General Information Guide

2014
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<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>2014 Term Dates</td>
<td>3</td>
</tr>
<tr>
<td>2014 Personnel Directory</td>
<td>4</td>
</tr>
<tr>
<td>Playground Areas</td>
<td>5</td>
</tr>
<tr>
<td>School Blocks</td>
<td>6-7</td>
</tr>
<tr>
<td>Code of Behaviour</td>
<td>8</td>
</tr>
<tr>
<td>Anti-Bullying Plan</td>
<td>9</td>
</tr>
<tr>
<td>Student Recognition System</td>
<td>10-11</td>
</tr>
<tr>
<td>Role of the Student Leadership Group</td>
<td>12</td>
</tr>
<tr>
<td>Role of the Student Representative Council</td>
<td>12</td>
</tr>
<tr>
<td>Role of the Counsellor</td>
<td>13</td>
</tr>
<tr>
<td>Role of the Year Adviser</td>
<td>13</td>
</tr>
<tr>
<td>Role of the Head Teacher Student Welfare</td>
<td>13</td>
</tr>
<tr>
<td>Purpose of the School Diary</td>
<td>14</td>
</tr>
<tr>
<td>Homework Policy</td>
<td>15</td>
</tr>
<tr>
<td>Equipment Requirements – Years 7 and 8</td>
<td>16</td>
</tr>
<tr>
<td>Equipment Requirements – Years 9 and 10</td>
<td>17</td>
</tr>
<tr>
<td>Equipment Requirements – Years 11 and 12</td>
<td>18</td>
</tr>
<tr>
<td>General Procedures</td>
<td>19-22</td>
</tr>
<tr>
<td>Emergency Evacuation Map</td>
<td>23</td>
</tr>
<tr>
<td>Emergency Evacuation Procedures</td>
<td>24</td>
</tr>
<tr>
<td>Lock Down – Lock Up Procedures for Students</td>
<td>25</td>
</tr>
<tr>
<td>Attendance</td>
<td>25</td>
</tr>
<tr>
<td>2014 Bell Times</td>
<td>26</td>
</tr>
<tr>
<td>Sport Organisation</td>
<td>27-28</td>
</tr>
<tr>
<td>Subsidised Bus/Train Travel Passes</td>
<td>29-30</td>
</tr>
<tr>
<td>Canteen Price List</td>
<td>31</td>
</tr>
<tr>
<td>Parent Assistance</td>
<td>32</td>
</tr>
<tr>
<td>School Contributions</td>
<td>33-38</td>
</tr>
<tr>
<td>School Uniform</td>
<td>39-40</td>
</tr>
<tr>
<td>School Uniform Code</td>
<td>41</td>
</tr>
<tr>
<td>Acceptable and Unacceptable Shoes</td>
<td>42</td>
</tr>
</tbody>
</table>
INTRODUCTION

Picnic Point High School was established in 1962 and has an excellent reputation for providing quality education within a caring and well disciplined environment. The school strives to create a dynamic learning environment that encourages all students to achieve their personal best and become responsible, informed citizens.

The wide range of students’ sporting achievements contributes to the strong reputation of the school. Picnic Point High School students and sporting teams perform with distinction in Bankstown Zone, Sydney South West Region and at NSW Combined High Schools. The school also offers a Talented Sports Program for both boys and girls in the sports of Water Polo, Cricket, Basketball and Touch Football.

There has also been a long standing Performing Arts tradition and extra-curricular Dance and Drama continue to be both very popular and successful programs at Picnic Point High School. Performing Arts events also highlight the talents of our students in VET Entertainment classes that run the technical aspects of the shows.

The growth in the school population has enabled us to offer a very comprehensive and diverse curriculum (including three Vocational and Education and Training framework courses; Construction, Entertainment and Hospitality in Years 11 and 12) while still maintaining a strong, nurturing student welfare program focused on close contact with students and their parents.

The school has recently upgraded its facilities and this includes:

- connected classrooms technology enabling video conferencing;
- a new international sized sporting gymnasium;
- a new weights and fitness room;
- a new drama and dance room;
- 6 new modernised Science laboratories;
- a refurbished Science staff room;
- a newly purchased 25 seater school bus;
- a new technology learning space in the mezzanine level in the library; and
- interactive whiteboards in 17 classrooms.

The Parents and Citizens Association support the school in partnership with teachers to collaboratively influence the future directions of the school. The School Council monitors and ratifies financial budgets and reports, helps develop broad policies in relation to education and student welfare and ensures that school facilities meet the needs of the school community.

2014 TERM DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>First day</th>
<th>Last day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuesday, 28 January</td>
<td>Friday, 11 April</td>
</tr>
<tr>
<td></td>
<td>Wednesday, 29 January</td>
<td>Year 7, 11, 12</td>
</tr>
<tr>
<td></td>
<td>Thursday, 30 January</td>
<td>Whole school</td>
</tr>
<tr>
<td>Term 2</td>
<td>First day</td>
<td>Last day</td>
</tr>
<tr>
<td></td>
<td>Monday, 28 April</td>
<td>Friday, 27 June</td>
</tr>
<tr>
<td>Term 3</td>
<td>First day</td>
<td>Last day</td>
</tr>
<tr>
<td></td>
<td>Monday, 14 July</td>
<td>Friday, 19 September</td>
</tr>
<tr>
<td></td>
<td>Tuesday, 15 July</td>
<td>Whole school</td>
</tr>
<tr>
<td>Term 4</td>
<td>First day</td>
<td>Last day (students)</td>
</tr>
<tr>
<td></td>
<td>Tuesday, 7 October</td>
<td>Wednesday, 17 December</td>
</tr>
<tr>
<td></td>
<td>Last day (Staff)</td>
<td>Friday, 19 December</td>
</tr>
</tbody>
</table>
ENGLISH
Mrs Anne Minos (Head Teacher)
Ms Gabriella Hespe-Poulos
Mr Andrew Wright (Mon-Thurs)
Mrs Louise McGrath
Ms Nisrene Kourouche
Mrs Voula Kapaniris (Mon, Tues, Thurs))
Ms Susan Fenje (Wed, Fri)
Mrs Iman El Darwich (Tues-Fri)
Ms Tracey Macdonald

MATHMATICS
Mr Trieu Le (Head Teacher)
Ms Helen Cush (Mon, Thurs, Fri)
Mr Tony Giorgio
Mr Malcolm Ismail
Mrs Haido Seretis
Mrs Nancy Richards
Ms Edita Davila
Mr Khanh Pham (Tues, Wed)
Ms Kristy Chen

SCIENCE
Mrs Diana Brown (Head Teacher)
Ms Kirsty Elwitt (Year Adviser Year 10)
Ms Harsimran Kaur
Ms Natasha Talekai (Mon-Wed)
Ms Jessica Cook
Mr James McManus
Ms Lisa Ng
Mr Nizar Agzarian

HISTORY
Mr Phil Goman (Head Teacher)
Ms Erin Latty (Year Adviser Year 12)
Mrs Erin Mitchell (Mon – Wed)
Ms Katerina Karavias
Mr Thomas Bleyerveen (Year Adviser Year 7)
Ms Christina Kyriacou
Mr Ryan Mackinder (Thurs, Fri)

SOCIAL SCIENCE
Mr Anthony Ang (Head Teacher)
Mr Wahib Habak
Mr Roger Sparks
Mrs Kylie Belov (Mon, Tues)
Mr John Sassine
Ms Winnie Ngo

TECHNOLOGICAL & APPLIED STUDIES
Mr Paul Burgess (Head Teacher)
Mrs Cheryl Wardrop (Thur, Fri)
Ms Alison Buller
Mr Mark O’Mullane
Ms Lucy Angelone
Ms Alaina Marland (Mon, Tues, Wed)
Mr Gyanendra Dass
Mr Blake Colbert
Ms Gail Tobin (Mon-Wed)
Mrs Teresa Thompson (Mon, Tues, Wed)

CREATIVE AND PERFORMING ARTS
Ms Suzy Tarasenko (Head Teacher)
Mrs Cathy McManus
Ms Cecilia Camus
Ms Melissa Myles
Mrs Anna Peterson
Ms Justine Shlom
Ms Lisa Gourlay

LANGUAGE
Ms Vicki Stavros (Head Teacher Welfare)
Ms Kirsty Marquis (Supervisor Girls)
Mrs Stephanie Morris (Year Adviser Year9)

PHYSICAL EDUCATION
Mr Andrew Millican (Head Teacher)
Ms Linda Finn (Mon-Wed)
Mr Shaun Smith (Year Adviser Year 8)
Ms Carole Worthington
Ms Bre Wielstencroft
Mrs Lauren Robinson (Mon-Wed)

TEACHING & LEARNING
Mr David Rawlings (Head Teacher)

SPECIAL EDUCATION AND LEARNING SUPPORT
Mrs Deanna Todd-McInerney (Mon-Thurs)
Mr Tony Northall
Ms Monika Bray (Year Adviser Year 11)
Ms Michelle Harding (Mon, Tues, Thurs, Fri)
Ms Bianca Negroh

LIBRARIAN
Ms Marion Aranje (Mon, Tues, Thurs, Fri)
Ms Michelle Harding (Wed)

CAREERS ADVISOR
Mr Joel Eaton

COUNSELLORS
Ms Carmel Kean (Mon, Tues, Thurs)
Ms Audrey Hunt (Wed, Fri)

TECHNOLOGY SUPPORT OFFICER
Mr Chris King

STUDENT ADVISERS
Year 7  Mr Tom Bleyerveen
Assistant  Ms Christina Kyriacou
Year 8  Mr Shaun Smith
Assistant  Ms Lisa Gourlay
Year 9  Mrs Stephanie Morris
Assistant  Ms Nisrene Kourouche
Year 10 Ms Kirsty Elwitt
Assistant  Ms Lisa Ng
Year 11 Ms Monika Bray
Assistant  Ms Justine Shlom
Year 12 Ms Erin Latty
Assistant  Mrs Nancy Richards

SPORTS ORGANISERS
Mr Tony Northall
Ms Carole Worthington
Mr Shaun Smith (Talented Sports Coordinator)

STUDENT WELFARE
Ms Vicki Stavros (Head Teacher Welfare)
Mr Steve Schomberg (Deputy Principal)
Mrs Nicole Sherry (Deputy Principal)
Mrs CarmelKean/Ms Megan Turnbull (Counsellors)
Ms Kirsty Marquis – Girls Supervisor

