TOORMINA HIGH SCHOOL
CREATING OUR FUTURE

2016
STUDENT INFORMATION HANDBOOK
PRINCIPAL'S MESSAGE

Congratulations on enrolling in Toormina High School.

Toormina High School is a comprehensive, co-educational secondary school that offers a broad education to students from our local area. We are home to a Learning Support Unit, an After Hours Homework Centre, the CREST senior mentoring program, and an Intensive Literacy Program to name just a few of the facilities and resources available to you. At Toormina High School we offer a diverse range of educational experiences, both academic and extra-curricular, and our students take part in a wide variety of sporting, creative and performing arts and community activities. I encourage you to embrace these opportunities and make the most of your high school education.

This information booklet has been developed in order to assist parents, carers and students entering high school. It contains information regarding school faculties, subject requirements and the staff who will be teaching and supporting you. I look forward to working with you and your family to create a successful transition to Toormina High School.

Dr Joanne Bellette

Relieving Principal
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SCHOOL VISION

Toormina High School is a learning community committed to achievement, excellence and care.

THIS SCHOOL STRONGLY SUPPORTS THE FOLLOWING PRECEPTS

- Encouragement of the pursuit of excellence.
- A positive and co-operative environment for teaching and learning.
- A fair discipline policy that incorporates student wellbeing in a framework of clearly stated expectations.

SCHOOL AIMS

- The growth of the individual student towards full maturity as an intellectually capable, socially and physically able and morally responsible person who will be able to participate in and cope with a changing society in a meaningful way.
- The professional development of the staff as a whole and individually.
- Meaningful interaction with the school’s wider community and an educational focus on global citizenship.

CORE VALUES

- Quality Learning - We value quality learning, which will enable all to achieve their potential.
- Respectful Relationships - We value a community with positive relationships, which enables all to participate and to develop care, respect and tolerance for others.
- Creating Our Future - We value individuals who have a commitment to making a positive contribution to other people, the school and the wider society.
STUDENT CODE OF GOOD CONDUCT

Toormina High School is a place of learning where caring relationships and a safe and clean environment are highly valued. The following code is to assist students to show pride in and contribute fully to the life of our school.

Quality Learning Will Be Achieved By:
• Producing your best work at all times.
• Promoting and contributing to the best work of others.
• Respecting the rights of others to learn.

Respectful Relationships Will Be Developed By:
• Respecting all members of the school community.
• Using respectful language at all times.
• Considering others at all times.

A Safe And Clean Environment Will Be Maintained By:
• Following instructions.
• Respecting school buildings, grounds and equipment.
• Valuing our environment.

Good Student Conduct Is Demonstrated When:
• I follow instructions from staff.
• I wear the appropriate Toormina High School uniform at all times, unless excused by the Principal.
• I arrive on time and am well prepared for all classes and school activities.
• I am aware of and follow the rules of safety, hygiene and movement throughout the school.
• I ensure respectful communication with my fellow students, parents and school community.
• I consider others in my playground behaviour and movement around the school.
• I use study times and allocated areas effectively and appropriately.
• I bring a note from my parent/guardian, explaining absences/lateness, on the next day of attendance.
• I only leave the class or school grounds with written permission.
• I participate in school decision-making and respect school policies.

Students Are Expected To:
• Be prepared to work and learn.
• Bring all necessary equipment for class.
• Be respectful, cooperative and courteous at all times.
• Use respectful language.
• Be safe in the classroom and playground.
• Wear school uniform.
• Remove hats before entering class.
• Not use mobile phones, iPods and the like, during the school day.
• Use toilets during breaks.
• Have no chewing gum at school.
SCHOOL DIRECTORY

