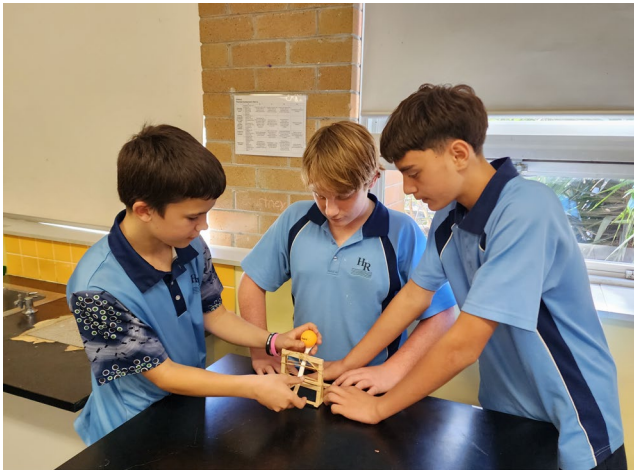
All items of uniform are readily available from:  
**Lowes Raymond Terrace**  
Local shoe stores will stock a variety of suitable black or white enclosed shoes.



# Curriculum

## PATTERN OF STUDY

The curriculum at Hunter River High School is designed to help all students become successful learners, confident and creative individuals, and active and informed citizens. During the six years, students study courses which progressively become more specific in their focus.



In Stage 4 (Years 7 and 8) students experience a broad curriculum introducing them to a wide range of subjects from all Key Learning Areas. These KLAS include English, Mathematics, Science, Human Society and Its Environment (HSIE), Languages other than English, Technological and Applied Studies, Creative Arts and Personal Development Health and Physical Education (PDHPE). In Year 8, students are given the opportunity to experience elective subjects in an area of interest from across a broad range of subject areas.

It is during Stage 5 that students complete courses leading to the award of a RoSA (Record of Student Achievement). All students study English, Mathematics, Science, History, Geography and PDHPE. These are complimented by students choosing two electives, a 200-hour course and a 100-hour course, which could include subjects like Agriculture, Industrial Technology Metal, Food Technology, Commerce, Music, Visual Arts, or Physical Activity and Sport Studies. In Year 10, all students participate in Career Learning to develop skills, attitudes, and knowledge to make sound choices and effectively manage their careers, this mostly occurs during roll call with their roll call mentor.



Career Learning includes work education, authentic interaction with local industry and businesses. This leads to developing informed career and transition plans and taking purposeful action towards a successful post school transition.

In the Senior School (Stage 6) students choose subjects from a broad range of options. The subjects range from the traditional to the vocational; options include Board Developed Courses, Board Endorsed Courses and Vocational Courses offered through EVET (External delivered VET) providers and the school.



There are distinct requirements which must be met to qualify for the award of a Higher School Certificate at the end of Year 12. Some students may elect to study their HSC over several years, combining part-time work with their schooling.



# Vocational Education & Training (VET)

Vocational Education and Training (VET) provides workplace skills, technical knowledge, and qualifications for rewarding jobs and careers. VET is the practical education option with courses designed by industry experts that combine work-ready skills with the latest knowledge.

Students demonstrate knowledge and understanding within these competencies:

- Collecting, analysing, and organising information
- Communicating ideas and information
- Planning and organising activities
- Working with others in teams
- Using mathematical ideas and techniques
- Solving problems
- Using technology.



The Vocational Education and Training courses on offer for seniors are:

- Certificate II in Hospitality (Food and Beverage)
- Certificate II in Hospitality (Kitchen Operations)
- Certificate III in Retail (Retail Services)
- Certificate I in Engineering (Manufacturing & Engineering)
- Certificate II in Agriculture (Primary Industries)
- Certificate III in Aviation
- Certificate II in Aeroskills
- Certificate II in Construction Pathways (Construction)
- Certificate II in Sport Coaching (Sport Coaching)
- Certificate III in Music Industry



Each course is dual accredited with accreditation by both the NSW Education Standards Authority (NESA) and the Australian Skills Quality Council (ASQC). These arrangements mean that training is nationally recognised.



The courses are described in competency-based terms, meeting industry training requirements. They prepare students for employment and are also designed to lead (through credit transfer) into a range of post-school education and training options. Each course has a mandatory workplace learning component. Students are required to complete a minimum of 70 hours of work placement completed in two one-week blocks. Other courses that offer workplace opportunities for students include Transition Education for Students with Disabilities, Students at Risk and Career Education.

Students who are interested in researching or preparing themselves for entry into other vocations, can do so through 2 Unit Work Studies.



## P-Tech Pathways

Hunter River High is involved in an innovative national program where students are given support into emerging technology streams such as advanced manufacturing and engineering, aero skills and electrotechnology career pathways. The program aims to increase opportunities for students to experience workplace learning and explore career pathways in local industry. Through the program student's foundational industry and employability skills are improved as students enter the workforce.



The program has direct links to local industry partners such as Ampcontrol Group, TAFE NSW, T.W.Woods, Tomago Aluminium, Varley Group, Komatsu, Diesel Pro, Cougar Mining Group, the University of Newcastle and RDA Hunter, enabling students to have industry tours, work placement and opportunities to apply for apprenticeship opportunities. A flagship program, P-Tech pathways is a program designed to maximise the opportunities for our students interested in these future career prospects to have a clear post-school destination.



*“The P-Tech program really helped me have an understanding about a range of different industries. The visits organised by Mr Lloyd opened my eyes into the types of jobs that are out there and the lessons at school being run like a work site really helped prepare me for life after school”*

– former student



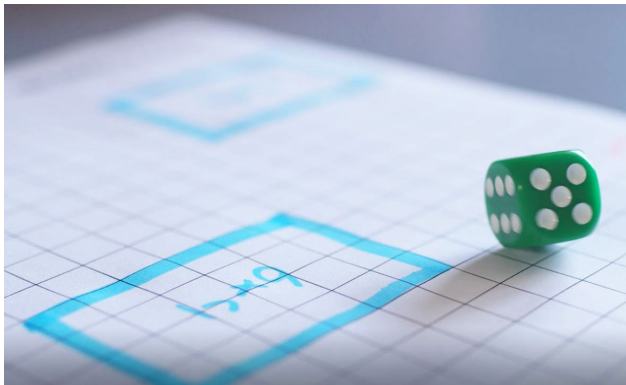


## STEM Programs at HRHS

**STEM** education is designed to challenge and equip students with science, technology, engineering, and mathematics (STEM) skills to solve authentic problems for the complex world around them. Students gain and apply knowledge, deepen their understanding, and develop creative and critical thinking skills within an authentic context. Students are encouraged to build on their curiosity and connect STEM learning to solving real world problems, including through collaborative and individual learning experiences that are hands-on and inquiry-based, supporting the achievement of deep knowledge.

