



Kellyville High School

Learning Excellence **Integrity**

School Information Handbook 2024/2025



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Warami . . .

Kellyville High School, located on the land of the Dharug People in the Hills Shire of northwestern Sydney, is a coeducational comprehensive school of 872 students including 4% of students requiring English as a Language Dialect (EALD) support, 13 students identifying as Aboriginal and Torres Strait Islander and an Inclusive Education Unit of 42 students.

A Middle and Senior School structure supports students and staff in developing a productive and inclusive learning environment. Middle School - Years 7, 8 and 9 - has a focus on wellbeing, literacy, numeracy, school culture, adapting to high school systems and expectations and building partnerships with our local primary schools. Senior school - Years 10, 11 and 12 - has a focus on wellbeing, academic rigour, school to work or tertiary studies, citizenship and building partnerships with outside agencies. There are transition points in Years 10, 11 and 12 reflecting the individual goals of students.

The learning and wellbeing of all students is underpinned by a strong, proactive and supportive wellbeing team that ensures all students and staff are valued and cared for and have access to emotional and social support. This support is extended to include our Positive Behaviour for Learning (PBL) framework to instil the school values of aspirational, respectful, and resilient students, staff and parents/carers. The school has undertaken the implementation of a whole school resilience program, equipping students with explicit strategies to cope with challenge.

Students are offered a wide range of co-curricular activities focusing on the creative and performing arts, debating, sport, the environment, student leadership and the Duke of Edinburgh Program. All individual year groups have committed to a charity of their choice to support through fundraising.

The school has strong collaborative relationships with our local partner primary schools, P&C and the broader community.

Our current Strategic Improvement Plan for 2024-2027 is focused on 3 directions: Student Growth and Attainment; Culture of Learning and Culture of Engagement. Through the implementation of these directions and ongoing feedback and evaluation, the school is committed to setting challenging and achievable learning goals for all students, delivered consistently by teachers in a culture of high expectations.

I look forward to working in partnership with you and your child throughout quality educational journey.

Tim O'Brien
Principal



School Captains Message

As School Captains and Vice Captains of Kellyville High School, we would like to welcome all new students and their families **into our community**. We are proud to say that Kellyville is a supportive, safe and friendly learning environment that we have enjoyed coming to everyday.

The close bond students have with their teachers within our school is something unrivalled, as they go above and beyond to ensure students reach their full potential, while also supporting their welfare as they make their way through higher

schooling. There truly is an opportunity for everyone with extracurricular activities ranging from sporting teams to music and drama to leadership, and everything in between.

Students are able to choose from a very wide range of subjects to undertake from Years 9 to 12, along with music ensembles, dance & drama ensembles, sporting teams and debating groups.



Our SRC (7-10) and our Senior Leadership team provide leadership roles for students to become more confident and expand their skills.

During our years at Kellyville High School, we have thoroughly enjoyed our experience, from the life-long friendships that we have made, to the valuable life skills that we have learned. We hope that you and your family will be just as fortunate as we have been in your time with us.

Regards,

Taya D, Michael H, Beau J, Ghashika R, Rory M.

School Captains, IEF Captain and Vice Captains of Kellyville High School 2023/2024

About Us

OUR SCHOOL CREST



Kellyville High School has been built as a school of the new millennium, completely different to schools built in the fifties, sixties and later.

In designing a crest for this new high school, we wanted to look to the future rather than the past, and therefore sought something fresh and colourful with a future orientation and upon which we could build our own history.

The school is built on the three (3) principles of **Learning, Excellence** and **Integrity**. When students come to our school, they enter a specific and crucial stage of life's journey. We aim to instil ideals in our youth so that when they leave

the school to embark on the next part of their journey, no matter what pathway they take, they will have the skills and the strength to succeed. The crest design reflects symbolically the entry into one stage of development and the exit into the next part of life.

The colours chosen are those from the local area of the Kellyville community, particularly the primary schools of Kellyville and Beaumont Hills. The people had the foresight and strength to promote the building of Kellyville High School as a 7-12 local comprehensive school. It is our intention to ensure that we live up to those aspirations.

The crest was created by Shaun Galloway, a local resident and businessman who at the time was the Managing Director of Galloway Training and Recruitment (Norwest Business Park).

OUR SCHOOL VALUES



The school motto reflects what the school will stand for and what we expect from our students and teachers:

It will be a place of **LEARNING**. Both students and teachers will work together to achieve the best outcomes in learning in the academic, social, physical and emotional areas. The essential outcome is to provide students with the skills to be lifelong learners. Learning is continuous. It does not stop at the school gate.