GENERAL ASSISTANT
Mr Wayne Clay

ADMINISTRATION
RECEPTION
Mrs Julie Burke (Manager)
Mrs Elisa Varrica
Mrs Chris Millar (Mon, Tue, Wed, Fri)
Mrs Leanne Mackinder (Mon-Wed)
Ms Vikki Wells
Mrs Patricia Joseph (Tue-Thurs)
Ms Genevieve Rennie
Mrs. Susan Clayton (T. Aide) (Wed-Fri)
Mrs Kerry McGregor (T. Aide) (Mon-Tues)
Ms Vicky Pele (T. Aide)
Mrs Lynda Muldoon
Mrs Myra Bates
Mrs Lorraine Moore (Mon-Thurs)
Ms Deborah Spaul

STUDENT WELFARE
Mr Wolly Negroh

PARENTS AND CITIZENS ASSOCIATION
Mrs Christine Butters (President)
Mrs Kelly Macdonald (Vice President)
Mrs Adele Wardrop (Secretary)
Mrs Fiona Gray (Treasurer)

FINANCE COMMITTEE MEMBERS
Mr Wolly Negroh
Mrs Julie Burke
Mrs Anne Heeb
Mrs Maria Georgiou
Mrs Nicole Sherry

CANTINE MANAGEMENT
Ms Michelle Harding (Mon,Tues, Thurs, Fri)
Ms monika Bray

SCHOOL VICE CAPTAINS
Chloe Larcombe  Zac Hatzis

PREFECTS
2013/2014
Billy Allagiannis  Matthew Bennett
Marie Christofides  Juanita Halls
Jack Ismay  Ryan Mackey
Elie McWilliams  Emily Rotziokos

LIBRARIAN
Ms Marion Aranje (Mon, Tues, Thurs, Fri)
Ms Michelle Harding (Wed)

CAREERS ADVISOR
Mr Joel Eaton

COUNSELLORS
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Ms Audrey Hunt (Wed, Fri)

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Mr Steve Schomberg (Deputy Principal)
Mrs Nicole Sherry (Deputy Principal)
Mrs CarmelKean/Ms Megan Turnbull (Counsellors)
Ms Kirsty Marquis – Girls Supervisor

GENERAL ASSISTANT
Mr Wayne Clay
OUT OF BOUNDS

Un-shaded areas are out of bounds unless with a teacher

Before school
Only the assembly area is inbounds before school.

Recess and first half of lunch
The oval is out of bounds. All other shaded areas are inbounds.

Second half of lunch
All shaded areas are inbounds.
CODE OF BEHAVIOUR

Students should display appropriate and responsible behaviour at all times.

A. THE SCHOOL MUST BE KEPT A SAFE PLACE
1. The following prohibited items must not be brought to school:
   a) Weapons or any object that could be used as a weapon, including lasers, laser pointers or other high intensity beams or arcs.
   b) Any flammable items such as aerosol cans, cigarette lighters, matches, explosives, fireworks etc.
   c) Illegal drugs
   d) Alcohol
   e) Tobacco products

2. Students must not:
   a) Resort to violence, intimidation or harassment of others
   b) Encourage or allow non students of the school to enter the school grounds
   c) Disobey instructions by teachers at any time

B. THE SCHOOL IS A PLACE OF LEARNING IN WHICH YOU ARE EXPECTED TO MAXIMISE LEARNING OPPORTUNITIES BY:
1. Bringing to school all necessary equipment to enable full and individual participation in lessons
2. Being punctual to school and attending regularly
3. Coming to school ready to learn

C. STUDENT RESPONSIBILITIES AND OBLIGATIONS:
1. Report any events, students or objects that may cause distress or an injury to any person on the school site.
2. Wear school uniform as set out in the uniform and dress code.
3. Assist in maintaining the cleanliness of the school and removing litter from the school environment.
4. Be respectful and tolerant of others.
5. Do not bring to school the following banned items:
   a) Any implements that could be used to graffiti, such as thick felt tip pens, paint, spray cans or similar items
   b) Pornographic or obscene material or objects
   c) Skateboards or scooters.
6. Support the learning of others.
7. Obey all reasonable instructions of the teachers.
8. Remain in bounds in the school grounds at all times, unless you have:
   a) An early departure slip issued by the Deputy Principal
   b) A senior flexi-card which indicates the late arrival and early departure days and times
9. Care for your own equipment, especially valuable items.
10. Do not interfere with equipment owned by others.
11. Do not interfere with the learning of others.
ANTI-BULLYING PLAN

How can bullying be reported?

Student → Parent Contacts School → Teacher → Other Students

Report to

Welfare Team:
Year Adviser
Head Teacher Welfare
Girls' Supervisor
Counsellor
Deputy Principal
Principal

Dealing with bullying behaviour

Investigation by Deputy Principal

Mediation with Year Adviser/Head Teacher Welfare

Formal Mediation with Counsellor
Parent contact

Place on Tracking Database

Warning for Suspension
Parent contact

Referral to other Agencies

School Suspension by the Principal
Parent Contact
STUDENT RECOGNITION SYSTEM

The student merit system is based on awarding merit **POINTS** to students who demonstrate positive behaviour at school.

Merit awards will be issued to students under the following criteria:

A. **MERIT AWARDS: (3 Point Value)**

   **Academic Achievement:** Any student who has achieved first, second or third place in a test, assessment task or other assignment.

   **Academic Improvement:** Any student judged by teachers as having shown an increased level of academic commitment/performance whether it be in general class work, examination etc.

B. **POSITIVE POINTS:**

   **In-School Service:** Any student who has provided a service to the school eg. carrying equipment, tidying up of room, completing an errand etc.

   **Recognition of Appropriate Behaviour**
   Any student who has demonstrated behaviour above what is normally and reasonably expected (this category is also useful for those students who at times experience difficulties in managing their behaviour).

   **School Representation**
   Any student who participates in extra curricular activities eg. debating, peer support, knockout sporting teams, SRC, Prefects etc.

   **Deputy Principal Morning Tea (3 Points)**
   Awarded to the top 20 ranked students at the end of Semester One and Semester Two reporting periods and also the most improved students.

   **Subject Achievement Award (5 Points)**
   As awarded at Year Assemblies.

   **Student of the Month Special Certificate (5 Points)**
   As awarded at Year Assemblies or Morning Assemblies.

Other worthy situations not covered in any of the above guidelines and as deemed appropriate by staff.

C. **REWARDS:**

   1. **2 x Reward Trips offered each year –** one at the end of Semester 1 (June/July) and the second at the end of Semester 2 (November/December). The activity and venue for each of these trips will change each time.

   2. Merits for Bronze/Silver/Gold/Platinum are issued at the end of the year and only to students who have finished the year at that level.

   3. Interim rewards including canteen vouchers and BBQs as per the scale on the following pages.
D. NEGATIVE POINTS: (Generally of 1 Point Value at each stage of intervention)

An example of a negative point would be a classroom misdemeanour. If the issue is serious the classroom teacher will impose an action such as lunch detention and a negative point will be issued. If the issue is subsequently resolved at this point, the student has lost a point. However, if the student fails to fulfil the required consequence, Head Teacher referral results in a further point loss. If still not resolved at this stage, referral to Deputy Principal will result in a third point loss.

Points to Note:
- All students starting at school begin on GREEN LEVEL (0 points) at the beginning of each year.
- Students will move up and down through the levels as they accrue or lose points.
- Students issued a Warning for Suspension (-10), Short Suspension (-10) or Long Suspension (-10) are not allowed to represent the school or attend excursions and will be placed on Orange then Yellow monitoring cards by the Deputy Principals. Any student who has been suspended is ineligible for any rewards days.

Teacher/Student Accountability for the Issue of Positive Points/ Merits
- Merits continue to be collected and tracked by the Year Adviser and Assistant Year Adviser. It is the students’ responsibility to submit these merits to their Assistant Year Adviser and have them counted by any relevant cut off dates for rewards.
- Each student carries a “Points Passport” in their diary which they need to present to their teacher when they are awarded positive points. Teachers record and sign against these points on the card.
- Merits do not carry over to the following term. They are only valid for the current term.
- Incomplete passports do carry over to the following year.
- Students on positive levels will also be published in PIC News and displayed on Year Adviser’s noticeboard.

E. REWARD SYSTEM SCALE

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>Points Range</th>
<th>Rewards</th>
</tr>
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<tbody>
<tr>
<td>PLATINUM LEVEL</td>
<td>150+ pts</td>
<td>Platinum Certificate issued at Presentation Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prize on Presentation Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Invitation to attend Reward Trip (T2/T4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Invitation to attend BBQ (T1/T3)</td>
</tr>
<tr>
<td>GOLD LEVEL</td>
<td>100-149 pts</td>
<td>Invitation to attend Reward Trip (T2/T4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Invitation to attend BBQ (T1/T3)</td>
</tr>
<tr>
<td>SILVER LEVEL</td>
<td>60 to 99 pts</td>
<td>Gold Certificate issued at Presentation Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Invitation to attend BBQ (T1/T3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Silver Certificate issued</td>
</tr>
<tr>
<td>BRONZE LEVEL</td>
<td>25 to 59 pts</td>
<td>Bronze Certificate issued</td>
</tr>
<tr>
<td>GREEN LEVEL</td>
<td>0 to 24 pts</td>
<td>STARTING LEVEL (0 Points)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All students entitled to participate in extra-curricular activities and school representation</td>
</tr>
</tbody>
</table>
ROLE OF THE
STUDENT LEADERSHIP GROUP

The Student Leadership Program offers students the opportunity to develop leadership skills and enhance their ability to lead, with the support of mentors. The Student Leadership Program enables interested students to undertake a series of workshops which focus on the practical development of their leadership skills. These workshops, which occur in Terms 1 and 3, are compulsory for the SRC/Prefects but are also open to any students in Years 7 to 11 who are interested in developing their leadership skills. A variety of modules are presented to different groups of students, depending on current role and responsibilities, future interests, their age and relevance to their current skill level. The students also take part in the development of a project each year. Students who successfully complete these workshops and show a commitment to developing their own leadership skills will be invited to attend Leadership Camp in Term 3. Year 11 students wishing to be nominated for Prefect must have participated in the Leadership Program in the previous year (Year 10).

ROLE OF THE
STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council of Picnic Point High School comprises students from Years 7 to Year 10 who are elected by the Student Leadership Group in Term 2. The Prefect body represents Year 11/12 and consists of 12 students - 2 Captains, 2 Vice Captains and Prefects. The Prefects are the senior leadership group of the SRC and assist junior students in their role as school leaders. The Prefects also take on specific duties within the school to assist in the day to day organisation of various activities.