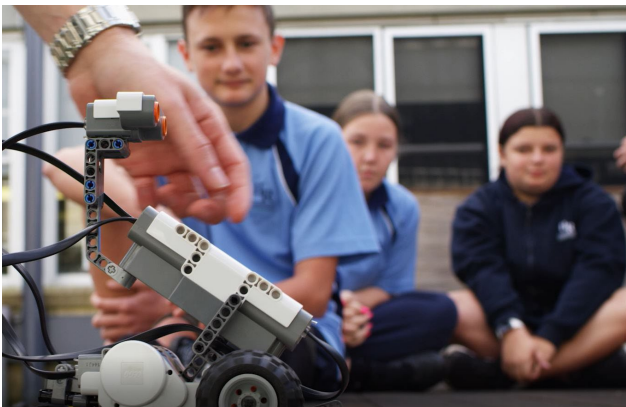


# STEM Science, Technology, Engineering, Mathematics



STEM students develop the following standards of practice or skill sets:

- Learn and apply content
- Integrate content
- Interpret and communicate information
- Engage in inquiry
- Engage in logical reasoning
- Collaborate as a team
- Apply technology appropriately





# Aboriginal Education

The **Cultural Room** is a dedicated learning space equipped to cater for the diverse academic, cultural, social and wellbeing needs of students, with a focus on our Aboriginal and Torres Strait Islander students. Our **Cultural Team** use a strength-based approach believing that with relationships involving high expectations and support, and high-quality teaching and authentic learning experiences, every Aboriginal and Torres Strait Islander young person can develop their talents, fulfil their potential, and achieve excellence.

Our Cultural Team includes an Aboriginal Education Officer, qualified teachers, student learning and support officers and a Community Elder. Our major focus is on inclusiveness, with every student at HRHS welcome to use the support offered by the Cultural Team. We build strong relationships with our students, resulting in positive outcomes in relation to both culture and school performance.

The Cultural Team delivers many programs for Aboriginal students based on cultural enrichment, identity, literacy, numeracy, health and future career pathways.

These include:

- **WongaGee** Dance Group
- **Gathang** Language Mentoring
- **Birriwal Wakulda** – Year 8/9 Writing Program
- **Deadly Maths** – Year 8 Numeracy Program
- **Diyagan** girl's group
- **Bumbat** (young man's) group
- **'I Respect'** program with Raymond Terrace Neighbourhood Centre
- **NRL School to Work** - support for Year 11/12 students transitioning from school
- **In League in Harmony** - leadership/mentoring around social values and sense of a diverse community through sport
- **Gili Watha Bindji** - writing skills development program through a Cultural lens
- Individual/group cultural support
- Individual/group career transition support
- Individual/group tutoring and mentoring.

The Cultural Room has two landscaped **Outdoor Learning Areas** ('Ngarralbaa' – place of learning) and ('Gathang Wakulda' - we as one) where students have a yarning/dancing circle, bush tucker garden, pizza oven and BBQ. In our classroom, students have access to computers, iPads, wireless internet, and school resources to assist with classwork and assessment tasks.

HRHS also has a very proactive Junior Aboriginal Education Consultative Group (JAECG), who represent the Aboriginal and Torres Strait Islander students at our school. All students are welcome and encouraged to join this committee. Our staff have made a commitment to delivering *Our Ways of Learning* in their classrooms. These are very successful teaching and learning strategies based on Aboriginal cultural instruction methods.

Aboriginal and Torres Strait Islander students at HRHS benefit from an extensive support network, provided by a Cultural Team who are committed to improving outcomes for our students.





# Clontarf

The **Clontarf Foundation** was established at the Clontarf Aboriginal College in Perth in 2000 to assist young Aboriginal and Torres Strait Islander men increase their school attendance, retention, and completion rates. Using a unique, innovative, and highly successful approach of sport and leadership, the Foundation quickly expanded across mainland Australia opening 142 academies with over 11,500 participants. Using the existing passion that these boys have for sport allows Clontarf to initially attract them to school, and then keep them coming. It is, however, not a sporting programme – it’s about developing the values, skills and abilities that will assist the boys to transition into meaningful employment and achieve better life outcomes.

In 2019, the Hunter River Clontarf Academy was established at Hunter River High School. We have 4 full-time staff members who are based within the school and operate an “Academy Room” which is a supportive space for our students at school.

The Hunter River Clontarf Academy is open to all Aboriginal and Torres Strait Islander male students who attend Hunter River High School. For more information, please contact our Clontarf Academy Director, Brendon Heape on 0409 476 667 or arrange a visit to our Academy Room situation in D Block – Room 2.



***“The Clontarf Foundation exists to improve the education, discipline, life skills, self-esteem and employment prospects of young Aboriginal and Torres Strait Islander men and by doing so equips them to participate more meaningfully in society.”***

[www.clontarf.org.au](http://www.clontarf.org.au)







# Literacy at HRHS

At Hunter River High School, our goal is to ensure that all of our students have a strong foundation in literacy and numeracy, deep content knowledge and confidence in their ability to learn, adapt and be responsible citizens. Our whole school priorities for improving literacy and numeracy are underpinned by strong evidence-based research. We align teaching practice to the evidence and use data to monitor the impact on student progress.

## ALARM – 'A Learning and Responding Matrix'

ALARM has been used in schools across NSW and has shown to assist students' performance in the HSC. The matrix is a simple and effective tool which supports students to improve their written responses in class, assessments and exams. ALARM works by helping students understand the specific type of question or questions being asked to enable them to answer with greater clarity and depth.

With practise, students' written responses progressively show clear evidence of 'higher order' or 'critical thinking', thereby demonstrating that they are able to critically evaluate the different components of questions and are able to provide a more refined and relevant answer. For example, instead of simply describing what something does, students become more adept at evaluating and assessing how well it does it and are thus analysing its impacts and effectiveness. Our ALARM team are working with faculties across the school to develop and refine the use of the matrix to support our students.



## TEEEEC – A paragraph writing structure

HRHS employs the TEEEC paragraphing strategy. It compliments ALARM as it helps students with structuring extended responses. TEEEC paragraphs help students to complete all types of writing, from reports, to recounts, essays, and persuasive texts.