PRINCIPAL (Relieving)  
Dr Joanne Bellette

DEPUTY PRINCIPAL  
Kathy McDowell

DEPUTY PRINCIPAL (Relieving)  
Helen Young

HEAD TEACHERS

ENGLISH  
Lisa Mullan  
English Staffroom

MATHEMATICS  
Craig Holden  
Mathematics Staffroom

SCIENCE  
Jenny Bryant  
Science Staffroom

HUMAN SOCIETY IN ITS ENVIRONMENT  
Bronte Kedraika  
English/HSIE Staffroom

TECHNICAL & APPLIED STUDIES  
Greg Driscoll (relieving)  
TAS Staffroom

CREATIVE & PERFORMING ARTS  
Anna McAuley  
Art Staffroom

PDHPE/SPORT  
Greg Deam  
PE Staffroom

SUPPORT UNIT  
Chris Browne  
Support Staffroom

WELFARE  
Laura McRae  
Administration Block

ADMINISTRATION/CURRICULUM  
Cheryl Cutter  
Administration Block

TEACHING & LEARNING  
Julie Roberts  
Science Staffroom

YEAR ADVISERS

YEAR 7  
Leanne Firkins  
LAST Staffroom

YEAR 8  
Sheridan Johnston  
PE Staffroom

YEAR 9  
Adrienne Gillingham  
Library

YEAR 10  
Joe Anderson  
Mathematics Staffroom

YEAR 11  
Matt Francis  
Careers Office

YEAR 12  
Matt Ryan  
Science Staffroom

SUPPORT STAFF

ABORIGINAL EDUCATION OFFICER  
Judith Peen  
Mathematics Staffroom

CAREERS  
Robyn West  
Careers Office

INFORMATION TECHNOLOGY  
Kathryn Gibney  
Administration Block

COUNSELLOR  
Annie Hamman  
Administration Block

ELECTIVE CHOICES  
Yr 7, 8, 9, 10 - Cheryl Cutter  
Administration Block

Yr 11, 12 - Robyn West  
Careers Office

LEARNING AND SUPPORT  
Sue Winsor/Leanne Firkins  
LAST Staffroom

SICK BAY  
Administration Staff  
Front Office

FIRST AID  
Gillian Kelly/Yvonne Klepzig  
Front Office/Library

ENROLMENTS, BUSES, PAYMENTS  
Administration Staff  
Front Office

LATE NOTES  
Reception Desk  
Front Office

LEAVE PASSES  
Deputy Principals  
Administration Block

LOST PROPERTY  
Administration Staff  
Front Office

STUDENT REPRESENTATIVE COUNCIL  
Tanya Cheers  
TAS Staffroom

TRANSITION ADVISER  
Matt Francis  
Careers Office

CREST MENTORING PROGRAM  
Julie Roberts  
Mathematics Block

Telephone: 02 66533 077  
Fax: 02 6658 2310  
Email: Toormina-h.school@det.nsw.edu

Website: www.toormina-h.schools.nsw.edu.au
SCHOOL UNIFORM

All students are required to wear only approved school uniform items. The wearing of full school uniform by all students enhances school tone and the morale of staff and students. We want the calibre and achievements of our students to be fully recognised and appreciated by the wider community, and we recognise that the dress of our students very much shapes the perception of our school by the community.

- Approved school uniform dress items are listed below.
- Hooded, coloured or printed (other than the school logo) tops are NOT part of our uniform, and are NOT to be worn.
- Families can apply for Student Assistance if they have trouble affording uniform items.
- Students unavoidably out of uniform should have a note from a parent/carer, and show it to the Head Teacher Welfare who may offer them clean uniform items to wear that day.
- Occupational Health & Safety Requirements stipulate that students must wear enclosed shoes at all times.
- Uniform needs to be modest at all times.
- Excessive jewellery may also present an OH&S hazard and students may be requested to remove such items.

UNIFORM OPTIONS

The Toormina High School Uniform Shop is open every Monday from 8:00am to 4:00pm, manager Michele Bake, 0468 436 217.

Junior girls - unisex THS polo shirt, unisex THS black shorts, junior girls THS skirt, junior girls white THS button blouse, black THS track pants, black THS jumper or jacket, covered black shoes.

Senior girls - unisex THS shirt, unisex black THS shorts, senior THS white blouse, senior maroon THS skirt, black THS track pants, black THS jumper or jacket, covered black shoes.

Junior boys - unisex THS polo shirt, unisex THS black shorts, junior boys button shirt, black THS track pants, black THS jumper or jacket, covered black shoes.

Senior boys - unisex THS shirt, unisex black THS shorts, senior THS White button shirt, black THS track pants, black THS jumper or jacket, covered black shoes.