The role of the elected students is to represent their year group by presenting concerns and recommendations of their fellow students during SRC meetings, which are scheduled each fortnight and additional meetings are held as required. These issues can then be discussed with the Principal if the SRC considers them appropriate. The SRC also presents proposals on various charity and fundraising topics to the Principal. SRC representatives from each year then report at every Formal Assembly the results of these proposals and discussions. The SRC are responsible for the sponsorship of Wendy Mubanga from Zambia through the charity World Vision.
ROLE OF THE COUNSELLOR

The role of the Counsellor is to assist students who are experiencing difficulties with their emotional wellbeing. Counsellors also provide advice and recommendations to staff and parents in regard to learning and behavioural difficulties. Students may self-refer for assistance or may be referred by staff or parents. The Counsellor is located in the library and appointments may be made through the Year Adviser, the Head Teacher Welfare, by phone through the office or personally by dropping into the Counsellor’s office.

ROLE OF THE YEAR ADVISER

The Year Adviser takes an active interest in a specific year group. Their role is to support students in matters of welfare and their general daily life in High School. The Year Adviser is the first point of contact for students and parents if they need assistance in any matter.

ROLE OF THE HEAD TEACHER

STUDENT WELFARE

- Being available to counsel and provide guidance to all students with needs relating to learning and personal issues.
- Liaising with Executive Staff, School Counsellors, Careers Adviser, STLA, HSLO and other key personnel with student wellbeing roles.
- Leading and supervising the personnel and resources of the school’s Welfare Team.
- Liaising with staff and providing feedback regarding student welfare issues as appropriate.
- Assisting Student Advisers, Principal and Deputy Principal with parent, teacher and student interviews.
- Consult with and be consultant to staff and students regarding aspects of students’ behaviour and wellbeing.
- Communicating with staff and parents regarding wellbeing, health and behavioural issues of students.
- Facilitating the implementation of preventative and remedial programs for student welfare, e.g., personal development, health, school attendance and drug education.
- Assisting in the formulation and review of the School Welfare Policy and Programs.
- Co-ordinating the organisation of across the school welfare programs, e.g., Peer Support, Mind Matters.
- Liaising and networking with community welfare agencies including Department of Community Service, Community Health Centres, Youth Refugees, Juvenile Justice and Family Planning Association.
- Identify students with health and behaviour needs and liaise with staff to develop appropriate strategies for classroom management.
- Facilitating and organising professional learning opportunities for staff.
- Organising seminars and information evenings for parents.
PURPOSE OF THE SCHOOL DIARY

Students are expected to have the Picnic Point High Diary with them at all times. The diary has the following purposes:

- Homework record for students
- Assessment task planning for students
- Record of toilet passes during the day
- Messages from staff to parents and parents to staff
- School timetable

Each student will carry a “Points Passport” in their diary which they need to present to their teacher when they are awarded positive points.

Students and families have the responsibility to ensure that the diary’s communication purposes enable a greater knowledge of what students are doing each day at school.

Students are expected to keep their diaries in good condition – WITHOUT GRAFFITI!!
HOMEWORK POLICY

PURPOSES OF HOMEWORK
Homework is a valuable part of schooling and is most beneficial when it:

• allows for practising, extending and consolidating work done in class
• provides training for students in planning and organising time
• develops a range of skills in identifying and using information resources
• establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives
• strengthens home-school links
• reaffirms the role of parents and caregivers as partners in education
• provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children
• reinforces and extends class work and consolidates basic skills and knowledge
• is challenging and purposeful, but not so demanding that it has adverse effects on the student’s motivation
• involves parents or caregivers in the formulation and implementation of the school’s homework policy
• encourages students to take responsibility for their homework, supported by their parents or caregivers
• is well co-ordinated and teacher expectations are well communicated
• is set on a regular basis and establishes a routine of home study
• Is set by teachers in suitable amounts which are varied and at an appropriate level considering the age, stage of schooling and capabilities of students
• takes into account students’ home responsibilities and extracurricular activities such as clubs, sport and part-time employment
• includes feedback and follow-up regularly to students
• develops and extends the core learning skills of inquiry and independent study

TYPES OF HOMEWORK
The amount of time that students are expected to spend on homework will depend upon the age, ability, home environment, extracurricular activities of students, family and cultural obligations. It is important that students of all ages have opportunities for free time and leisure and physical activities outside of school.

The three main types of homework are:

Practice exercises – providing students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills, including:

• consolidation exercise eg. maths, including memorising of tables, formula, spelling words
• practising for mastery eg. reinforcing mathematical processes
• revising information about a current topic
• practising words or phrases learnt in a language other than English
• reading for pleasure
• essay writing

Preparatory homework – providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons, including:

• background reading
• reading eg. English text for class discussion
• studying for tests and examinations

Extension assignments – encouraging students to pursue knowledge individually and imaginatively, including:

• writing eg. a book review
• making or designing something eg. an art work
• investigations eg. science, social science
• researching eg. history, local news
• information and retrieval skills eg. using a home computer to find material on the Internet
• monitoring eg. advertising in particular newspapers

Wherever possible homework should recognise the place of technology in today’s world and the benefits of using technology such as home computers, E-mail and the internet for organising and accessing information.
### EQUIPMENT REQUIREMENTS

**ALL STUDENTS WILL BE ISSUED WITH A HOMEWORK DIARY**

**LARGE FELT TIPPED PENS ARE NOT TO BE BROUGHT TO SCHOOL**

### General Requirements

- Year 7
  - Blue or black pens
  - Red pen
  - Glue stick
  - Ruler
  - Pencils (B)
  - Eraser
  - Sharpener
  - Scissors
  - Coloured pencils (nb. textas/liquid paper banned in all science rooms)
  - Scientific calculator

- Year 8
  - Blue or black pens
  - Red pen
  - Glue stick
  - Ruler
  - Pencils (B)
  - Eraser
  - Sharpener
  - Scissors
  - Coloured pencils (nb. textas/liquid paper banned in all science rooms)
  - Scientific calculator

### English

- Display Folder (A4)
- Exercise Book (A4) 250 pages
- Pocket Dictionary

### Maths

- 1 x 240 page exercise book
- Geometry set
- Textbook clip case purchased from school $4.50

### Science

- Science Workbook and protective cover purchased from the school $30
- 1 x 200 page A4 exercise book

### History

- 1 x 240 page A4 exercise book

### TAS

- Technology Mandatory
  - Clear view display book
  - A4 plastic sleeves
  - Paper
  - White apron $8
  - Apron (blue) $8
  - Pencil, display folder

### Languages

- $33 for Hai Workbooks purchased through school
- 1 x 96 page exercise book

### Music

- 1 x 96 page exercise book
- 1 x display folder

### PD/Health/PE

- 1 x 128 page exercise book

### Social Science (Geography)

- 1 x exercise book (approx. 200 pages)

### Visual Arts

- 2B, 4B, 6B lead pencils, coloured pencils
- Scissors, ruler, glue & eraser
- 120 page A4 spiral bound sketchbook with PVC cover

### Drama

- A4 display book
- Lined paper

---

**Support Unit for All Years:** Teachers of each class will provide students with a separate equipment pack.
## EQUIPMENT REQUIREMENTS

ALL STUDENTS WILL BE ISSUED WITH A HOMEWORK DIARY

LARGE FELT TIPPED PENS ARE NOT TO BE BROUGHT TO SCHOOL

<table>
<thead>
<tr>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Requirements</strong></td>
<td><strong>General Requirements</strong></td>
</tr>
<tr>
<td>• Blue or black pens</td>
<td>• Blue or black pens</td>
</tr>
<tr>
<td>• Red pen</td>
<td>• Red pen</td>
</tr>
<tr>
<td>• Glue stick</td>
<td>• Glue stick</td>
</tr>
<tr>
<td>• Ruler</td>
<td>• Ruler</td>
</tr>
<tr>
<td>• Pencils (B)</td>
<td>• Pencils (B)</td>
</tr>
<tr>
<td>• Eraser</td>
<td>• Eraser</td>
</tr>
<tr>
<td>• Sharpener</td>
<td>• Sharpener</td>
</tr>
<tr>
<td>• Scissors</td>
<td>• Scissors</td>
</tr>
<tr>
<td>• Coloured pencils (nb. textas/liquid paper banned in all science rooms)</td>
<td>• Coloured pencils (nb. textas/liquid paper banned in all science rooms)</td>
</tr>
<tr>
<td>• Scientific calculator</td>
<td>• Scientific calculator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>English</strong></th>
<th><strong>English</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1 x 200 page A4 exercise book (bound only)</td>
<td>• 1 x 200 page A4 exercise book (bound only)</td>
</tr>
<tr>
<td>• Pocket dictionary</td>
<td>• Pocket dictionary</td>
</tr>
<tr>
<td>• Folder (plastic sleeves)</td>
<td>• Folder (plastic sleeves)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Maths</strong></th>
<th><strong>Maths</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1 x 240 page exercise book</td>
<td>• 1 x 240 page exercise book</td>
</tr>
<tr>
<td>• Geometry set</td>
<td>• Geometry set</td>
</tr>
<tr>
<td>• Textbook clip case purchased from school $4.50</td>
<td>• Textbook clip case purchased from school $4.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Science</strong></th>
<th><strong>Science</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1 x 200 page A4 exercise book</td>
<td>• 1 x 200 page A4 exercise book</td>
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<table>
<thead>
<tr>
<th><strong>History</strong></th>
<th><strong>History</strong></th>
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</thead>
<tbody>
<tr>
<td>• 1 x 240 page A4 exercise book</td>
<td>• 1 x 240 page A4 exercise book</td>
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<table>
<thead>
<tr>
<th><strong>TAS</strong></th>
<th><strong>TAS</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Ind Tech Timber</strong></td>
<td><strong>Ind Tech Timber</strong></td>
</tr>
<tr>
<td>• Food Technology; Information &amp; Software Technology &amp; Textiles Technology</td>
<td>• Food Technology; Information &amp; Software Technology &amp; Textiles Technology</td>
</tr>
<tr>
<td>• 1 x A4 ring folder with paper</td>
<td>• 1 x A4 ring folder with paper</td>
</tr>
<tr>
<td>• Plastic sleeves</td>
<td>• Plastic sleeves</td>
</tr>
<tr>
<td>• 1 x clear view display book</td>
<td>• 1 x clear view display book</td>
</tr>
<tr>
<td>• White apron $8</td>
<td>• White apron $8</td>
</tr>
<tr>
<td>• Display booklet and pencil.</td>
<td>• Display booklet and pencil.</td>
</tr>
<tr>
<td>• Apron (blue) $8</td>
<td>• Apron (blue) $8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Languages</strong></th>
<th><strong>Languages</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Japanese - $52 for Hai 4 &amp; 5/6 workbooks purchased through school.</td>
<td>• 1 x 96 page exercise book</td>
</tr>
<tr>
<td>• 1 x 96 page exercise book</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Music</strong></th>
<th><strong>Music</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Display folder</td>
<td>• Display folder</td>
</tr>
<tr>
<td>• 240 page A4 exercise book</td>
<td>• 240 page A4 exercise book</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PD/Health/PE</strong></th>
<th><strong>PD/Health/PE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1 x 128 page A4 exercise book for PD/H/PE</td>
<td>• 1 x 128 page A4 exercise book for PD/H/PE</td>
</tr>
<tr>
<td>• 1 x 200 page A4 exercise book (for Physical Activity &amp; Sports Studies)</td>
<td>• 1 x 200 page A4 exercise book (for Physical Activity &amp; Sports Studies)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Social Science</strong></th>
<th><strong>Social Science</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commerce &amp; Geography</strong></td>
<td><strong>Commerce &amp; Geography</strong></td>
</tr>
<tr>
<td>• 1 x exercise book (approx. 200 pages)</td>
<td>• 1 x exercise book (approx. 200 pages)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Visual Arts</strong></th>
<th><strong>Visual Arts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 2B, 4B, 6B lead pencils</td>
<td>• 2B, 4B, 6B lead pencils</td>
</tr>
<tr>
<td>• 1 x large spiral bound A3 sketchbook with PVC cover</td>
<td>• 1 x A3 spiral bound sketchbook with PVC cover</td>
</tr>
<tr>
<td>• Loose leaf folder</td>
<td>• Loose leaf folder</td>
</tr>
<tr>
<td>• Display folder</td>
<td>• Display folder</td>
</tr>
<tr>
<td>• Kneadable eraser</td>
<td>• Kneadable eraser</td>
</tr>
<tr>
<td>• Stretched canvas approx. 90cm x 60cm (needed Term 2)</td>
<td>• Stretched canvas approx. 90cm x 60cm (needed Term 2)</td>
</tr>
<tr>
<td>• Practical materials required to be advised by individual teacher</td>
<td>• Practical materials required to be advised by individual teacher</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Dance</strong></th>
<th><strong>Dance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1 x 200 page A4 exercise book</td>
<td>• 1 x 200 page A4 exercise book</td>
</tr>
</tbody>
</table>
# Equipment Requirements