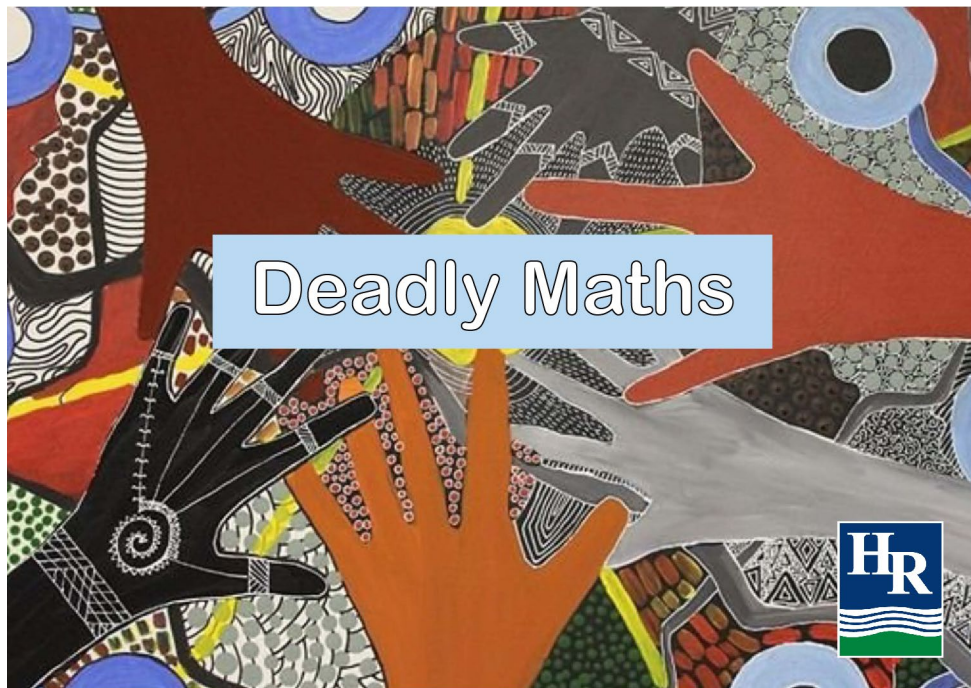
### TEEEEC Paragraphs

<b>T</b> opic	Your first sentence introduces the <b>TOPIC</b> you will be writing about in a paragraph. The second sentence <b>EXPANDS</b> upon the topic, it gives more information. This sentence provides an <b>EXAMPLE</b> of the topic you are writing about in this paragraph. This sentence <b>EXPLAINS</b> what you are writing about. When you explain something you may use terms such as: <b>this may result in; as a consequence; therefore.</b> This last sentence <b>CONNECTS</b> back to the topic introduced in the first sentence.	Like a good hamburger, a paragraph needs 2 things to hold it together well. A great <b>TOPIC</b> sentence and a sentence at the end to <b>CONNECT</b> it back to the topic.
<b>E</b> xpand		<b>EXPAND</b> your topic sentence to give it more meaning.
<b>E</b> xample		Provide an <b>EXAMPLE</b> of your topic sentence.
<b>E</b> xplain		You need to <b>EXPLAIN</b> the point you are making on your paragraph.
<b>C</b> onnect		Like a good hamburger, a paragraph needs 2 things to hold it together well. A great <b>TOPIC</b> sentence and a sentence at the end to <b>CONNECT</b> it back to the topic.



## Numeracy at HRHS

**Numeracy** is a whole school focus, where all teachers ensure that students are provided with the opportunity to use mathematics in a range of contexts and all subject areas. Numeracy involves students recognising and understanding the role of mathematics in our everyday lives. It involves students choosing the mathematical skills to use, applying those skills, and evaluating their use to solve problems. Numeracy education is the responsibility of every teacher. While most of the responsibility for the enrichment of mathematics skills lies within the mathematics classroom, numeracy skills are best developed when numeracy is implemented across the curriculum within a range of contexts. To support this, a new withdrawal program is being implemented for students in years 7, 8 & 9 embedding the Maths Mastery program which focusses heavily on the big ideas of mathematics. This program allows students to develop their basic numeracy skills to be more flexible with number and successful and automatic in their Mathematics lesson.



**Deadly Maths** is a Numeracy program where Aboriginal students in Year 8 are allocated two lessons to attend each week to link traditional aspects of their culture with numeracy development through storytelling. Students are encouraged to apply their knowledge of Aboriginal culture to the 'Big Ideas' of Numeracy including, but not limited to, Additive Thinking and Multiplication Reasoning.



# The Library (The Hub)

The information resource centre is located at the top of 'E' Block

The Hunter River High School Hub promotes 'A SAFE, WELCOMING AND SUPPORTIVE LEARNING ENVIRONMENT'.

## PEOPLE WHO CAN HELP:

**Librarian:** Tracie O'Meara (Relieving)  
**Library Assistant:** Julie Campbell - Monday, Thursday, Friday  
Lisa Elbourne – Tuesday, Wednesday



**Opening hours:** Before School: 8.30 AM – 9.00 AM  
Breaks 1 & 2: Every day

## WHAT IS IN THE LIBRARY?

- We have qualified library staff to assist students with research and information search skills, and technology needs.
- The library contains a variety of resources that cater to the information and recreational needs of the school community. These include collections of fiction, graphic novels, non-fiction, manga, magazines, educational games, and puzzles. Students can also access our online collection through the library's management system called OLIVER.
- The librarian can assist in the printing of assignments.
- There are thirty computers which provide access to student files and the internet; these are available to students during both breaks.
- Wi-Fi is available.
- A makerspace area where students can create, invent, explore, and think critically with STEAM based activities and challenges. Students can use items such as Arduino kits, raspberry PI's, robots, and Lego to assist with school assessment tasks.





### HOW DO I USE THE LIBRARY?

- Students can visit the library before school and during breaks for study, school work, quiet reading, library club and computer use. Students do not require a library card to borrow books.
- Students should use the library system, OLIVER, from the home page of their student portal to search, reserve and review library resources.
- OLIVER can be accessed on any device on a 24/7 basis at school or at home.
- Books can be borrowed for a period of two weeks. Books are to be returned by the due date to allow others to borrow them.
- If you have not finished with the book, you can renew it yourself on OLIVER.

### HOW MANY BOOKS CAN I BORROW?

Borrowing limits are:      Years 7-10: five books  
   Years 11 & 12: seven books

Please return all books through the return slot at the circulation desk.

### WHAT IF I FORGET MY BOOKS?

- If you forget your books, you will receive an overdue notice.
- If the books are not then returned, a letter will be sent to your parents and borrowing rights will be withdrawn until the matter has been finalised.
- If the books are lost, you will need to pay for their replacement.

### WHAT IF THE ALARM GOES OFF AS I LEAVE?

- All books are to be shown to a library staff member when leaving the library. If the alarm goes off, you must immediately return, with your bag, to the counter and see one of the staff members to ensure that all items have been properly checked out.

### THE LIBRARY COMPUTER GUIDELINES

- You must ALWAYS log on to computers in the following manner, otherwise you will not be able to save or print your work:  
**firstname.surname then Password.**
- The library staff can assist you with using the computer software, Google Classroom, Office 365, BYOD, printing and ideas for presentations.
- Computers may be used before school and during breaks for either schoolwork or playing games. Priority will be given to students doing schoolwork.
- Volume levels on computers must always be kept to mute or low levels.
- Only one person per computer and no spectators during breaks.