Sports uniform - unisex THS shirt, unisex black THS shorts, black THS track pants, black THS jumper, sports shoes.
UNIFORM OPTIONS

Junior and senior student uniform options.

UNISEX POLO SHIRTS
All years
$35
Sizes available 8 - 6XL
also PE/Sport shirt

GIRLS BLOUSE
All years
$27
Sizes available 6 - 18

UNISEX SHORTS
All years
$25
Sizes available 8 - 5XL
also PE/Sport shorts

JUNIOR BOYS BLUE SHIRT
Year 7 - 10
$27
Sizes available 6 - 2XL

UNISEX JUMPER
All years
$30
Sizes available 8 - 4XL

SENIOR BOYS SHIRT
Year 11 & 12
$27
Sizes available 10 - 2XL

UNISEX JACKET
All years
$60
Sizes available 8 - 3XL

JUNIOR GIRLS SKIRT
Black with box pleats
Year 7 - 10
$35

UNISEX TRACK PANTS
All years
$35
Sizes available 8, 10, 12. XS, M, L, XL

SENIOR GIRLS SKIRT
Maroon with box pleats
Year 11 & 12
$35
Each semester Toormina High School holds Academic Achievement Assemblies:

The **Minor Awards** assemblies are held in year groups, and based on your academic effort and achievement you may receive a Merit or Encouragement award.

The **Major awards** assemblies are for the whole school to celebrate the achievement of the students who achieve Outstanding Academic Achievement awards, as well as outstanding sporting and community awards.

Semester Reports will show one of the following awards for each subject:

**Outstanding** - The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these to new situations.

**High** - The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.

**Sound** - The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.

**Basic** - The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.

**Limited** - The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

Reports will also show examination mark and class assessment ranking.
STUDENT WELFARE and WELLBEING

Student welfare is a high priority at Toormina High School. Every student has the right to be and feel safe, to be happy and to be given the opportunity to achieve his/her potential. Students who feel that their wellbeing is at risk, particularly if they are being bullied or harassed, should immediately notify their parents/careers and an appropriate person at school that is, a teacher, year adviser, head teacher welfare, school counsellor or senior executive personnel. Bullying is dealt with in a way which recognises the needs of both the victim and the bully so that a lasting resolution of conflict can be achieved.

Head Teacher Welfare - Laura McRae

The Head Teacher (Welfare) is responsible for the general supervision and welfare of students in the school and is available to assist any students with any problems they may have in or out of school.

Year Advisers

This school has, as members of the teaching staff, six Year Advisers. These Advisers are appointed primarily to assist pupils with their progression through their school life. They are available for interview, to assist and advise in the following areas:

(a) Personal and educational problems, including choice of subjects and courses of study.
(b) Problems related to school uniform and general conduct.
(c) Problems associated with attendance, punctuality and absentee notes.
(d) Promotion/demotion from one class to another.

School Counsellors - Annie Harman

Students are referred to the School Counsellor by teachers, parents, Child Welfare Services or students themselves. The School Counsellor is concerned with psychological welfare, diagnoses of educational and adjustment problems. Counsellors are available for interview with parents. Prior appointment must be made by telephoning the school.

Careers Adviser - Robyn West

The school has a full time careers adviser who assists students to resolve some of the vocational problems by giving information generally and support where necessary. Parents may phone for interviews if desired.

Learning Support Team - Sue Winsor

Learning support at Toormina High School is available to students according to need. Mrs McDowell is the co-ordinator of the Toormina High School Learning Support Team (LST). The LST co-ordinates and targets support across the school. It ensures the provision of appropriate resources and monitors their use to meet identified student needs.
LAST - Learning Assistance Support Teachers - Sue Winsor/Leanne Firkins

The Learning and Support Teachers provide learning support for students in years 7-12 who are experiencing difficulty in accessing the curriculum. LAST teachers work predominantly within a classroom setting, and focus on strengthening literacy and numeracy skills. They manage the implementation of Special Provisions for examinations for students with an identified need. They also complete learning assessments for students in Years 7 to 12.

Aboriginal Programmes

The Aboriginal Education Officer, Judith Peen, works in class and withdrawal settings to support Aboriginal students.