**All students will be issued with a homework diary.**

<table>
<thead>
<tr>
<th>Equipment Requirements</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Requirements</strong></td>
<td>Blue, black and red pens</td>
<td>Blue, black and red pens</td>
</tr>
<tr>
<td></td>
<td>Glue stick</td>
<td>Glue stick</td>
</tr>
<tr>
<td></td>
<td>Ruler</td>
<td>Ruler</td>
</tr>
<tr>
<td></td>
<td>Pencils (B)</td>
<td>Pencils (B)</td>
</tr>
<tr>
<td></td>
<td>Eraser</td>
<td>Eraser</td>
</tr>
<tr>
<td></td>
<td>Sharpener</td>
<td>Sharpener</td>
</tr>
<tr>
<td></td>
<td>Scissors</td>
<td>Scissors</td>
</tr>
<tr>
<td></td>
<td>Highlighters</td>
<td>Highlighters</td>
</tr>
<tr>
<td></td>
<td>A4 ring folder</td>
<td>A4 ring folder</td>
</tr>
<tr>
<td>English</td>
<td>Lined folder paper</td>
<td>Lined folder paper</td>
</tr>
<tr>
<td>Maths General, Mathematics &amp; Maths Extension</td>
<td>1 x A4 or 240 page exercise book</td>
<td>1 x A4 or 240 page exercise book</td>
</tr>
<tr>
<td></td>
<td>Geometry set</td>
<td>Geometry set</td>
</tr>
<tr>
<td></td>
<td>Scientific calculator</td>
<td>Scientific calculator</td>
</tr>
<tr>
<td></td>
<td>Textbook clip case purchased from school $4.50</td>
<td>Textbook clip case purchased from school $4.50</td>
</tr>
<tr>
<td>Chemistry &amp; Biology</td>
<td>A4 book or loose leaf A4 paper for notes</td>
<td>A4 book or loose leaf A4 paper</td>
</tr>
<tr>
<td>Physics</td>
<td>A4 book or oose leaf A4 paper</td>
<td>A4 book or Loose leaf A4 paper</td>
</tr>
<tr>
<td>Senior Science</td>
<td>A4 book or loose leaf A4 paper</td>
<td>A4 book or loose leaf A4 paper and a folder</td>
</tr>
<tr>
<td>Geography</td>
<td>Geometry set/ruler</td>
<td>Geometry set/ruler</td>
</tr>
<tr>
<td></td>
<td>A4 book</td>
<td>A4 book</td>
</tr>
<tr>
<td>Business Studies</td>
<td>Loose leaf A4 paper</td>
<td>Loose leaf A4 paper</td>
</tr>
<tr>
<td>Economics, Legal Studies</td>
<td>Loose leaf A4 paper</td>
<td>Loose leaf A4 paper</td>
</tr>
<tr>
<td>Community &amp; Family Studies</td>
<td>Loose leaf A4 paper</td>
<td>Loose leaf A4 paper</td>
</tr>
<tr>
<td>Construction</td>
<td>1 x A4 ring folder with paper</td>
<td>1 x A4 ring folder with paper</td>
</tr>
<tr>
<td>Dance</td>
<td>1 x 200 page A4 exercise book</td>
<td>2 x 200 page A4 exercise book</td>
</tr>
<tr>
<td>Drama</td>
<td>1 x A4 ring folder with paper, plastic sleeves</td>
<td>1 x A4 ring folder with paper, plastic sleeves</td>
</tr>
<tr>
<td></td>
<td>1 x 200 page book/journal</td>
<td>2 x 200 page book/journal</td>
</tr>
<tr>
<td>Entertainment</td>
<td>Loose leaf A4 paper (a separate folder dedicated to Entertainment)</td>
<td>Loose leaf A4 paper</td>
</tr>
<tr>
<td>History</td>
<td>Loose leaf A4 paper</td>
<td>Loose leaf A4 paper</td>
</tr>
<tr>
<td></td>
<td>Plastic sleeves</td>
<td>Plastic sleeves</td>
</tr>
<tr>
<td>Hospitality</td>
<td>Loose leaf A4 paper</td>
<td>Loose leaf A4 paper</td>
</tr>
<tr>
<td></td>
<td>Chefs’ uniform $80</td>
<td>Chefs’ uniform $80</td>
</tr>
<tr>
<td>Engineering Studies</td>
<td>A4 ring binder folder</td>
<td>A4 ring binder folder</td>
</tr>
<tr>
<td></td>
<td>Display book</td>
<td>Display book</td>
</tr>
<tr>
<td>Industrial Technology</td>
<td>A4 display book</td>
<td>A4 display book</td>
</tr>
<tr>
<td></td>
<td>Apron (blue)</td>
<td>Apron (blue)</td>
</tr>
<tr>
<td>IPT</td>
<td>Loose leaf A4 paper and display book</td>
<td>Loose leaf A4 paper and display book</td>
</tr>
<tr>
<td>Languages</td>
<td>Loose leaf A4 paper or large exercise book through school</td>
<td>Loose leaf A4 paper or large exercise book through school</td>
</tr>
<tr>
<td></td>
<td>Continuers - $28 for texts to be purchased through school</td>
<td>Continuers - $28 for texts to be purchased through school</td>
</tr>
<tr>
<td>Music</td>
<td>Loose leaf A4 paper</td>
<td>Loose leaf A4 paper</td>
</tr>
<tr>
<td></td>
<td>Plastic sleeves</td>
<td>Plastic sleeves</td>
</tr>
<tr>
<td>PD/Health/PE</td>
<td>Lined folder paper</td>
<td>Lined folder paper</td>
</tr>
<tr>
<td>Photography, Video &amp; Digital Media</td>
<td>A4 sketchbook</td>
<td>A4 sketchbook</td>
</tr>
<tr>
<td></td>
<td>1 x plastic insert display folder</td>
<td>1 x plastic insert display folder</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>Lead pencils, large sketchbook A3 PVC cover, spiral bound, loose leaf</td>
<td>Lead pencils, large sketchbook A3 PVC spiral bound, loose leaf folder.</td>
</tr>
<tr>
<td></td>
<td>folder, Practical materials required to be advised by individual Teacher</td>
<td>Practical materials required to be advised by individual Teacher</td>
</tr>
<tr>
<td>Textiles &amp; Design</td>
<td>Loose leaf A4 paper</td>
<td>Loose leaf A4 paper</td>
</tr>
</tbody>
</table>
# GENERAL PROCEDURES

| Absences from school | • All absences from school must be explained by the parent/carer the next day the student returns to school.  
• Notes are to be given to the roll call teacher.  
• Parents who provide up to date mobile numbers will receive an SMS message on the day of absence and may respond via text message. |
| --- | --- |
| Assembly / Roll Call | • Assembly at 8.45am on Monday, Tuesday, Thursday and Friday except for Wednesday.  
• Students to assemble in roll call classes in alphabetical order.  
• Indoor roll call every Wednesday or on rainy days. |
| Banned items | • Banned items (by the school) will be immediately confiscated.  
• Items may be collected from reception by the student AFTER SCHOOL.  
• In the case of repeat offences, the parent/carer will be required to collect the item from reception.  
• Students ARE NOT permitted to use cameras or laser pointers inside the school grounds.  
• Aerosol cans ARE NOT permitted. |
| Bicycles | • Bicycles are brought to school at the student’s own risk.  
• The school takes no responsibility for supervision of bicycles or parts of bicycles.  
• Bicycles must not be ridden in the school grounds.  
• Bicycle racks are provided beside the canteen.  
• Bikes should be locked to the racks.  
• All bike riders must leave and enter from the Shari Avenue entrance. DO NOT enter or leave through the Kennedy Street gates.  
• The law states that if you ride a bicycle you must wear an approved helmet.  
• Skateboards, roller blades and scooters are NOT to be brought to school. |
| Bus and Train Passes | • Application forms for bus and train passes are issued by the school at the reception desk. The bus company issues the passes.  
• Students who live 2.9 kilometres and further from home to school (in direct line) are eligible to apply for a bus pass.  
• The private bus company servicing Picnic Point High is Veolia Transport Ph: 9773-7782. |
| Canteen | • Opens at 8.30am before assembly and at recess and lunch only.  
• Lunch orders should be written on the bags provided, put into the canteen and paid for before school or at recess. |
| Digital Devices | • The Digital Devices Policy is located in the General Information Guide and Picnic Point High School website. |
| Early Departures from School | • To get an Early Leaver’s Pass students must bring a note from parent/carer stating:  
1. Student’s name  
2. Student’s roll class  
3. Day and date leave pass is required  
4. Time of departure from school  
5. Reason for departing early |
6. Contact phone number  
• The note must be signed by a parent/caregiver.  
• The note should be handed to the Deputy Principal before school.  
• The student’s diary is stamped by the office to indicate time of departure.  
• The student collects their Early Leaver’s Pass from reception before they leave the school grounds.  
• In some cases early departure notes will be withheld until verification by the parent/carer can be established.