### LIBRARY CLUBS

- Students can join any of the clubs which run in the library during break times.
- Regular clubs are Chess Club, Lego Masters, Anime Club, and Makerspace Club.





## Senior Learning Area (SLA)

The Senior Learning Area (SLA) has been established to provide additional targeted support to senior students as they progress to the Higher School Certificate. This area is provided within the library under the leadership of a mentor teacher and is designed to provide appropriate support for students as they progress throughout their senior schooling.



The Senior Learning Area is a safe and nurturing space; a supportive environment that allows access to resources and assists students in their learning. Students have the opportunity to engage in independent study to complete tasks, as well as the chance to work with the peers and become involved in collaborative learning activities.

The SLA is well resourced and contains a vast collection of HSC material, past papers and study guides. Additionally, the space has a number of Chromebooks for students to access the platforms of Atomi and Edrolo which give students revision opportunities by watching overview videos and engaging in online retrieval practice.

The Senior Learning Area teacher collaborates with each student to create a Personalised Learning Action Plan that helps to identify areas of support needed for each student and provides an opportunity to engage with post school pathways.





## Technology at HRHS

At Hunter River High School, we value the learning experiences and opportunities that technology can provide. The promotion of all forms of learning is core to our educational philosophy. We have a comprehensive range of technology facilities and resources for students and staff. We are at the forefront of modern technology with numerous well-equipped computer laboratories, interactive multi learning displays, and are well resourced to support a variety of curriculum areas.

Our well-resourced library has modern presentation facilities, computer learning spaces and a Senior Learning Area, with access to both Chromebooks and desktops for student use. Staff and students have access to a makerspace area, where they can create, invent, explore, and think critically with STEM based activities and challenges. There is a 3D printer, Arduino kits, raspberry PI's, robots, and Virtual Reality (VR) headsets.



Chromebooks and iPads are provided for student use in all faculties. Additionally, each teaching staff member has been provided a laptop to deliver future focused learning. Students are welcome to bring their own device to school to support their learning.

Hunter River High School has a Technology Support Officer (TSO) on site Monday-Friday to support both staff and students with technology needs.

### **CANVAS**

Canvas is a cloud-based Learning Management System (LMS). It is used by teachers to deliver content, set class activities, and connect with students in a digital learning environment. Students will be able to access assessment schedules, assessment tasks, lesson resources and teacher feedback to enhance their learning and stay up to date with work that might have been missed due to absences.

### **MICROSOFT 365**

All NSW Department of Education Students have access to the free installation of Microsoft Office 365. This includes the full Office Software on 5 laptops or desktops, and 5 mobile devices, such as phones and tablets across all platforms. Students will receive more information on installing these programs upon enrolment.

### **GOOGLE WORKSPACE**

Google Workspace is a collection of cloud computing, productivity and collaboration tools, software and products. All students have access to Google drive as a cloud-based storage system as well as applications including Google Classroom, Docs, Sheets, Slides, Forms, Sites, Blogger, Chat, Meet, Jamboard and Currents. Students will be using a variety of these tools as part of their learning to complete in class activities and assessment tasks.

### **ADOBE RESOURCES**

Access to Adobe Creative Cloud tools is now available to students through their student portal. It is a collection of web-based tools used by teachers including Photoshop, In Design, Illustrator, Acrobat, XD, Rush, Premiere Pro, Express and Character Animator.

### **SENTRAL PARENT PORTAL**

Parents can track their child's attendance, commendations, message teachers, view newsletters, timetables, daily notices, parent teacher interview bookings and download reports. Students have their own Student Portal where they can view their timetable, commendations, and daily notices. Sentral can be accessed via the website [sentral.com.au/parents](http://sentral.com.au/parents) or the App.



# Extra Curricula Activities

## CATTLE TEAM

The cattle team is open to all students interested in learning more about the agricultural sector. Running in most breaks Mr Abercrombie gives students an understanding on handling, feeding and breaking in cattle. Additionally, those interested in show preparation and judging are taught all the skills needed before experiencing these skills in a number of local shows.



## MOCK TRIAL/MEDIATION

Students interested in pursuing law (or those who just are interested in the process) can participate in the Mock Trial and Mediation programs. Students in Years 9 and 10 learn the ropes with Mediation and then step up to the full trial process in Year 11. Hunter River High School is one of only two government, non-selective high schools in the Hunter region to offer this to students and the program gives a great insight into the legal profession and builds the confidence of all students involved.



## STEP UP

Students within the RISE faculty are engaged in the Step Up program. The aim of this program is to help build the entrepreneurial and employability skills of students as they make, design and sell a range of different products to both people within the school and the wider local community. The expertise in project development and numeracy are all developed to enhance the real-world skills of students involved.



## DEBATING

Annually students interested in public speaking are able to participate in the regional debating competition. Each year Hunter River has a range of teams representing our school from juniors to seniors, well supported by our debating teachers. This opportunity helps to develop the confidence of participants who are encouraged to form opinions and articulate their understanding under pressure, building great skills in all students involved





## CAPA AND SHOWCASE CONCERTS

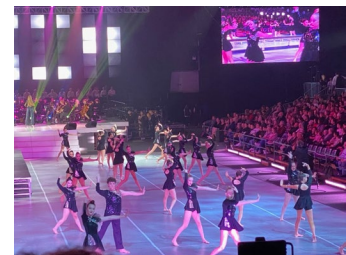
Each term the CAPA faculty offer students the opportunity to gain real performance experience through participation in CAPA concerts. Students and parents are invited and the students are able to showcase the skills they have developed over the term.

Additionally, the annual Showcase Concert is a fantastic opportunity for students to demonstrate their performance capabilities. Offering items covering the gamut of creative arts including dance, musical performances, drama and visual arts in the range of mediums including photography. This concert enables students to develop their performance skills and demonstrate their skill set within creative arts. Throughout the year students are also given the opportunity to develop their visual art capabilities, students are invited to participate in “Art Club” which runs in the art rooms during lunch time, providing additional support and outlets for students who wish to express their artistic talents.



## STAR STRUCK

Hunter River High is fortunate to have one of Star Struck’s Creative Directors on staff, who can support and develop the capabilities of students interested in dance. Each year, students are encouraged to participate in this amazing regional event and undertake an annual camp before the performance to give them the best possible skill development before dancing on the main stage. A range of students have been encouraged to participate and annually we have students involved from solo singers, backing vocalists to those in the signing choir, members of the rock band or our dance ensembles.