We will work towards **EXCELLENCE** in each area. Excellence is defined as the attainment of superior personal performance. This is achieved in the school by raising expectations,

generating confidence and by providing support and encouragement.

All our dealings will be characterised by **INTEGRITY**. Just as we pursue excellence in learning we want our students and staff to model appropriate values. While we live in a rapidly changing technological age we should not forget a value system, which underpins our decision making and actions as human beings.

In addition to the three foundation values, the school uses the Positive Behaviour for Learning values of Aspirational, Resilient and Respectful to explicitly define to the school community the behaviours that are expected throughout different school contexts.

Term Dates

TERM DATES 2024

Term 1:	29 January to 12 April 2024
Term 2:	29 April to 5 July 2024
Term 3:	22 July to 27 September 2024
Term 4:	14 October to 17 December 2024

TERM DATES 2025

Term 1:	31 January to 11 April 2025
Term 2:	28 April to 5 July 2025
Term 3:	21 July to 26 September 2025
Term 4:	13 October to 19 December 2025

Organisation of the day

There are 5 x 65-minute periods (with some adjustments on Monday and Wednesday) per day over a 10-day cycle. There are TWO equal 30-minute breaks.

A students' timetable is divided into Week A and Week B so that all subjects can be included.

Class rolls are marked each period. The first period roll is the official attendance roll for the day.

BELL TIMES

	MON		TUE	THU	FRI		WED
Period 1 (60m)	8.30 – 9.30	Period 1 (65m)	8.30 – 9.35	8.30 – 9.35	8.30 – 9.35	Period 1 (65m)	8.30 – 9.35
	9.30 – 9.50 Assembly	Period 2 (65m)	9.35 – 10.40	9.35 – 10.40	9.35 – 10.40	Lunch 1 (40m)	9.35 – 10.15
LUNCH 1 (30m)	9.50 – 10.20	LUNCH 1 (30m)	10.40 – 11.10	10.40 – 11.10	10.40 – 11.10	Period 2 (60m)	10.15 -11.15 JUNIOR SPORT
Period 2 (60m)	10.20 - 11.20	Period 3 (65m)	11.10 – 12.15	11.10 – 12.15	11.10 – 12.15	Period 3 (60m)	11.15 – 12.15 JUNIOR SPORT
Period 3 (60m)	11.20 – 12.20	Period 4 (65m)	12.15 – 1.20	12.15 – 1.20	12.15 – 1.20	Lunch 2 (40m)	12.15 – 12.55
LUNCH 2 (30m)	12.20 – 12.50	LUNCH 2 (30m)	1.20 – 1.50	1.20 – 1.50	1.20 – 1.50	Period 4 (60m)	12.55 – 1.55 SENIOR SPORT
Period 4 (60m)	12.50 – 1.50	Period 5 (65m)	1.50 – 2.55	1.50 – 2.55	1.50 – 2.55	Period 5 (60m)	1.55 – 2.55 SENIOR SPORT
	Early Finish Staff Development*						

Staff



PRINCIPAL

Mr T O'Brien

Leads and manages the school community and ensures that education comes first.



DEPUTY PRINCIPAL

Mrs J Roberti

Support the Principal in the smooth running of the school – staff, wellbeing & curriculum.



DEPUTY PRINCIPAL

Mr G Kayes

Support the Principal in the smooth running of the school– staff, wellbeing & curriculum.



RELIEVING DEPUTY PRINCIPAL

Mrs D Maloney

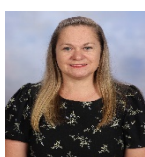
Support the Principal in the smooth running of the school – staff, wellbeing & curriculum.

YEAR ADVISOR (YEAR 6-7) 2025

To be confirmed

ASSISTANT YEAR ADVISOR (6-7)2025

To be Confirmed



YEAR ADVISOR (Year 7)

Ms L Matley

ASSISTANT YEAR ADVISOR (7)

To be Confirmed



YEAR ADVISOR (Year 8)

Ms T Mitai



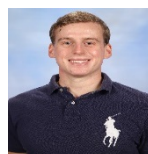
ASSISTANT YEAR ADVISOR (8)

Miss R Kumar



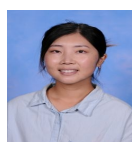
YEAR ADVISOR (Year 9)