<table>
<thead>
<tr>
<th>Exams/ Missed Exams/ Assessment Tasks/ Exam Rules etc</th>
<th>The school’s policy on all related matters will be issued to all students.</th>
</tr>
</thead>
</table>

| Flexi cards for seniors | Senior flexi passes will be issued to senior students where appropriate.  
When arriving at school after normal school start time the card should be shown at the reception desk. Flexi starts will not count as being late to school. Students who leave before normal school ends must sign out through the office.  
Flexi cards are ONLY issued with parental/carer permission. |
|-------------------------|------------------------------------------------------------------|

| Injury (minor) at school | Report to the office or library (whichever is closer)  
A trained First Aid support staff will give attendance  
Parents may be contacted  
An accident form must be filled out (available from the office)  
No student will be sent home without parent permission/request. |
|--------------------------|------------------------------------------------------------------|

<table>
<thead>
<tr>
<th>Injury or Illness (serious) at school</th>
<th>Student will be assisted by First Aid personnel (teachers and/or SASS staff) and a decision made to call ambulance, if deemed necessary, and parent/carer. An ambulance will be called immediately in cases judged life-threatening or very serious.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Know of harassment including bullying or discrimination</th>
<th>Report any incidents of discrimination, whether racist or otherwise. Inform your Year Adviser of harassment or bullying immediately.</th>
</tr>
</thead>
</table>

| Lateness to school | Report to reception desk.  
Students will be issued with an entry docket which then needs to be signed by the Deputy Principal. Parents must provide notes to explain lateness.  
Persistent lateness will be followed up.  
If a late bus or train results in a number of students arriving late, they should report to the Deputy Principal or an Office Assistant. These students will be granted automatic entry to class once their names have been recorded on the school rolls. |
|-------------------|------------------------------------------------------------------|

| Lateness to class | Students will be sent to the Deputy Principal/Principal in the quadrangle if they arrive to class after the second (4 minute) bell for Period 3 and Period 5.  
Students are recorded on Millennium. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Library borrowing</td>
<td>Students may borrow up to 6 books at a time, for 3 weeks. To borrow a book, see one of the Library Staff. Bringing your library card with you is recommended. It is possible to re-borrow and reserve books.</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lockers</td>
<td>Lockers are available for hire - cost includes $20 to hire plus $10 key deposit paid to the office. Lockers are located throughout the school.</td>
</tr>
<tr>
<td>Lost property</td>
<td>The reception desk handles lost property, whether found or claimed.</td>
</tr>
<tr>
<td>Need the Counsellor</td>
<td>Students can visit the Counsellor and make an appointment (during recess, lunch or before school) or ask their Year Adviser/Head Teacher Welfare to make an appointment on their behalf.</td>
</tr>
<tr>
<td>Need Child Protection</td>
<td>Students can disclose information to any teacher but it will be reported to the Principal and other agencies.</td>
</tr>
<tr>
<td>Office Duty</td>
<td>Students from Year 8 will be rostered on to these tasks in Semester One. Year 7 students are rostered from Semester Two. Students should bring school work to do at times during the day when not busy.</td>
</tr>
<tr>
<td>Out of Class</td>
<td>Any student out of class for any reason must have their diary signed by their supervising teacher. Failure to get a note may mean that the matter is treated as fractional truancy.</td>
</tr>
<tr>
<td>Out of School Uniform</td>
<td>All students not in uniform will be noted on the morning assembly. Students who do not comply with the school’s uniform expectations will not be permitted to spend their recess and lunch breaks in the playground – instead, they will be required to have recess and lunch inside under the supervision of staff. Students will be allowed to the canteen and toilets in the last 5 minutes of recess and 10 minutes of lunch. Students PERSISTENTLY out of uniform will receive a letter home and may be placed on after school detention. Students wearing unsafe footwear will not be permitted to move throughout the school. Parents will be contacted by a Deputy Principal. Families experiencing difficulties in providing uniforms for their children can be assisted by the school. These matters should be referred to the Administrative Manager.</td>
</tr>
<tr>
<td>Photocopying for students</td>
<td>Students may photocopy material or print from the computers or external storage devices (flash drives) in the library at a minimal charge per copy.</td>
</tr>
<tr>
<td>Prohibited items</td>
<td>Prohibited items include firearms, weapons, drugs and other dangerous items. Prohibited items will be immediately confiscated. The police will be notified. Suspension from school will result.</td>
</tr>
</tbody>
</table>
| **School Contracts** | Students will be placed on school contracts for the following reasons:  
* behaviour monitoring  
* non-completion of faculty contracts  
* parent request  
* warning for suspension  
* returning from suspension  
* truancy  
A school contract is imposed for two weeks, but may be extended if thought beneficial.  
If a student is placed on a contract they are not permitted to attend school excursions or represent the school in extra-curricular activities. |
| **School Detention** | School detention is conducted on Thursday afternoon from 2.20pm to 3.20pm. Students may be placed on detention for:  
* serious out-of-class misdemeanours  
* continued fractional truancy  
* persistent failure to comply with faculty requirements.  
A letter will be given to the student, giving at least twenty-four hours warning of the detention. |
| **Staff Rooms** | Students wishing to see teachers in their staff room should always knock and wait at the door until they are invited to enter. No student should enter a staff room or office without the invitation of a teacher. |
| **Senior Study Periods (Years 11 and 12)** | A senior study period is defined as a period during the day after the student has had at least one lesson and before the student’s last lesson for the day, in which the student does not have a timetabled class.  
Students must go to the library for all senior study periods.  
During senior study periods all students are expected to undertake meaningful work. STUDENTS MUST NOT INTERRUPT other students’ work and must comply with the instructions of the librarian.  
When the library is closed, alternate areas will be arranged for the senior study periods. |
| **Timetable** | See the office or your Year Adviser or Deputy Principal if you have lost your timetable. |
| **Toilet - recess & lunch** | Students must use the toilets during recess or lunch breaks.  
The toilets will be locked during lesson time.  
Students are not to loiter in the toilets.  
Students must have written permission from their teacher to go to the toilet during lesson time. This will be recorded in their diary. |
EMERGENCY EVACUATION MAP

If you are in:

- the front car park, A Block, B Block, C Block, in the Hall, on the front oval, on the basketball courts, Room P1 or in the assembly area move to the FRONT OVAL and send students to their roll call area. (Principal IC)
- D Block, Room P2, Room P3, Room P4, Room P5, in the playground between C and D Blocks, cricket nets, multi-purpose courts move to the FRONT OVAL via Shari Avenue (Sth) and send students to their roll call area. (Deputy Principal IC)
- E Block, Gymnasium, Drama Room, Dance Room, in the canteen/toilets, move to the FRONT OVAL via Shari Avenue (Nth) and send students to their roll call area. (Deputy Principal IC)

CONTINUOUSLY RINGING BELLS  =  EVACUATION  FIVE SHORT BELLS  =  LOCKDOWN
THREE LONG BELLS  =  ALL CLEAR - ASSEMBLY
EMERGENCY EVACUATION PROCEDURES

An emergency evacuation will be signaled by the continuous ringing of the bells. If possible, the public address system will be used as well to explain the situation.

A. If the emergency is called during class time you must:
1. Ask students to pack bags to be taken from the room. If a student is out of the room for any reason, then pack his/her bag and take it with you.
2. Under the direction of the teacher, leave the room and move to the exit shown on the map in the classroom.
3. Do not go through any buildings (other than the one you are in) to get to the evacuation area.
4. Do not allow students to run or push and stay within close proximity throughout the evacuation.
5. Do not allow students to make excessive noise at any point of the evacuation.
6. Students must report to their roll call area and teacher and have their name marked on the roll.
7. (Students must sit down in their roll call lines in alphabetical order – see diagram).
8. Roll call teachers must stay with their class on the front oval.

B. PE classes and other classes outside at the time an emergency evacuation is called:
1. Do not go back to your normal classroom or the change rooms.
2. Students stay with their teacher who will take the class to the front oval using the correct exit

C. If the emergency is called before school or during recess or lunch, students must move under the direction of staff towards the evacuation area (where safe and practical) via the route shown on the diagram that corresponds with the zone they are in at the time.

D. In the event evacuation to an offsite location is necessary, students are to move under the direction of staff to Picnic Point Public School located in Prince Street, Picnic Point.

E. Staff responsibilities:
1. Teachers not on class at the time of evacuation assist with the supervision of students at exit points (according to their location at the time of evacuation).
2. Roll call teachers – mark their rolls and supervise their students throughout the evacuation.
3. Year Adviser and Assistant Adviser ensure all rolls are handed out, marked and collected. Assistant to check absent students from the absentee sheet. Names of missing students go to the DP IC for the year.
4. HT supervises year groups (see diagram) and confirms staff attendance. Names of missing staff to the Principal.
5. Office staff – ensure rolls/absentee sheets/medical kit are taken to the front oval. SAM to check the attendance of office staff. Names of missing staff to the Principal.
LOCK DOWN – LOCK UP
PROCEDURES FOR STUDENTS

A lock down – lock up will be signalled by five (5) short bell rings. If possible, the public address system will be used as well to explain the situation.

If the emergency occurs during class time:
1. Remain seated in the classroom.
2. P.E. classes at the front of the school to go to the hall. P.E. classes at the back of the school are to go to the gymnasium.
3. Any classes under the covered area are to go to the hall.
4. Ensure students are marked present on the class roll.

If the emergency occurs during recess or lunch:
1. Find which room you would be going to during the next period, Period 3 if it is recess or Period 5 if it is lunch, then go directly to that room.
2. P.E. classes to go to the gymnasium.
3. Remain seated in the room.
4. Ensure students are marked present on the class roll.