## WRITE A BOOK IN A DAY

Students are able to participate in the ‘Write a Book in a Day’ competition during Term 3. This program is open to students from our feeder primary schools in addition to our high school students and enables great collaboration. Write a Book in a Day is a fun, creative and collaborative competition for students where they create digital editions of completed stories that are then made available online and shared in hospitals across Australia.







# Student Awards

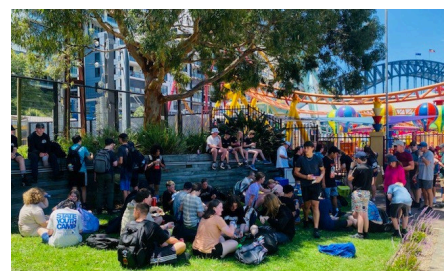
Students learn best when they are happy and feel that their needs are being met. We all feel the need for recognition. When students successfully attempt learning new skills or knowledge, teachers will recognise their quality work with the award of a *Commendation* on Sentral. Areas of recognition are; attendance, behaviour, effort, initiative, participation, leadership, and school service.

- A **Bronze Award** will be presented at a Year Meeting when or after a total of 15 Commendations have been gained.
- A **Silver Award and a Silver Privilege Card** will be presented at a Year Meeting after a total of 30 Commendations have been gained. A Silver Privilege Card allows students to access the canteen and their bus from the front of the line.  
*Bronze and Silver Award recipients* will also receive a canteen voucher.
- A **Gold Award** will be presented after a total of 60 Commendations have been gained. They will be presented at the annual School Presentation Day.

Weekly awards are also handed out to students each Friday. These are the 'Student of the Week', 'SRC (Student Representative Council) and JAECC (Junior Aboriginal Education Consultative Group) Awards'.

## REWARD EXCURSION

There is a reward excursion at the end of Term 4 for those students in years 7, 8, 9 and 10 who maintain excellent standards of behaviour and attendance throughout the year.





# Classroom Procedures and Routines

## CLASSROOM PROCEDURES & ROUTINES



### TEACHER CLASSROOM PROCEDURES AND ROUTINES

#### BEGINNING OF LESSON

- Teacher arrives to class on time
- Technology and classroom ready to go (where possible)
- Students greeted at door and enter at the direction of the teacher (there may be a seating plan)
- Teacher waits for silence before instruction begins
- Teacher facilitates the loan of equipment
- Roll to be marked within the first 15 minutes
- Teacher recaps prior lesson
- Learning intention and success criteria are unpacked explicitly

#### MIDDLE OF LESSON

- Teachers model PBL values and acknowledge desired behaviours through our awards and rewards processes
- Issue 'Out of Class' pass if student needs to leave the room. Only one student to leave at a time
- Student late to class – allow the student to enter, regardless of having a note. Welcoming gesture, lesson continues. Have a conversation at the end of the lesson or break.

#### END OF LESSON

- Near end of lesson – learning intention and success criteria reviewed again.
- Students to self-assess their progress against the success criteria
- End of lesson - adequate time for pack up, count equipment back in, students stay seated and tidy their space
- Students follow exit routine as per classroom procedures
- Teacher asks (applicable) students to stay back for a restorative conversation

### STUDENT CLASSROOM PROCEDURES AND ROUTINES

#### BEGINNING OF LESSON

- Students arrives to class on time
- Classroom entry: two lines at the classroom door
- Bags off and away per classroom procedures, hats off, equipment out
- Students wait quietly for instruction to begin
- Students engage in retrieval practice to demonstrate knowledge acquisition
- Students engages with the learning intention and success criteria

#### MIDDLE OF LESSON

- Students engage in strategies to demonstrate understanding of learning
- Students seek support and ask clarifying questions
- Students demonstrate desired behaviours
- Students access 'Out of Class' pass (if needed) at appropriate times in the lesson
- Students late to class enter and participate in lesson appropriately

#### END OF LESSON

- Students self-assess progress against success criteria
- Students pack up equipment on instruction from teacher
- Students stand behind chairs and tidy their space
- Students follow the exit routine as per teacher instructions
- As requested, students remain behind and meaningfully engage in restorative conversation, to reflect, resolve and restart



# Attendance

## FREQUENTLY ASKED QUESTIONS

### **WHAT ARE SOME REASONS MY CHILD CAN BE AWAY FROM SCHOOL FOR?**

- On occasion, your child may need to be absent from school. Justified reasons may include:
- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

### **WHAT DO I DO IF MY CHILD IS SICK?**

If your child is sick and is unable to attend school, you will receive an SMS text message on the day of their absence. You are required to respond to the SMS or phone with your child's name and a valid reason.

### **HOW DO I LET THE SCHOOL KNOW ABOUT MY CHILD'S REASON FOR ABSENCE?**

On the day of your child's absence, you will receive an SMS text message. You are required to respond to the SMS with your child's name and a valid reason for their absence.

### **WHAT HAPPENS IF I DON'T PROVIDE A REASON FOR MY CHILD'S ABSENCE?**

It is important that you respond to any SMS or email you receive from HRHS in relation to your child's attendance. If you fail to respond within three (3) school days, the school may contact you via phone to discuss the absence.

### **CAN THE SCHOOL REFUSE TO ACCEPT MY THE REASON I PROVIDE FOR MY CHILD'S ABSENCE?**

YES! The principal may decline to accept an explanation that you have provided if they do not believe it is in the best interest of your child. In these circumstances, your child's absence will be recorded as unjustified.

### **WHAT HAPPENS IF MY CHILD IS FREQUENTLY AWAY DUE TO ILLNESS?**

Principals may request medical certificates or other documentation when frequent or long-term absences are explained due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child.

### **WHAT DO I DO IF MY CHILD IS REFUSING SCHOOL?**

You should contact the Head Teacher Administration or relevant Deputy Principal as soon as possible to discuss the issue and ask for help. You can respond to the absentee SMS messages, informing them of your child's school refusal. Strategies to improve school attendance may include a referral to the school's learning support team or linking your child with appropriate support networks. The school may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

### **WHAT MIGHT HAPPEN IF MY CHILD CONTINUES TO HAVE UNACCEPTABLE ABSENCES?**

Firstly, your child will be significantly harming their learning and future opportunities due to missed learning opportunities. Secondly, it is important to understand that the Department of Education may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- Compulsory Schooling Conferences
- Application to the Children's Court – Compulsory Schooling Order
- Prosecution in the Local Court.



### WHAT DO I DO IF MY FAMILY IS GOING ON A HOLIDAY AND MY CHILD WILL BE ABSENT FROM SCHOOL?

Families are encouraged to travel during the school holidays. If travel during the school term is necessary, discuss with the school principal. An [Application for Extended Leave](#) form will need to be completed and sent to the principal.

### WHAT AGE CAN MY CHILD LEAVE SCHOOL?

All NSW students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to complete their schooling.