THS Aboriginal Education team assists Aboriginal students, and their parents, transition from primary school to Toormina High School. Outstanding academic achievement of indigenous students is encouraged through the 10% On Top Club.

Support Classes - Chris Browne, Head Teacher Support

Students with a mild intellectual disability (IM) are supported in a discrete class with a specialist teacher and SLSO (School Learning Support Officer).

Students may study at a Life Skills or mainstream level as indicated by a Personal Learning Plan.

Students may attend mainstream classes also indicated in their Personal Learning Plan.

Students with more significant intellectual disability or autism are given high level support in discrete classes and follow a special programme of study, accessing mainstream classes, as outlined in their Personal Learning Plan.

There is also support for the transition of students with Funding Support, moving from primary school to Toormina High School.

Itinerant Support Staff

Specialist support teachers and Student Learning Support Officers assist students with sensory needs as outlined in their Personal Learning Plans.
GENERAL INFORMATION

Absences
Parents are asked to provide an explanation for an absence within 7 days - this can be done by telephone, via Skoolbag (see page 16), note, email, fax or by replying to a received SMS which are sent out daily. Our school participates in an SMS-based system which enables us to give parents instant feedback when their child is absent from school. SMS messages are automatically generated each day from the Sentral Roll - when a student is marked absent at roll-call, an SMS is sent the same day.

If there is no reply after 7 days the absence will be recorded as ‘unjustified’ on the school’s official roll and DEC system. In cases of absence for students in Years 11 and 12 who are absent when assessment tasks are being done, they may be asked for a medical certificate (see separate Assessment Policy document).

Assemblies
School assemblies are held on Tuesday and Thursday mornings in the COLA or the main assembly area. Year assemblies are conducted periodically by Year Advisers. Special assemblies for awards will be convened as required.

Bicycles and Scooters
Bicycles and scooters must not be ridden in the school grounds. Students are to walk their bikes/scooters to the bike area, where they should be secured with a lock and chain. The bike area is then out of bounds to all students until the end of the school day.

The school has constructed a bicycle shelter to try to provide security, however, it cannot be guaranteed. The shelter will be locked each day. Bicycles cannot be removed from the shelter during the day, unless there is an emergency. In such a case the student requiring the bicycle/scooter is to see the front office.

Students who have permanent early leave passes or students who have to leave early on a given day (a one-off situation) can secure their bicycles to the two racks provided on the outside of the shelter.

Skateboards are not to be brought to school.

Bus Travel
Students living outside a 2.0 km radius or 2.3 km walking distance from the school are entitled to free bus travel. Year 7 apply at their Primary School before leaving. New enrolments in Year 8-12 apply at the front office for bus forms. Bus passes are expected to be carried on Sawtell and Busways North Coast Pty Ltd Bus Services. The only time you would need to fill out a new bus form is if you change your address or name. There is no need to complete a new form each year - one form only is required while ever you are enrolled at Toormina High School. If you lose your bus pass see the Bus Company for a replacement. A fee is usually charged.

For details of where the buses run, ring the Bus Companies direct:-

<table>
<thead>
<tr>
<th>Busways North Coast P/L</th>
<th>Sawtell Bus Service</th>
<th>Beaumont RJ &amp; PJ P/L</th>
<th>Ryans Bus Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 O’Keefe Drive</td>
<td>5 Newcastle Drive</td>
<td>12 Kotara Place</td>
<td>9 Hurley Drive</td>
</tr>
<tr>
<td>COFFS HARBOUR</td>
<td>Sawtell</td>
<td>KORORA</td>
<td>COFFS HARBOUR</td>
</tr>
<tr>
<td>Ph: 02 6652 2744</td>
<td>Ph: 02 6653 3344</td>
<td>Ph: 02 6653 7261</td>
<td>Ph: 02 6652 3201</td>
</tr>
</tbody>
</table>
**Canteen**
The canteen serves a wide variety of hot and cold foods, drinks and snack foods. Lunch orders may be placed before school or in the 20 minute recess.

**Computer Network**
Year 7 students will be provided with assistance early in Term 1 to familiarise them with the logon process. When students sign out of the school their network account is automatically deleted. Students are able to Bring Your Own Device (BYOD), specifications for suitable devices are available on the THS website.