Ms K Georgey



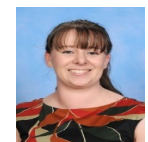
ASSISTANT YEAR ADVISOR (9)

Mr L Pike



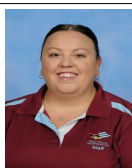
YEAR ADVISOR (Year 10)

Ms V Ung



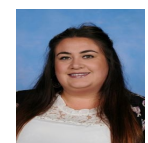
ASSISTANT YEAR ADVISOR (10)

Miss N Burr



YEAR ADVISOR (Year 11)

Mrs T Swain



ASSISTANT YEAR ADVISOR (11)

Ms E Wood



YEAR ADVISOR (YEAR 12)

Ms M Gazzera



ASSISTANT YEAR ADVISOR (12)

Ms T Moy

	HEAD TEACHER ENGLISH <i>Mr T Kearns</i>		HEAD TEACHER MATHEMATICS <i>Miss M Wise</i>
	HEAD TEACHER WELFARE <i>Mr T Brown (Relieving)</i>		HEAD TEACHER SOCIAL SCIENCES <i>Mrs S McHardy</i>
	HEAD TEACHER SCIENCE <i>Mr F Caprarelli</i>		HEAD TEACHER PDHPE <i>Mr A Jack</i>
	HEAD TEACHER TAS <i>Mr A DePalo</i>		HEAD TEACHER CAPA/LOTE <i>Mrs M Vasilescu</i>
	HEAD TEACHER INCLUSIVE EDUCATION <i>Ms H Alalikin</i>		HEAD TEACHER TEACHING & LEARNING <i>Ms K Graham</i>
	HEAD TEACHER ADMIN STAFF/ HISTORY <i>Mr D Knott</i>		
OTHER			
	SPORTS COORDINATOR <i>Mr M Jaaniste</i>		CAREERS ADVISOR <i>Ms B Pedley-Smith</i>

School Administration

Mrs Pam Isaac

School Administration Manager

School Counsellors

Mrs Kerrie Marshall & Mrs Agnes Girardi

Acknowledgement

Kellyville High School acknowledges the Dharug people, the traditional custodians of this land, and their Elders past, present and emerging. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

The Marella Mission Farm was a place where Aboriginal children, removed from their families, were placed from 1953 to 1978. The Kellyville High School Marella Award is the most coveted prize for students to strive for and will be presented annually at Presentation Day, as it represents the culmination of dedication, enthusiasm for learning, positive behaviour for learning, and application with consistency.

Our Aboriginal and Torres Strait Islander Student coordinator works in conjunction with the Aboriginal and Torres Strait Islander students and their families to ensure that they are able to access all programs and initiatives at the school.

As Aboriginal and Torres Strait Islander students at Kellyville High we have been given several opportunities and have worked closely alongside Miss Wood to help develop the culture at our school. Students are given mentorship by Miss Wood, as well as external mentors from Western Sydney and Macquarie Universities and NRL School to Work. Alongside this we have been involved in many cultural opportunities such as the co-creation of the Aboriginal and Torres Strait Islander room, artwork with Dalmarrri, yarns with elders, Harmony Day performances, creating our own acknowledgements of country, and sharing of knowledge and activities with local primary schools. We have been privileged to participate in the events and they have helped to develop our knowledge of our culture. Together, these events and working as a student body, have helped to raise the profile of Aboriginal and Torres Strait Islander culture and initiatives, creating a strong visible presence in the school. We are proud of our Aboriginal and Torres Strait Islander heritage and the way this is celebrating and supported at our school. Kellyville High School acknowledges that this is Dharug land and helps us to connect further with our culture, history, and elders.

Message from Soana Latu – Year 10 2024

Anti-Bullying Policy

Bullying behaviour can be:

- **verbal** e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** e.g. hitting, punching, kicking, scratching, tripping, spitting
- **social** e.g. ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** e.g. spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

The term “bullying” has a specific meaning. The school’s Anti-bullying Plan sets out **the processes for preventing and responding to student bullying**. The school has a range of policies and practices, including welfare and discipline policies that apply to student behaviour generally.

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

Over the past three years, there has been extensive student and community consultation on the anti-bullying plan. This process of student voice has resulted in the student designed pledge:

- I will speak up instead of acting as a bystander
- I am powerful in making a difference in our school
- I accept others for their differences

We are proud of this work, and this has contributed significantly to a reduced number of bullying incidents and empowered students to speak up and to foster a strong sense of belonging in our school.