### WHAT TIME DOES SCHOOL START AND FINISH EACH DAY?

Monday – Thursday: 9AM – 3:20PM

Friday: 9AM – 1:50PM

Students who stay at school on Friday until 3:20PM will be supervised during break 2 and period 5.

### WHAT DO I DO IF MY CHILD NEEDS TO LEAVE SCHOOL EARLY?

If you intend for your child to leave earlier than the designated school finish time on any day, they are required to provide a note signed by a parent/carer including their name, year group, time, compelling reason and/or evidence of an appointment.

### WHO DOES MY CHILD GIVE THE EARLY LEAVERS NOTE?

An early leavers note is to be placed in the early leavers box before 9AM. The early leavers box is in the attendance staffroom.

### CAN I CALL THE SCHOOL TO INFORM THEM THAT MY CHILD NEEDS TO LEAVE EARLY AFTER 9AM?

Last minute phone calls will not be accepted as approved leave, except for exceptional circumstances. Repeated early leave requests will be followed up as a school attendance issue.

### WHAT DO I DO IF MY CHILD ARRIVES AT SCHOOL AFTER 9AM?

All students who arrive to school late must sign in via the attendance office. Once they have signed in, they can attend their classes.

### WHAT DO I DO IF MY CHILD IS CONSTANTLY ARRIVING LATE TO SCHOOL?

It is important that you seek assistance from the school if your child is neglecting their education by not arriving to school on time.

The school will implement strategies to support the attendance, learning and wellbeing of the student

## Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just... they miss weeks per year and years over their school life

1 day per fortnight = 4 weeks = Over 1 year missed

1 day per week = 8 weeks = Over 2.5 years missed



## Opal Cards

- School bus travel is now coordinated by Transport NSW via the OPAL Card system.
- To apply for an OPAL Card, parents must complete an online application.
- Please visit [transportnsw.info/school-students](https://transportnsw.info/school-students) to apply.
- Application will then be forwarded electronically to the school for approval.
- Once approved, the student's OPAL Card will be sent to the address provided on the application.
- Students must always carry their OPAL Card on them whilst travelling on Transport NSW school buses.
- Students MUST tap on when entering their bus and tap off when alighting, if not an error notification will occur disabling further use of their card. If this happens you will need to contact "Transport NSW" directly as the school is not able to reactivate OPAL Cards.



### **BUS TRAVEL**

The NSW Department of Transport organises bus travel. School students participating in the NSW School Student Transport Scheme (SSTS) who travel on buses can, like all bus passengers, be penalised for misbehaviour as provided for in the Passenger Transport Act 1990. To make clear to students the standards of behaviour expected of them when travelling on buses, the NSW Department of Transport has developed, in consultation with bus operators, school organisations and parent groups, a Code of Conduct. The Student Codes of Conduct when travelling can be viewed via this link: <https://apps.transport.nsw.gov.au/ssts/studentCodesOfConduct>



# School Contribution

We have been careful to keep school fees unchanged over the last few years. **School subject fees** are mandatory. Regular payments can be arranged if that is more suitable for families.

**Subject Materials Contribution** is the fee charged in Key Learning Areas, such as Technological and Applied Studies, to cover costs of some of the materials used. In some cases, where subject contributions have not been paid, students may develop their skills constructing items which then become the property of the school.

Subject Contributions are set annually and are well publicised before students choose a subject. Should parents have difficulty making these payments for subject materials, they should contact the Principal for student assistance.

*Please note:* Fees are subject to change without notification. This is a guide only.

**Remember:** Subject Contributions can be paid in instalments for your convenience.

**EFTPOS is available (no cash out)**

**Online Payments** can be made via the school website. This is a secure website.

**How:** Log onto our School website at [hunterriv-h.schools.nsw.gov.au](http://hunterriv-h.schools.nsw.gov.au). Click on 'Make a Payment' and follow the prompts to make a payment via Visa or MasterCard. It is one payment per student and when making your payment please note the name of the excursion or elective in Payment Description.

## STUDENT ASSISTANCE SCHEME

There are various forms of financial support available to eligible students and families. For more information you should contact the HT Wellbeing or the Principal. Forms are available at Admin 1 or from the Head Teacher Wellbeing.

## EQUIPMENT LIST

To follow is a list of requirements for all students. These items can be purchased from local retail outlets.

### ALL SUBJECTS

- 2 blue pen
- 2 black pen
- 2 red pen
- 2 HB pencils
- 1 8GB memory stick
- 1 eraser
- 1 ruler
- 1 glue stick
- 1 pencil sharpener
- 1 scissors

The preferred calculator is available to purchase for \$27 from Admin 1 to ensure all students have the correct calculator.

YEAR 7 STUDENTS	
ENGLISH	2 x A4 books
MATHEMATICS	1 x A4 books 1 Scientific Calculator (Available from Admin 1 \$20)
TECHNOLOGY	1 x A4 display folder 1 x A4 book
SCIENCE	1 x A4 book
HISTORY	1 x A4 book 1 x A4 scrapbook
LANGUAGE	1 x A4 book
MUSIC	1 x A4 book
PD/H/PE	1 x A4 book



# Subject Contributions

## YEAR 7

SUBJECT	AMOUNT
LOTE - Language	\$5.00
Music (Mandatory)	\$5.00
Technology (Mandatory)	\$40.00

## YEAR 9

SUBJECT	AMOUNT
Aboriginal Studies	\$10.00
Agriculture	\$10.00
Café / Food Technology	\$50.00
Child Studies	\$10.00
Dance	\$10.00
Design & Technology	\$40.00
Food Technology	\$50.00
Graphics Technology	\$20.00
Industrial Technology - Building & Construction	\$50.00
Industrial Technology - Electronics	\$50.00
Industrial Technology - Metal	\$50.00
Industrial Technology - Timber	\$50.00
Information & Software Technology	\$10.00
International Studies	\$10.00
iSTEM	\$15.00
Marine & Aquaculture Technology	\$10.00
Music	\$20.00
Photography, Video & Digital Imaging	\$25.00
Visual Art	\$25.00
Visual Design	\$25.00

## YEAR 8

SUBJECT	AMOUNT
Introduction to Aboriginal Culture	\$10.00
Introduction to Agriculture & Primary Industries	\$5.00
Introduction to Dance	NIL
Introduction to Food Technology & Hospitality	\$20.00
Introduction to Industrial Technology	\$15.00
Introduction to iSTEM	NIL
Introduction to Music	NIL
Introduction to Photography, Video & Digital Imaging	\$10.00
Introduction to Physical Activity & Sports Studies	NIL
Introduction to Textiles and Design	\$10.00
Technology (Mandatory)	\$40.00
Introduction to Visual Arts & Visual Design	\$10.00
Materials Technology (Elective)	\$20.00
Visual Arts (Mandatory)	\$5.00