**Emergency Contact**
If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school’s main office and a written message will be sent immediately to the student. If a student needs to make emergency contact with anyone they can do so through the school’s main office. Students are not permitted to call a parent/carer on a mobile phone to arrange for the parent to collect them from school. If a student is sick, the class teacher or deputy will direct them to the front office.

**Examinations**
Examinations are held for each subject each semester during the nominated examination week. Formal examinations are held in the school hall for years 9-12. There are also the following external examinations for students:
- National Assessment Program Literacy and Numeracy (NAPLAN) – Years 7 and 9.
- Science Validation of Assessment 4 Learning and Individual Development (VALID) - Year 10
- Essential Secondary Science Assessment – Year 8

**Homework/Study Habits**
Desirably, homework should be done each night. Homework should involve revising, summarising and learning notes and work completed during the day. It may include reading of books, learning of spelling and preparation of work.

**Homework Centre**
Qualified teachers from a range of faculties are available in the library after school for extra tuition on Thursday afternoons, 3:30 - 5:00pm.

**Late to School**
Students arriving late to school must have a note from their parents/guardians explaining the reason for the late arrival. Late students go straight to class until 9:15am, after 9:15 students must go to the front desk in the school office. No explanatory note means this will be marked as ‘absent unjustified’ on the DEC system.

**Leave Passes**
Students seeking permission to leave school during the day are to present a note from their parents to the Deputy Principal before school commences. Pass outs will only be issued for special occasions. Parents and students are asked to try to keep medical and dental appointments outside of school hours.
If leaving school early, students must possess a School Leave Pass for partial absence which will be issued at the front office after permission has been granted by the Principal or Deputy Principal.
Library
The Library is open before school, at recess and lunch time (excluding Wednesday recess). After school use may be possible by arrangement. Students are welcome to access all the library resources. Books are available for borrowing. Current magazines, periodicals, daily newspapers, videos, computer programs and the internet are available for use in the library. Students will need to see the Librarian in order to access the computers as they are very popular. The library also provides a quiet haven for reading or studying.

Lunch - Senior Students
Senior students are permitted to leave the school grounds at lunchtime under the following conditions:
1. Written parental approval is obtained.
2. Students sign an agreement relating to dress, modes of travel and promptness of return.
3. Senior students, as with all other students, do not leave the school grounds at any other time without the express permission of the Principal or Deputy Principal.
4. The privilege extended to individuals may be withdrawn if breaches of the agreement occur.

Medication and Medical Conditions
All students requiring medication to be administered during the school day must hand it in to the front office first thing in the morning with a permission note from parents. Where the medication has been prescribed by a medical practitioner a note from the doctor including dosage requirements must be included.
If a student suffers from a serious or chronic condition (such as allergies, asthma or epilepsy) it is necessary that parents inform the school of the condition as soon as possible and, when necessary, provide medication and an action plan formulated by the family doctor. If you have any questions or concerns please contact the school on 6653 3077.

Mobile Phones/iPods and other electronic devices
Toormina High School acknowledges that students may wish to use a mobile device for educational purposes whilst at school. If students bring these devices please be aware that they do so at their own risk. Students who fail to comply with teacher directions to put their mobile device away may have it confiscated, as indicated by the Department of Education. The teacher will take it to the front office and record the details. The device can be collected from the school office at the end of the day. Repeat offenders will face further disciplinary action according to the Department of Education and Community’s Student Discipline in Government Schools Policy.
Movement between Lessons
Bike area is out of bounds during school time.
CORRIDORS AND OPEN AREAS are out of bounds during RECESS and LUNCH (except on wet days).
SCHOOL GROUNDS – students must NOT leave the school grounds unless they are either:
  • Accompanied by a teacher.
  • Going on an excursion/sporting trip/PE; or
  • Leaving for a valid reason and have a signed note indicating time of departure.

NOTE: During wet weather Years 7 and 11 may sit in the Social Sciences, Art and Music corridor. Years 8, 9 and 10 may sit in the Maths and Science corridor.