The following text has been extracted from the current anti-bullying plan. Please refer to our school website for full copy of the school’s Anti-bullying plan.

Assessment Policy

Each student at the commencement of every school year receives a printed copy of all assessment schedules for that year. These booklets outline the type of task, its weighting and an indicative due date. Electronic copies are also located on the school website.

<https://kellyville-h.schools.nsw.gov.au/learning-at-our-school/assessment-and-reporting.html>

Parents are encouraged to access this plus support their child with organisation and school based assessment procedures.

Attendance Policy

Good attendance is a prerequisite for good learning by students.

If a child is away consistently, this impacts on their achievement of syllabus outcomes. In addition, **punctuality** to school and to class is part of the building of students' taking responsibility for their lives and learning.

Explicit attendance procedures are necessary to:

- meet the legal requirements placed on the school by the government and department.
- to fulfil the obligations place on the school by parents and caregivers.
- to fulfil our duty of care under the Education Act.

The policy and procedures ensure that the teachers monitor students' attendance and provide a systematic method of following up unexplained absences, lateness, fractional truancy and unsatisfactory attendance.

Parents or carers are responsible for ensuring their child attends school EVERY DAY and ON TIME.

LATENESS

Our school commences at 8.30am with the first period lesson. Students who arrive at school late must 'swipe in' using their student ID card at the office counter before attending class and provide a valid reason. Please note that this counts towards overall percentage attendance. Those with NO VALID REASON will be placed on a detention and regular offenders will be placed on after-school detention.

DAILY ABSENCE

Kellyville HS sends an SMS message to parents daily regarding student absence from school. A detailed explanation for all absences (and late arrivals/early leavers) from school is legally required. **Please note that this SMS will be sent daily**, even if you provide an explanation that covers future possible days. All absences must be explained within 7 days of the absence. This may be via SMS or a note provided to the student office. Otherwise, the absence will be considered 'unexplained'. If an explanation is provided, it is at the Principal's discretion to accept it or refuse the explanation provided as unacceptable.

Below is an explanation of how attendance is coded and recorded.

• EXPLAINED – and JUSTIFIED

SICK:

A student will be marked as 'sick' if the parent or carer provides an explanation due to a student's sickness or as the result of a medical or paramedical appointment. The Principal may ask for a medical certificate in addition to explanations if in doubt or if the student has a history of unsatisfactory attendance.

LEAVE:

Approved leave may be granted at the Principal's discretion for circumstances such as misadventure or an unforeseen event, domestic necessity such as serious illness of an immediate family member, attendance at funerals, and recognised religious festivals or ceremonial occasions.

• EXPLAINED – but UNJUSTIFIED

ABSENT:

The following are **not** considered to be valid reasons for your child to be absent from school and will be marked as 'absent', even if an explanation has been provided.

- *Studying for exams and/or assessments*
- *At home*
- *Exhausted from recent exams and will stay at home*
- *Permission to be absent/to stay at home*
- *Family reasons and/or commitments, appointment – (A specific reason or type of appointment must be given)*
- *With me (Parent/Caregiver)*
- *That you are aware of your child's absence*
- *Family holiday during school time (see note below)*
- *Slept in and I cannot get them to school*

FLEXIBLE LEAVE

This code is entered during examination periods, attendance at TAFE courses and is adjusted when a roll is received from the TAFE campus. This does not count towards absence.

REPRESENTATIVE SPORTS/ARTS/ENTERTAINMENT

Students who represent our school at NSW Department of Education at further levels (e.g. NSW OzTag or State Drama ensemble) will require a signature from the Deputy Principal in order to represent the school. A copy of this note is placed on file and entered as school business. This will not count towards absence, similar to any excursion.

APPLICATION FOR EXTENDED TRAVEL

Families are encouraged to travel during school holiday times. If travel during school term is necessary, it must be discussed directly with the Principal. An *Application for Extended Leave* should be completed. **NB: Approved absences relating to extended travel will be marked as 'Leave' on the roll and still contribute to your child's explained absence for the year.**

EXEMPTION FROM ATTENDANCE

Students who represent in entertainment, elite sport, or art competitions beyond those organised through NSW DEC can complete an *Exemption from Attendance* form. These are not counted as absences but signify that you have been exempted from attending school to participate. Please contact a Deputy Principal in these circumstances prior to the event.

NOTE: An *Illness/misadventure form* may also be required if a student will miss assessments during any form of leave. Please discuss the circumstances with the Deputy Principal.