## YEAR 10

SUBJECT	AMOUNT
Agriculture Technology	\$10.00
Industrial Technology - Building & Construction	\$50.00
Child Studies	\$10.00
Dance	\$10.00
Digital Photography and Media	\$25.00
Food Technology	\$50.00
Industrial Technology - Electronics	\$50.00
Industrial Technology - Metal	\$50.00
Industrial Technology - Timber	\$50.00
International Studies	\$10.00
iSTEM	NIL
Marine & Aquaculture Technology	\$10.00
Music	\$20.00
Textiles, Fashion & Design	\$20.00
Visual Arts	\$25.00
Visual Design	\$25.00



## YEAR 11

SUBJECT	AMOUNT
Aboriginal Studies	\$5.00
Business Studies	\$5.00
Community and Family Studies	\$10.00
Dance	\$10.00
Design and Technology	\$25.00
Exploring Early Childhood	\$20.00
Industrial Technology - Timber	\$50.00
Industrial Technology - Metal	\$50.00
Marine Studies	\$10.00
Music 1	\$20.00
PDHPE	\$0.00
Photography, Video, and Digital Imaging	\$15.00
SLR	\$10.00
VET - Construction	\$40.00
VET - Hospitality	\$70.00
VET - Metal, Manufacturing & Engineering	\$55.00
VET - Music Industry	\$30.00
VET - Primary Industries	\$10.00
VET - Retail Services	\$10.00
Visual Arts	\$40.00
Visual Design	\$40.00

## EXTRAS

TAS Apron	\$7.00
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Calculator	\$27.00
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Please note: Fees are subject to change without notification. This is a guide only.

**Courses may vary each year depending on student subject choices.**

## YEAR 12

SUBJECT	AMOUNT
Aboriginal Studies	\$5.00
Ancient History	\$5.00
Business Studies	\$5.00
Community and Family Studies	\$10.00
Dance	\$10.00
Design and Technology	\$25.00
Exploring Early Childhood	\$20.00
Industrial Technology - Timber	\$50.00
Industrial Technology - Metal	\$50.00
Marine Studies	\$10.00
Modern History	\$5.00
Music 1	\$20.00
PDHPE	\$0.00
Photography, Video, and Digital Imaging	\$15.00
VET - Primary Industries	\$10.00
SLR	\$10.00
VET - Construction	\$40.00
VET - Hospitality	\$70.00
VET - Manufacturing & Engineering	\$55.00
VET - Music Industry	\$30.00
VET - Retail Services	\$10.00
Visual Arts	\$40.00
Visual Design	\$40.00





## Partners in Learning

### **COMMUNICATION WITH PARENTS: REPORTS & PARENT/TEACHER EVENINGS**

At the beginning of the year students and parents of new students including Year 7, will be invited to an informal afternoon/evening to meet teachers and ask any questions related to high school. Parent/teacher meetings are held in Term 1 and 3 and reports are distributed in Term 2 and 4.

### **PARENTS & CITIZENS ASSOCIATION**

Participating in P&C meetings is just one way of keeping abreast of on-going changes in schools and education. Our meetings are held every 4<sup>th</sup> Tuesday of the month (during school terms) online via Teams at 7PM.

A Parents and Citizens' Association (P&C) is a group of community minded people, parents and citizens, who take on a more formal role to assist the school in providing:

- feedback on school policies and activities
- additional resources to be used to enhance student learning
- parents with opportunities to be involved in their child's education

The Principal also provides an update about our school. It is a great opportunity to discuss any of your concerns or ideas with the Principal, teachers and an interested group of parents.

We welcome all parents and friends to participate in school activities and meetings, and to keep informed of events and happenings in the school. Hope to see you soon at a function or meeting!

### **STUDENT REPRESENTATIVE COUNCIL (SRC)**

Hunter River High School is fortunate to have a very active Student Representative Council (SRC) made up of student representatives from Years 7 - 12. SRC is more than just students "having a say" and "being heard", teachers and students working together taking shared action in all areas of school life. SRC provides authentic student leadership opportunities to work as a team, build positive relationships, contribute to the school community, use their voice responsibly, value the perspectives and opinions of others and participate in decision making. This year, the SRC will be dedicated to specific needs and interests including Education, Wellbeing and Sport. The SRC reports to the students, staff and community.

The School Captains act as chairpersons for the SRC and assist in running whole school assemblies and functions. SRC work democratically to represent the student body in school decision-making and organise ways for students to actively participate in all areas of school life. All students are welcome to join and be a part of the SRC team.





# Emergency Procedures

## EVACUATION

**Three high pitched beeps** - “**This is an evacuation: Please make your way to the field**”, is the signal for an emergency evacuation.

- When the signal sounds, students must cease work and prepare to evacuate with their teacher.
- Students should pack personal belongings, where practical, and bring them to the evacuation point on the basketball courts.
- Students are to walk quickly with their teacher via the correct route and keep calm.
- Students are to assemble in roll group lines with Year 7’s and 8’s at the front and Year 11 and 12 closest to the F Block end of the courts. All support classes are to assemble at the F Block end to the courts.
- Rolls will be marked. You are to remain in your roll group until the emergency is over.

## LOCKDOWN

**Three low pitched beeps** - “**Please remain indoors**”, is the signal for a lockdown.

If you are **INDOORS**:

- You are to remain in the room until the nature of the danger has been determined.
- Students are to sit on the floor away from windows and doors and remain quiet.
- The ‘all clear’ will be given by three normal school bells as per those used for quad assemblies.
- Parents will be notified via Police if the lockdown extends past normal school hours.

If you are **OUTDOORS**:

- All students are to move to classrooms and/or available spaces immediately with teaching staff.
- Students in the QUAD are to move to the library with your bag.
- Students on the BACK FIELD are to go to Trade School.
- Students in the COLA are to go to G4 or G5.
- Students in the GRASSED AREA are to go to the Hall.
- Students between G and H Block are to go to the Staff Common Room.
- Students in the bus bay (morning arrival) will be directed by the teacher on duty to remain where they are and await arrival of emergency services and will remain on buses where possible.
- Cease of threat will be indicated by three normal school assembly bells.
- After the danger has concluded, staff will mark the roll then all to proceed to the Quad or roll call rooms as directed.
- A school assembly will be held if deemed necessary.



## Other Information

### PERSONAL DEVICES

Every student will be assigned a personal Yondr Pouch. Whilst the Yondr Pouch is school property, it is each student's responsibility to bring their Yondr pouch with them to school every day. Parents/carers will be billed for the cost of replacing a Yondr pouch that has been wilfully damaged, tampered with or lost. Mobile phones and headphones are to be locked in the YONDR pouch as students enter the school.