Parent Teacher Evenings & Individual Appointments
Toormina High School works closely with its parent community and welcomes parent involvement in the education of our students. If you would like to talk to a teacher or a member of the school executive about your child’s progress Parent Teacher Evenings are conducted twice a year; alternatively parents can contact the school on 6653 3077 to arrange a mutually acceptable time for an appointment.

P & C Association
All parents are urged to join the P & C Association for a fee of $2.00 per family. P & C meetings are held in the Staff Common Room. Parents are encouraged to come along and have their say in matters involving their children. For more details telephone the school or check THS website for meeting dates.

Reports
School Reports are posted out as follows:

<table>
<thead>
<tr>
<th>Years</th>
<th>Report Type</th>
<th>Time of Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-10</td>
<td>Semester 1 Report</td>
<td>Week 1, Term 3</td>
</tr>
<tr>
<td></td>
<td>Semester 2 Report</td>
<td>Week 10, Term 4</td>
</tr>
<tr>
<td>11</td>
<td>Interim Report</td>
<td>Week 5, Term 2</td>
</tr>
<tr>
<td></td>
<td>Preliminary Report</td>
<td>Week 3, Term 4</td>
</tr>
<tr>
<td>12</td>
<td>Interim Report</td>
<td>Week 3, Term 2</td>
</tr>
<tr>
<td></td>
<td>Final Report</td>
<td>Week 6, Term 3</td>
</tr>
</tbody>
</table>

Security
The school gates are locked between 9.30am and 3:00pm, with the exception of the main front gate leading to the Administration Office.
All visitors to the school are asked to report to the Front Office upon arrival.

Sick Students
Students who are injured or become sick at school are to report to the Front Office. In general, please do not come to school if you are sick in the morning. Parents will be asked to collect their children from school if they are too sick to return to class from sick bay.
School Socials
School Socials are held regularly. These are for current Toormina High School students only. Teachers give up their own time to organise and supervise School Socials. No student will be released until the social has finished. Socials run from 6:00 p.m. – 9:00 p.m. Strict rules of behaviour and attendance are applied. Tickets have to be purchased prior to the School Social. No tickets are sold ‘at the door’. Students on a current yellow or pink card are NOT permitted to attend.

Skoolbag
Skoolbag is a free app for your smartphone, ipad or tablet which allows you to receive alerts and information instantly from our school. We encourage everyone to install Skoolbag. This is an easy, cost effective means of communication for THS. Skoolbag will be used for all emergency communication.

Simple installation instructions are on the back of this booklet, the THS website or contact the school on 66533077.

Sport
Sport is a compulsory part of the curriculum and is held on Wednesday afternoon for Years 7, 8, 9, & 10. All students participate in Swimming and Athletic Carnivals - participation in Cross-Country is optional.

Problems have arisen in the past with pupils requesting leave on Wednesday afternoons. It would be appreciated if parents could avoid making appointments for the children during this time.

The school offers a wide variety of both recreational and team sports. Special arrangements are made during wet weather.

During sport Year 7 will sample and learn rules and skills about most of the sports that are available as choices in future years.

Sport Houses: The four Houses were formed on the basis of the first letter of your surname:
A – D Barramundi Colour - Red
E – K Marlin Colour - Blue
L – R Nannygai Colour - Yellow
S – Z Trevally Colour - Black & White

THS Newsletter and Website
The school newsletter is sent via email and Skoolbag every fortnight. Please ensure our school office is notified of any changes to your email address, phone number and all contact details (and emergency contact details).

If you would like to have a hard copy of the newsletter mailed to you please contact the school on 66533077. The newsletter is also available via the Toormina High School website www.toormina-h.schools.nsw.edu.au which also has important dates, photos, news and information.

School Contact Details
Telephone: 02 66533 077
Fax: 02 6658 2310
Email: Toormina-h.school@det.nsw.edu
Website: www.toormina-h.schools.nsw.edu.au
SCHOOL AND SUBJECT CONTRIBUTIONS

General Contributions
Year 7 $40.00 per year
Years 8, 9 & 10 $50.00 per year
Years 11 & 12 $60.00 per year

Subject Contributions for Year 7
Technology Mandatory
Fees are $45.00 per year.

Music Mandatory
Fees are $10 per year.