Do not leave the room or unlock any door or window until the Principal or one of the Deputy Principals announces that it may be done.

ATTENDANCE

Parents are responsible for ensuring their children attend school. The school has a number of procedures for checking the attendance of students and informing parents or carers. Below is a summary of the process:
1. At 8.45am on Monday, Tuesday, Thursday and Friday each morning there is a full school assembly. Students sit in roll call classes and are supervised by their roll call teachers. On Wednesday rolls are marked in roll call rooms.
2. Rolls are marked by teachers. Under no circumstances are students to place any mark on the roll.
3. The rolls are electronically updated by the office staff.
4. Teachers electronically mark their class rolls every lesson.

Parents are notified via SMS messaging if their child is absent or late to school. Parents can then verify their child’s absence by the following methods:
1. SMS reply
2. Phone call to the office
3. Note to be given to their child’s roll call teacher upon return to school.
4. If the school is not notified by any of the above, the absence is classified as unexplained.
5. If the absence is not explained, the Year Adviser may contact the parents by phone. In cases of many absences the Home School Liaison Officer may be notified and interviews may be conducted during school time with the Head Teacher Welfare.
A common cause of poor or unsatisfactory school progress is regular absences. Absences due to illness are inevitable; however, absences from school for shopping, minding small children or family outings are not acceptable. Dental and medical appointments should be arranged outside of school hours, including sport so that your child’s learning is not interrupted.

For those students receiving Austudy and Abstudy, Centrelink completes term checks of our attendance records. If a student has more than five unexplained absences per term the monitory assistance to the student may discontinue.

Note: Students MUST NOT, UNDER ANY CIRCUMSTANCES leave the school grounds once they have entered without the permission of the Principal or Deputy Principal. If permission is granted an official “School Leave Pass for Partial Absence” will be issued.

Attendance at all school functions such as Swimming and Athletics Carnivals is compulsory.

2014 BELL TIMES
The times given are the start of each lesson or break.

<table>
<thead>
<tr>
<th>Period</th>
<th>Mon, Wed, Frid</th>
<th>Tuesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>7.45 – 8.45</td>
<td>7.45 – 8.45</td>
<td>7.45 – 8.45</td>
</tr>
<tr>
<td>Assembly</td>
<td>8.45 - 8.56</td>
<td>8.45 - 8.56</td>
<td>8.45 - 8.56</td>
</tr>
<tr>
<td>1</td>
<td>8.56 - 9.58</td>
<td>8.56 - 9.58</td>
<td>8.56 - 9.49</td>
</tr>
<tr>
<td>2</td>
<td>9.58 -11.00</td>
<td>9.58 -11.00</td>
<td>9.49 -10.42</td>
</tr>
<tr>
<td>Recess</td>
<td>11.00 -11.20</td>
<td>11.00 -11.20</td>
<td>10.42 -11.02</td>
</tr>
<tr>
<td>3</td>
<td>11.20 -12.22</td>
<td>11.20 -12.22</td>
<td>11.02 -11.55</td>
</tr>
<tr>
<td>4</td>
<td>12.22 -1.24</td>
<td>11.55 -12.48</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>1.24 -2.04</td>
<td>Sport</td>
<td>12.48 -1.28</td>
</tr>
<tr>
<td>5</td>
<td>2.04 - 3.06</td>
<td></td>
<td>1.28 - 2.21</td>
</tr>
</tbody>
</table>
SPORT ORGANISATION

At Picnic Point High School there is a wide variety of sporting pursuits in which students may become involved.

Year 7 Sport

Year 7 participate as a group for Terms 1, 2 and 3. Payment for Year 7 will occur separately if needed to the rest of the school during these terms.

- Term 1 – Rotational school sport
- Term 2 – Rotational school sport
- Term 3 – Rotational school sport
- Term 4 – Will follow traditional sport with the rest of the school

Students may trial for Grade Sport in Terms 1, 2, 3 and 4 (if offered in Term 4). The schedule and sports will vary from term to term.

School Sport

Sport in Years 8 – 11 follows the traditional Grade, House and Recreational structure. This involves travel to compete against other local schools if undertaking Grade sport. Also travel to local venues if doing Recreational sport. Students must wear their Sports Uniform to school each Tuesday. Sport begins at 1pm and concludes at 2.20pm.

Sports selections occur each term. The procedure is as follows:

1. Grade selections will occur before recreational sports.
2. Grade trials will occur as required at the beginning of each term.
3. All students will receive information stating the sport choices available as well as the date of registration and payment.
4. On the day of registration, students will nominate for their chosen recreational sport.
5. Students must pay and bring in permission notes in the allocated time period.
6. If a student does not pay for their chosen sport then they will need to be moved into a non-payment sport.
7. Registration for non grade sports will be conducted on a first in basis.
8. Any student who knows they will be absent on registration day must see the Sports Organiser prior to the registration day.
9. Registration cannot be done prior to the allotted registration time (that includes by phone).

Attendance at Sport

Attendance at sport is compulsory. Sport is a part of all Board of Studies requirements (including the Higher School Certificate). Families must avoid making medical appointments during school hours. If parents require their child to leave school early then your child must:

1. Bring a note with an explanation and present it to the Deputy Principal before school.
2. The absence and reason will be recorded in the school attendance system.
Any student who receives a pass-out from school must not attend any sports venue on that day or be seen loitering near any venue.

- We provide non-sport for students who are unable to participate due to injury or illness. A doctor’s certificate may be required. Continual absence will result in Official Warning Letters being sent.

Non-Sport

Students who attend non-sport should bring suitable school work to complete during this time. This time will be quiet study time. Non-sport is from 1.00pm until 2.20pm.

Zone and Knockout Sport

There are many other sporting events in which students may become involved:

- The annual swimming, athletics and cross country carnivals
- State Knockout competitions covering a variety of sports including: Baseball, Rugby League, Water Polo, Cricket, Touch Football, Basketball, AFL, Netball and Soccer teams.
SUBSIDISED BUS/TRAIN TRAVEL PASSES

Eligible Students
Application forms for bus and train passes are available from the front Administration Office. New Year 7 students who are eligible will receive an application form on Orientation Day and must return it to the school before the end of Term 4 for issue the following year. Newly enrolled students in other years and existing students who change address may obtain an application form and return it to the front Administration Office for processing.

Ineligible Students
Students who are not eligible for a pass but would still like to travel by bus can purchase a Semester Pass or Yearly Pass by contacting Veolia Transport directly (ph: 8700 0500).

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PICNIC POINT HIGH SCHOOL
(8.44 – 3.10 / 2.15 Tue, 2.20 Thu)

<table>
<thead>
<tr>
<th>BUS NO</th>
<th>TIME</th>
<th>MORNING BUS ROUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>162</td>
<td>7.40</td>
<td>From UWS Milperra via Bullecourt (L) Henry Lawson (R) Pozieres (R) Raleigh (R) Henry Lawson (L) Maclaurin (L) Broe (L) Forrest (R) Lehn (L) Lucas (R) Tower (R) The River (R) Ferndale (L) Kennedy arr 8.15</td>
</tr>
<tr>
<td>129</td>
<td>8.05</td>
<td>From UWS Milperra via Bullecourt (R) Henry Lawson (L) Amiens (R) Newland (L) Raleigh (L) Pozieres (L) Henry Lawson (R) Bullecourt (R) Horsley (L) Beaconsfield (R) The River (R) Ferndale (L) Kennedy to school arr 8.33</td>
</tr>
<tr>
<td>166</td>
<td>8.05</td>
<td>From Bankstown Interchange (Stand C) via Restwell (R) Macauley (L) Chapel (R) Canterbury (L) The River (R) Ferndale (L) Kennedy arr 8.27</td>
</tr>
<tr>
<td>124</td>
<td>7.35</td>
<td>From cnr Gibson &amp; Bryant via Gibson (L) Cahors, (Padstow Station in Memorial) Padstow Pde (R) Faraday (L) Alma (R) Chamberlain (L) Clancy (R) Dikle (R) Villiers (L) Henry Lawson (R) The River arr 7.55</td>
</tr>
<tr>
<td>(962)</td>
<td>8.09</td>
<td>Connecting bus from cnr Eldridge &amp; Chapel via Gibson, Cahors, Memorial (L) Howard to Padstow Station arr 8.17 – transfer to bus below.</td>
</tr>
<tr>
<td>132</td>
<td>8.25</td>
<td>From Padstow Station NightRide stop (Howard Ave) via Howard (R) Uranus (L) The River (R) Ferndale (L) Kennedy arr 8.36</td>
</tr>
<tr>
<td>125</td>
<td>8.00</td>
<td>From Padstow Heights via (R) Dikle (R) Villiers (L) Roma (L) Playford (L) Dikle (L) Clancy (R) Chamberlain (L) Alma (R) Faraday (L) Padstow Pde (L) Howard (R) Uranus (L) Hydrea (R) Mars (L) The River (R) Ferndale (L) Kennedy arr 8.17</td>
</tr>
<tr>
<td>(924)</td>
<td>8.03</td>
<td>From cnr Childs &amp; Park via Park (L) Maclaurin (East Hills Station 8.07) (L) Broe (L) Forrest (R) Lehn (R) Lucas (L) Henry Lawson (L) Frea (L) Lambeth (L) Tower (R) Anderson Panania Station (8.20) (R) Weston (R) Hinemoa (L) Tower (R) Eastern (L) Ferndale (set down) at 8.26</td>
</tr>
<tr>
<td>(923)</td>
<td>8.06</td>
<td>From Picnic Point Boatshed via Carnitya (L) Henry Lawson (R) Picnic Point (L) Lawler (R) Lambeth (L) Tower (R) Anderson (Panania Station 8.18) (R) Weston (R) Hinemoa (L) Tower (R) Picnic Point (L) Burns, Kennedy arr 8.29</td>
</tr>
</tbody>
</table>

Bus numbers in Brackets refer to Route service buses.