### CLINIC

If a student is involved in an accident whilst at school, he or she should make sure that the closest teacher is told and staff in Admin 1 are advised. An ambulance will be called if required. If an ambulance is called due to an injury at school, excursion or sporting event, this is at no cost to you. If a student becomes ill whilst at school, he/she should go to the Admin 1 Office cashiers window, with a note from their teacher. A clinic is available for **short** periods. Where a student is unable to return to class, parents/carers will receive a text message or phone call notifying them that their child is unwell, and arrangements need to be made to collect them from school. There is no medication, e.g Panadol available at school. If your child is required to take medication during the day, the student should inform staff in Admin 1.

**Parents are asked not to send students to school if they are sick before they leave home in the morning.**

### CHANGE OF CONTACT DETAILS

It is extremely important that any changes to contact details, including mobile phone numbers, work, home numbers, emails and emergency contact details are given to the Admin 1 Office as soon as possible. These can be emailed to the school at [hunterriv-h.school@det.nsw.edu.au](mailto:hunterriv-h.school@det.nsw.edu.au)

### SUPERVISION OF STUDENTS

The Department of Education requires school principals to periodically advise parents of the arrangements made for the supervision of pupils at school during non-teaching time.

#### **The following operates at Hunter River High School:**

**Before school:** Students are expected to arrive no earlier than 8.30am and occupy themselves quietly until the first bell at 9.00am. Supervision is provided by a limited number of teachers after 8.30am. Students need to move into the main school area and not wait in the bus bay area or leave school once they have arrived.



**At break 1 and 2:** A full playground supervision roster is in operation. Toilets are supervised constantly by a teacher during breaks.

**After school:** School concludes at 3:20pm Monday to Thursday and 1:50pm Friday. Students who stay at school on Friday until 3:20pm will be supervised. Boarding of buses is supervised by Executive Staff Members.



## HOW TO ORDER YOUR LUNCH

To order your lunch for Break 1 or Break 2, go to the Canteen **before 9am:**

- Collect a lunch bag at the canteen counter, fill out with name, year and order.
- Hand the bag and your money to the canteen assistant.
- At break go to the lunch order collection table to receive your lunch.

## ORDER THROUGH THE FLEXISCHOOLS APP

- Download the App and register to create an account.
- Breakfast orders close at 8am. Break 1 and 2 orders close at 9am.



## INFORMATION YOU NEED TO KNOW ABOUT THE CANTEEN:

- We open for breakfast every morning at 8.30am. Recess and lunch times are as per the student timetable.
- Join the canteen line, make your selections and pay at the end.
- School bags are not allowed to be carried through the line and are to be placed in the marked circle area.
- The menu is published in the school newsletter, Facebook and on noticeboards in the canteen.
- We advise that prices will vary subject to market costs.
- All items in the menu comply with the Government's Healthy Food Strategy.
- Pay by cash or EFTPOS. Students are not to use their mobile phone to pay at the canteen.



## Common Questions

### What Do I Do If.....?

<p>I am late to school (You must have a good reason for being late)</p>	<ul style="list-style-type: none"> <li>• If you arrive <b>during</b> Roll Call - go straight to the Attendance room in G Block to get a late note. Then go to late roll call.</li> <li>• If you arrive <b>after</b> Roll Call - go straight to Admin 1 - advise administration staff, you are late and be signed in. You will be given a late note for class which will require a parent/guardian/carer signature and returned to roll call the following day. Parents/guardians/carers can also call the school or respond to the text message received.</li> </ul>
<p>I feel sick at school</p>	<ul style="list-style-type: none"> <li>• Obtain a note from your teacher to leave class.</li> <li>• Report to the 'Cash Office' window at Admin 1.</li> <li>• You will be registered into clinic and given First Aid if needed.</li> <li>• If you are too sick to return to class, your parent/guardian/carer will be contacted to take you home.</li> </ul>
<p>I lost my timetable</p>	<ul style="list-style-type: none"> <li>• Login to Sentral Portal</li> <li>• See your Year Advisor for a copy.</li> <li>• Write the timetable in your diary, Maths, English or Science book.</li> <li>• Go to the office for a copy.</li> </ul>
<p>I get lost</p>	<ul style="list-style-type: none"> <li>• Ask any teacher to help you.</li> <li>• Ask your friends before you leave the room.</li> <li>• Look at the maps on Admin 1 windows.</li> <li>• Go to Admin 1 and ask for help from the Administration team.</li> </ul>
<p>I need to leave the school grounds</p>	<ul style="list-style-type: none"> <li>• Bring a note from your parent/guardian/carer before 9am to Admin 1 and place in the 'early leavers' box. An 'Early Leavers Pass' must be collected by students from Admin 1 at break 1.</li> <li>• The 'Early Leavers Pass' must be carried by students and is needed to exit the classroom and the gate.</li> </ul>
<p>I lost something at school</p>	<ul style="list-style-type: none"> <li>• Check to see if it was handed in at the Admin 1.</li> <li>• If something valuable is lost or stolen tell the Deputy Principal in charge of your year group.</li> <li>• Do not bring valuables or large sums of money to school - you must be responsible for your own belongings.</li> </ul>



I am not in correct uniform	<ul style="list-style-type: none"> <li>• Bring a note from home to explain the situation.</li> <li>• Take your note to G4 to receive an Out of Uniform Pass.</li> <li>• Ensure you are in correct uniform the next day.</li> </ul>
I have someone being nasty to me	<ul style="list-style-type: none"> <li>• This is not okay. You have a right to feel safe and happy whilst at school.</li> <li>• Talk to your Year Advisor or one of your teachers.</li> <li>• If it continues report to your Year Advisor or Head Teacher Wellbeing.</li> </ul>
I am late for class	<ul style="list-style-type: none"> <li>• If you are delayed in a previous class by a teacher, ask for a note with a reason for your lateness.</li> <li>• Give the note to your next teacher as soon as you get there.</li> <li>• Unacceptable lateness may result in disciplinary action.</li> </ul>
I want to go to the toilet during class	<ul style="list-style-type: none"> <li>• Put up your hand and ask your teacher.</li> <li>• Your teacher will allow you to go if it is an emergency.</li> <li>• A 'toilet pass' will be issued.</li> <li>• Report to the Library for access.</li> <li>• An SLSO will log your arrival and when you return to class.</li> <li>• Plan to visit the toilet during breaks.</li> </ul>
I forgot my lunch	<ul style="list-style-type: none"> <li>• See the Head Teacher Wellbeing</li> </ul>
I cannot do sport/PE due to injury or illness	<ul style="list-style-type: none"> <li>• Provide your sport/PE teacher with a signed note from your parent/guardian/carer or doctor.</li> </ul>

**NOTE:** STUDENTS WHO ARE REGULARLY LATE WITHOUT A GOOD REASON WILL BE INTERVIEWED BY THE HEAD TEACHER ADMINISTRATION OR YEAR ADVISOR.



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