Subject Contributions for Other Years
Approximate costs for elective subjects have been printed in the Study Handbook. Each faculty will advise parents of actual costs each year. Statements will be forwarded to parents early in Term 1 listing contributions.

STUDENT LEADERSHIP and CITIZENSHIP

Students at Toormina High School are expected to display and ‘grow into’ citizenship and leadership roles. Students are expected to make a contribution to their school and community. Students may develop their leadership skills through peer tutoring, SRC, the Student Executive Team and the S.M.I.L.E program.

Student Executive Team
The Student Executive Team provide a link between students and staff. They can present student issues and concerns to the Principal for discussion.

Student Representative Council (SRC)
The Student Representative Council, representing the student body, meets regularly. Students are encouraged to make suggestions to improve the school or if they have a problem to contact the SRC Representative and the matter can be discussed at the SRC Meeting. The SRC also conducts fund raising activities throughout the year to raise money for student needs and for charities.

How do you join?
Student representatives are elected in Term 1, nominations are taken early in the term.
IMPORTANT DATES

SCHOOL TERMS 2016

1) 28/1/16 – 8/04/16 Year 7 return on Thursday, 28 January
   Year 11 & 12 return Friday, 29 January
   Year 8, 9 & 10 return on Monday, 1 February

2) 27/04/16 – 1/07/16 All students return 27/4/16

3) 19/07/16 – 23/09/16 All students return 19/7/16

4) 10/10/16 – 16/12/16 All students return 10/10/16

PUPIL FREE DAYS/ School Development Days
Term 1 Wednesday, 27 January 2016
Term 2 Tuesday, 26 April 2016
Term 3 Monday, 18 July 2016
Term 4 Monday, 15 December 2016 & Tuesday, 20 December 2016

PUBLIC HOLIDAYS
Anzac Day Monday, 25 April 2016
Queen’s Birthday Monday, 13 June 2016
Labour Day Monday, 3 October 2016

BELL TIMES
The school operates on a fortnightly timetable - Week A and Week B. Each term will commence with a Week A timetable followed by a Week B.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>60 min</td>
<td>8.55 – 9.55am</td>
<td>8.55 – 9.55am</td>
<td>8.55 – 9.50am</td>
<td>8.55 – 9.55am</td>
</tr>
<tr>
<td></td>
<td>Assembly</td>
<td>10:45 – 11am</td>
<td>10:45 – 11am</td>
<td>10:45 – 11am</td>
<td>10:45 – 11am</td>
</tr>
<tr>
<td></td>
<td>Recess</td>
<td>20min</td>
<td>20min</td>
<td>30min</td>
<td>20min</td>
</tr>
<tr>
<td>3.</td>
<td>55 min</td>
<td>11.10 – 12.05pm</td>
<td>11.20 – 12.10pm</td>
<td>11.20 – 12.15pm</td>
<td>11.20 – 12.10pm</td>
</tr>
<tr>
<td>4.</td>
<td>55 min</td>
<td>12.05 – 1.00pm</td>
<td>12.10 – 1.00pm</td>
<td>Lunch 40 min</td>
<td>12.10 – 1.00pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>40min</td>
<td>40min</td>
<td>Sport 12.55 – 2.45pm</td>
<td>40min</td>
<td>40min</td>
</tr>
<tr>
<td>5.</td>
<td>50 min</td>
<td>1.40 – 2.30pm</td>
<td>1.40 – 2.30pm</td>
<td>Meeting 2.45 – 3.20pm</td>
<td>1.40 – 2.30pm</td>
</tr>
<tr>
<td>6.</td>
<td>50 min</td>
<td>2.30 – 3.20pm</td>
<td>2.30 – 3.20pm</td>
<td>2.30 – 3.20pm</td>
<td>2.30 – 3.20pm</td>
</tr>
</tbody>
</table>
Skoolbag is a mobile App for your school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android Tablets). Ideal for:

- School, free push notification alerts
- School events
- School newsletters
- School documents
- School RSS feeds
- School social media (Facebook, Twitter)

How To Install Skoolbag On Your Smartphone

**iPhone & iPad Users**

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps"; your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.

**Android Users**

You must first have signed up with a Google Account before installing the app.
1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.

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Find out more at www.skoolbag.com.au