(L) = BUS TURNS LEFT (R) = BUS TURNS RIGHT
### PICNIC POINT HIGH SCHOOL

(8.44 – 3.10 / 2.15 Tue, 2.20 Thu)

<table>
<thead>
<tr>
<th>BUS</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>AFTERNOON BUS ROUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>168</td>
<td>3.15</td>
<td>2.30</td>
<td>3.15</td>
<td>2.30</td>
<td>3.15</td>
<td>To Padstow (First stop Padstow Station) via Howard (L) Memorial, Cahors, Gibson to cnr Turvey St.</td>
</tr>
<tr>
<td>121</td>
<td>3.15</td>
<td>2.35</td>
<td>3.15</td>
<td>2.35</td>
<td>3.15</td>
<td>To Padstow Heights via Dilke (R) Villiers (L) Roma (L) Playford (L) Dilke (L) Clancy (R) Chamberlain (L) Alma (R) Faraday to cnr Doyle.</td>
</tr>
<tr>
<td>119</td>
<td>3.30</td>
<td>-</td>
<td>3.30</td>
<td>2.30</td>
<td>3.30</td>
<td>To Padstow Heights (join bus opposite school except on school side Thursdays only) via Clancy St (R) Chamberlain (L) Alma (R) Faraday (L) Doyle terminate at cnr School Pde (diverts via Roma Ave loop on request).</td>
</tr>
<tr>
<td>127</td>
<td>3.15</td>
<td>-</td>
<td>3.15</td>
<td>-</td>
<td>3.15</td>
<td>To St Lukes School via (R) Ferndale (L) The River (L) Beaconsfield (L) Victoria (R) Bransgrove to cnr Polo.</td>
</tr>
<tr>
<td>(923)</td>
<td>3.17*</td>
<td>2.22</td>
<td>3.17*</td>
<td>2.22</td>
<td>3.17*</td>
<td>To Bankstown Station (from opposite school) via Route 923 via The River Road and Revesby Station.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>* Mon, Wed, Fri First stop Revesby Fire Station.</td>
</tr>
<tr>
<td>164</td>
<td>3.15</td>
<td>2.30</td>
<td>3.15</td>
<td>2.30</td>
<td>3.15</td>
<td>To Milperra (from opposite school) via (R) Ferndale (L) The River (R) Uranus (L) Howard (L) Doyle, into Beaconsfield (R) Horsley (L) Bullecourt (L) Demancourt (R) Hermies (L) Henry Lawson (R) Pozieres (R) Raleigh (R) Newland (R) Amlens (L) Pozieres (L) Henry Lawson.</td>
</tr>
<tr>
<td>147</td>
<td>3.15</td>
<td>3.15</td>
<td>3.15</td>
<td>3.15</td>
<td>3.15</td>
<td>To Milperra via (R) Burns (R) Picnic Point Rd (L) Tower (R) Park (R) Maclaurin (R) Henry Lawson (L) Pozieres (R) Raleigh (R) Newland (L) Amlens (R) Henry Lawson Drive (L) Bullecourt</td>
</tr>
<tr>
<td>(923)</td>
<td>3.24</td>
<td>2.26</td>
<td>3.24</td>
<td>2.26</td>
<td>3.24</td>
<td>To Picnic Point Boatshed via (R) Burns (R) Picnic Point Rd (L) Tower to Panania Station, then via Picnic Point Rd (L) Henry Lawson (R) Carinya to Picnic Point Boatshed.</td>
</tr>
</tbody>
</table>

*Bus numbers in brackets refer to Route Service buses.*

Bus 121 and Bus 147 also pick up at Picnic Point Public School if required.

(L) = BUS TURNS LEFT  (R) = BUS TURNS RIGHT
PICNIC POINT HIGH SCHOOL P&C CANTEEN

PRICE LIST 2014

HOT FOOD
- Chicken & Corn Roll 1.20
- Hot Dog with sauce 2.00
- Hot Chicken Roll 3.00
- Sausage Roll (low fat) 1.80
- Meat Pie (low fat) 2.50
- Chicken & Veggie Pie 2.50
- potato Pie 2.80
- Macaroni Cheese 2.50
- Lasagne (order only) 3.00
- Fantastic Noodles 2.00
- Tomato Sauce Portion 0.20
- Spinach & Ricotta Roll 1.80
- Hash Browns (term 2 & 3 only) .80

SPECIALS
- Available Monday
  - Chicken Burger, lettuce & Mayo 2.50
- Available Tuesday
  - Pizza 1.80
  - Spring Roll 0.50
- Available Wednesday
  - Hamburger (low fat) 3.00
  - Chicken Burger, lettuce & Mayo 2.50
- Available Thursday & Friday
  - Hot Dog with Cheese 2.50
  - Pizza 1.80
  - Chicken Nuggets 3 for 1.20
  - Oregano Pizza 2.00
  - Cheese Pizza 3.00

**BREAKFAST MENU**

- Available Before School
  - Milk (Varieties) from 2.00
  - Juice (Varieties) 1.50
  - Up a Go 2.00
  - Yoghurt 1.80
  - Low Fat Yoghurt with fruit puree 2.50
  - Hot Chocolate (Term 2 & 3) 1.50
  - Muffins 1.80
  - Pretzels (sweet or savoury) from 2.00

SANDWICHES
- Served on White, Wholemeal or Soy & Linseed
- Bread
  - Vegemite 1.60
  - Tuna 2.80
  - Cheese 2.20
  - Tomato 2.20
  - Roast Chicken Meat 2.80
  - Salad (Lettuce/ Carrot/ Tomato/ Beetroot Celery) 2.80
  - Ham 2.80
  - Egg (Plain or Curried) 2.20
  - Bread Roll Extra 0.20
  - Lebanese Bread Extra 0.20
  - Plain Bread Roll 0.50

EXTRA FILLINGS
- Mayonnaise 0.20
- Lettuce 0.50
- Tomato 0.70
- Beetroot 0.40
- Cheese (low fat) 0.70
- Chicken Meat 1.20
- Salad 1.20
- Mustard 0.20
- Egg 0.70
- Ham 1.20

SALADS
- Salad Box - Tomato/ Celery/ Carrot 3.50
- Lettuce/Beetroot/ Cucumber/ Alfalfa

*All prices subject to change without notice

DRINKS
- Bottled Water 600ml 1.00
- Milk 300ml 1.40
- Milk 600ml 2.00
- Oak Milk 300ml Flavours 2.00
- Oak Milk 600ml Flavours 3.00
- Cans Diet Soft Drinks 1.50
- Bottles Diet Soft Drink 600ml 2.80
- Deep Spring Mineral Water 2.20
- Juice 375ml 1.50
- Juice 500ml 2.00
- Breakas 1.80
- Iced Tea (varieties) TBA
- LOL drinks TBA
- Powerade 300ml 1.60

ICE CREAMS
- Variety priced from 90c - 3.00

SNACKS
- Custard Tart 2.00
- Finger Bun 1.80
- Muffin Topz 1.50
- Pretzel Cinnamon 2.00
- Pretzel (savoury varieties) 2.30
- Rice Sticks 0.80
- Veggie Chips 1.70
- Red Rock Chips 1.00
- Rice Crackers/Pretzels 0.70
- Cookie 1.00
- Sunno Mini Cookies 0.40

Other snack foods available, range and prices vary – check canteen menu board for these specials.
PARENT ASSISTANCE

Parents and Citizens Association

Picnic Point High School has a School Council and a P&C. The P&C is much more than just a fund raising committee; members of the P&C are involved in many aspects of the school:

- Canteen volunteers
- Scribes for examinations
- Interviewing panels for staff placements
- Selection panels for Year 7 enrolments
- Various committees e.g. Canteen, site, uniform, performing arts and social
- Annual Report writing
- Textbook covering as required

Picnic Point High School P&C meetings are usually held on 3rd Monday of each month at 7.00pm in A Block and all are welcome. This is an opportunity to ask questions, find out what’s going on at the school, get to know how things run, offer suggestions and get to know other parents.

There is no obligation to be involved with any committees or take a position on the P&C.

If you have any questions please ring the school and they will put you in touch with a member of the P&C executive. We look forward to seeing you and encourage you to be part of your school community.

Parent Volunteer Roster

Each year the school compiles a database of parents who are willing to assist the school and the students in a wide variety of ways e.g. reader / writer for examinations, sports umpire/coaches, working bees, library etc.

If you can assist in any way, please complete the “Parent Volunteer” form that will be in the Orientation Day pack and the first PIC News of the year. All help is greatly appreciated.
# Statement of School Fees and Contributions

## Year 7 – 2014

### A. SCHOOL FEES & CONTRIBUTIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General School Contribution</td>
<td>84.00</td>
</tr>
<tr>
<td>Technological &amp; Applied Studies (TAS)</td>
<td>80.00</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>40.00</td>
</tr>
<tr>
<td>Music</td>
<td>16.00</td>
</tr>
<tr>
<td>Sports Levy</td>
<td>5.00</td>
</tr>
<tr>
<td>P&amp;C Education Enhancement</td>
<td>20.00</td>
</tr>
<tr>
<td><strong>Total (A)</strong></td>
<td><strong>245.00</strong></td>
</tr>
</tbody>
</table>

### B. MANDATORY EQUIPMENT PACK

**Students must have the following items for Year 7 study at Picnic Point High School:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Diary</td>
<td>10.00</td>
</tr>
<tr>
<td>Japanese Language Workbooks</td>
<td>32.00</td>
</tr>
<tr>
<td>Science Workbook (and hard clipcase)</td>
<td>30.00</td>
</tr>
<tr>
<td>Maths Textbook clipcase</td>
<td>5.00</td>
</tr>
<tr>
<td>Maths Scientific Calculator (Casio FX82AU Plus Mark 2)</td>
<td>22.00</td>
</tr>
<tr>
<td>TAS Apron – Food Technology (white)</td>
<td>8.00</td>
</tr>
<tr>
<td>TAS Apron – Timber/Metal/Plastics (blue)</td>
<td>8.00</td>
</tr>
<tr>
<td><strong>Total (B)</strong></td>
<td><strong>115.00</strong></td>
</tr>
</tbody>
</table>

**TOTAL PAYABLE (A+B)**

$360.00

Payment can be made:
1. in person at the school office (by cash, credit card, EFTPOS or cheque);
2. by calling the school on 9772 1700 and paying by credit card; or
3. by returning this Statement with your payment to the school office.

**Method of payment (please tick):**
- [ ] cash
- [ ] cheque
- [ ] credit card (please complete details below)

For credit card payments:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
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## PICNIC POINT HIGH SCHOOL

### Statement of School Fees and Contributions

**Year 8 – 2014**

<table>
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<th></th>
<th>(C) Subject Fees</th>
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<td>$5</td>
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<td>$20</td>
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<td><strong>TOTAL (C)</strong></td>
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<table>
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<tr>
<td>Locker Hire (per year)</td>
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<td>Locker Deposit (refundable on return of locker key)</td>
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### TOTAL PAYMENT (A + B + C): $__________________

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1. in person at the school office (by cash, credit card, EFTPOS or cheque);
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3. by returning this Statement with your payment to the school office.

**Method of payment (please tick):**
- [ ] cash
- [ ] cheque
- [ ] credit card (please complete details below)

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## PICNIC POINT HIGH SCHOOL

### Statement of School Fees and Contributions

**Year 9 – 2014**

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**TOTAL (A)** $119

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<th>(C) Elective Fees</th>
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**TOTAL (B)** $________

**TOTAL (C)** $________

**TOTAL PAYMENT (A + B + C):** $____________

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**Method of payment (please tick):**
- [ ] cash
- [ ] cheque
- [ ] credit card (please complete details below)

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### PICNIC POINT HIGH SCHOOL

**Statement of School Fees and Contributions**
**Year 10 – 2014**

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**TOTAL (A):** $119

#### (B) Additional Items

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<tr>
<td>Locker Hire (per year)</td>
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**TOTAL (B):**

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<td>School Diary</td>
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<tr>
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<td>Food Technology</td>
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<td>Textiles Technology</td>
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<tr>
<td>Information &amp; Software Technology</td>
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**TOTAL (C):**

**TOTAL PAYMENT (A + B + C):** $__________________

Payment can be made:
1. in person at the school office (by cash, credit card, EFTPOS or cheque);
2. by calling the school on 9772 1700 and paying by credit card; or
3. by returning this Statement with your payment to the school office.

**Method of payment (please tick):**

- □ cash
- □ cheque
- □ credit card (please complete details below)

For credit card payments:

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## PICNIC POINT HIGH SCHOOL
Statement of School Fees and Contributions
Year 11 – 2014

### (A) School Fees & Contributions

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<tr>
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<tr>
<td>School Diary</td>
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**TOTAL (A)** $119

### (B) Additional Items

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<td>Locker Hire (per year)</td>
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<td>School Tie</td>
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<td>8GB USB Drive</td>
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**TOTAL (B)** $_______

### (C) Elective Fees

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<td>VET Construction</td>
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<td>Industrial Technology</td>
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<tr>
<td>Engineering Studies</td>
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<td>Textiles and Design</td>
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<td>Music</td>
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**TOTAL (C)** $_______

**TOTAL PAYMENT (A + B + C): $______________**

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- [ ] cash
- [x] cheque
- [ ] credit card *(please complete details below)*

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## PICNIC POINT HIGH SCHOOL

Statement of School Fees and Contributions

Year 12 – 2014

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<td>General School Contribution</td>
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<td>Sports Levy</td>
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<td>$20</td>
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<td>School Diary</td>
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**TOTAL (A):** $119

### (B) Additional Items

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**TOTAL (B):** $_______

### (C) Elective Fees

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<td>VET Hospitality</td>
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<tr>
<td>VET Entertainment</td>
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<td>VET Construction</td>
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<td>Information Processes &amp; Technology</td>
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<tr>
<td>Industrial Technology</td>
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<tr>
<td>Engineering Studies</td>
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<tr>
<td>Visual Arts</td>
<td>$26</td>
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<tr>
<td>Music</td>
<td>$25</td>
</tr>
<tr>
<td>Dance</td>
<td>$25</td>
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<tr>
<td>Photography, Video &amp; Digital Imaging</td>
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**TOTAL (C):** $_______

**TOTAL PAYMENT (A + B + C):** $______________

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SCHOOL UNIFORM

Picnic Point High School is a fully uniformed school and all students are expected to be in school uniform each day. Wearing the School Uniform helps students feel part of a purposeful social group. They are entitled through wearing the uniform to display pride in the school, its achievements and what it represents. The wearing of the uniform encourages a sense of unity and pride in co-operative endeavour.

Uniforms are available from Lowes, Bankstown and Moorebank Uniforms & Embroidery, 34 Anderson Avenue, Panania and Schoolmart, Gibson Avenue, Padstow.

School ties and blazers may be borrowed from the school for students to wear when representing the school at special events.

Junior Girls Summer
Dress: Green and white stripe (to be worn at a modest length)
Blouse: Lemon standard with school crest
Slacks: Bottle green tailored
Socks: White ankle style
Shoes: All black enclosed leather shoes with black laces (no canvas, ballet, boat or Dunlop Volley shoes)

Junior Girls Winter Uniform
Blouse: Lemon standard with school crest
Skirt: Bottle green and gold (to be worn at a modest length)
Slacks: Bottle green tailored
Tie: Bottle green with crest (optional)
Jacket: Green and gold
Pullover: Bottle green with school crest
Sloppy Joe: Bottle green with school crest
Socks: White ankle style
Scarf: Plain white, grey or bottle green “cashmere feel”
Shoes: All black enclosed leather shoes with black laces (no canvas, ballet, boat or Dunlop Volley shoes)
Stockings: Black; may be worn with skirt or dress (no holes)

Junior Boys All Seasons Uniform
Shirt: Green deluxe with crest
Shirt: Green deluxe long sleeve
Shorts: Grey ‘School Dudes’ (see photographs of correct and incorrect shorts on following page)
Trousers: Grey ‘School Dudes’
Trousers: Grey college style (Yakka) (no corduroy pants, jeans or trackpants)
Jacket: Green and gold
Pullover: Bottle green with school crest
Sloppy Joe: Bottle green with school crest
Tie: Bottle green with crest (optional)
Socks: White ankle style
Shoes: All black enclosed leather shoes with black laces (no canvas, ballet, boat or Dunlop Volley shoes)
Belt: Black or grey - no studs

Senior Girls All Seasons Uniform
Shirt: White with school crest
Skirt: Bottle green and gold tartan (to be worn at a modest length)
Slacks: Grey tailored (no corduroy pants, cargos, jeans or track pants)
Jacket: Green and gold
Pullover: Bottle green with school crest
Sloppy Joe: Bottle green with school crest
Tie: Bottle green with crest (optional)
Socks: White ankle style
Scarf: Plain white, grey or bottle green “cashmere feel”
Shoes: All black enclosed leather shoes with black laces (no canvas, ballet, boat or Dunlop Volley shoes)
Blazer: Bottle green (optional - available at school)
Stockings: Black to be worn with skirt (no holes)

**Senior Boys All Seasons Uniform**
- **Shirt:** White with school crest
- **Shorts:** Grey ‘School Dudes’ (see photographs of correct and incorrect shorts below)
- **Trousers:** Grey ‘School Dudes’
- **Jacket:** Green and gold
- **Trousers:** Grey college style (Yakka) (no corduroy pants, cargos, jeans or track pants)
- **Pullover:** Bottle green with school crest
- **Sloppy Joe:** Bottle green with school crest
- **Tie:** Bottle green with crest
- **Socks:** White ankle style
- **Shoes:** All black enclosed leather shoes with black laces (no canvas, ballet, boat or Dunlop Volley shoes)
- **Belt:** Black or grey - no studs
- **Blazer:** Bottle green (optional - available at school)

**Unisex Sports Uniform**
- **Polo Top:** Gold with school crest
- **Shorts:** Bottle green knit shorts with emblem
- **Socks:** White sports style
- **Shoes:** White leather joggers – must be lace up with white laces (no canvas, boat, slip on or Dunlop Volley shoes)
- **Tracksuit:** Bottle green and gold
- **Cap:** Bottle green, grey or white (plain – no logos)

**Notes:**
1. When representing the school at Grade, Zone, Regional or State level, students MUST wear full sports uniform and/or school tracksuit.
2. It is compulsory for all students to wear the sport uniform during all PE lessons and for sport.

**SUN PROTECTION FOR BOYS AND GIRLS**

Students may wear any plain hat or cap coloured green, grey or white without logos.

**SAFETY IN SOME SUBJECTS**

Subjects like Industrial Technology, Food and Textiles Technology and Science have a safety requirement that students always wear fully enclosed (lace up) leather shoes. On sport days, students must bring the correct footwear for these subjects.

For PE, students **must** wear the correct school footwear for sport. Photographs of the correct school footwear are on page 42.
SCHOOL UNIFORM CODE

On many occasions the school community has reaffirmed that Picnic Point High School is a school at which students are expected to wear uniform. It is clear that the community expects all students to wear the correct school uniform.

Not only are students expected to wear the correct school uniform, they are also expected to wear it correctly. This applies equally to senior and junior students as well as males and females.

If out of uniform, students will spend recess and lunch indoors. This is to ensure that the safety of all students is maintained by:

- being able to recognise all students in the playground at all times as students belonging to our school, and
- avoiding injury through the wearing of inappropriate clothing/jewellery and footwear.

Families who are experiencing financial difficulties may approach the school confidentially and assistance will be provided. Please contact the Administrative Manager if you require assistance.

The school uniform code for boys requires that:

1. Shirts must be worn in the following manner:
   - Buttoned up and only the top button may be undone
   - Collars turned down
2. School jackets when worn, must have the collar turned down
3. A school tie is optional and if worn, it is to be worn correctly
4. Belts to be enclosed in the loops of the trousers or shorts. No part of the belt to hang down
5. Underwear must not be visible
6. Any shirt worn under the uniform is to be plain white
7. No chunky necklaces
8. No coloured hair. Natural colours may be permitted
9. The expectation is that all clothing is to be in a good condition without rips or tears

The school uniform code for girls requires that:

1. Shirts must be worn in the following manner:
   - Buttoned up and only the top button may be undone
   - Collars turned down
2. School jackets when worn, must have the collar turned down
3. A school tie is optional and if worn, it is to be worn correctly
4. Skirts and tunics must be worn at an appropriate length
5. Underwear must not be visible
6. Any top worn under the uniform is to be plain white
7. Jewellery must be kept to an absolute minimum – anything which has the potential to cause injury to the wearer or any other student is unacceptable
8. Small, discrete earrings (nothing dangling) may be allowed
9. No heavy make-up or dark lipstick
10. No coloured hair. Natural colouring may be permitted
11. The expectation is that all clothing is to be in a good condition without rips or tears
## Acceptable Shoes

### Correct Shoes:

<table>
<thead>
<tr>
<th><img src="image1.png" alt="Shoe 1" /></th>
<th><img src="image2.png" alt="Shoe 2" /></th>
<th><img src="image3.png" alt="Shoe 3" /></th>
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### Unacceptable Shoes

### Incorrect Shoes:

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<th><img src="image6.png" alt="Shoe 6" /></th>
<th><img src="image7.png" alt="Shoe 7" /></th>
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## Acceptable Sports Shoes

### Correct Shoes

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<th><img src="image10.png" alt="Shoe 10" /></th>
<th><img src="image11.png" alt="Shoe 11" /></th>
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### Unacceptable Sports Shoes

### Incorrect Shoes

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