EARLY LEAVE

Students seeking permission to leave school early must provide a note from parent/carer to the student counter before 8:30am. When unexpected early leave is required only the enrolling parent/carer 1 or 2 listed on the enrolment application form are legally able to sign the student out. Parents must provide photo ID when signing these students out at the office. Parents are asked to where possible make all appointments out of school time to minimise disruption to learning.

SENIOR STUDENTS

Senior students with timetabled free periods in the morning must sign in at least 15 mins prior to the commencement of their first scheduled class. If they sign in once the timetabled period has started, they are late.

TAFE (T-VET) students need to sign out before leaving the premises.

Please refer to '*School Attendance Policy*' document on school website for further information.

- o About our School > Rules and policies

Code of Behaviour

The Code of Behaviour is the foundation stone of our impersonal relations and is the basis of our school values – aspiration, resilience, respect.

It is a broad based overview of our expectations of each other both as individuals and as a community. Our actions will be judged against the intentions of the code. We will be acknowledged as positive participants, or our behaviour will be judged as inappropriate. There are consequences for both. It is applicable to all situations: the classroom; sport; the playground; movement between lessons; excursions; travelling to and from school; all school related activities eg. Socials; camps.

The ultimate outcomes are for people to accept responsibility for their behaviour, develop self-discipline and become responsible members of the school community.

1. Be A Responsible Person

- Show by your behavior and appearance that you have self-respect
- Follow School Procedures
- Be prepared for all lessons
- Report any dangerous or potentially dangerous situation

2. Maximise Your Learning Time

- Always apply yourself to the best of your ability
- Always attend school and each lesson
- Seek out advice/suggestions when needed to improve your learning and development
- Do not interfere with the learning time of others

3. Respect All People and Their Property

- Be fair, courteous and speak politely in your dealings with other people
- Help maintain your school and its property
- Let others have their say in appropriate way
- Respect others' thoughts and opinions

- Contribute to a clean and positive school environment
- Respect others and their learning time
- Solve any disagreement peacefully without conflict

4. Be A Positive Participant

- Recognise the importance of working with others and following instructions
- Become involved in school activities at any and all levels where you can contribute and enjoy the experience
- Be proud of your school
- Be proud of what you have achieved

5. Support Each Other

- Be sensitive to the differences and needs of others
- Encourage others regardless of gender, race, ability, religion, age or appearance
- Be prepared to offer help
- Let others know if they have achieved well
- Do not exclude others

6. Mutual Respect

- Mutual respect between staff and students
- Treat others as you would have them treat you

The following behaviours are not acceptable to anyone: bullying, harassment – physical or verbal; verbal abuse, swearing, stealing, damaging, or interfering with property of others, violence, bringing articles to school that will endanger your health or the health of others. This includes drugs, both legal and illegal weapons as defined by legislation and the NSW DoE.

Smoking and vaping is prohibited at all times on DoE property and at all school events including those not held on school grounds.

Mobile Phone Policy

The NSW Government has announced restrictions on the use of mobile phones in NSW high schools beginning in Term 4, 2023. Kellyville High School will be making changes to the way mobile phones are accessed by students during the school day. The new system is being implemented to increase focus in classrooms, remove distractors and to also promote positive social interaction, while reducing the potential for online bullying from the use of digital technology accessed via a mobile phone, smart watch, or other personal electronic device.

THE PROCEDURES

For the purposes of these procedures, 'mobile phones and other personal electronic devices' includes smart watches and all other electronic devices (including iPads and other branded tablets), as well as their associated listening accessories – such as, but not limited to, headphones, ear pods and ear buds. These procedures are outlined to manage student use of these devices at Kellyville High School.

Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social, and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

The aim of this policy is to provide:

- a safe environment to learn without inappropriate mobile phone use or distractions.
- greater opportunities for social interaction and physical activity during recess and lunchtimes.

RATIONALE

While mobile phones and other such devices have significant advantages for use in the broader community their use in schools is highly problematic. In schools, mobile phones are significant distractors to learning and contribute to a student's cognitive load. They can also pose a significant risk to the safety and wellbeing of students through unfiltered/unsupervised access to the internet and social networking platforms. The use of technology is important, but the risks and benefits need to be managed. A summary of research used to inform this policy can be found at the end of this document.

Use of mobile phones or other personal electronic devices

Students will have their device immediately confiscated and further disciplinary action will follow if:

- They are using their device in class (excluding laptops) or in the playground without permission.
- The device is used to bully, intimidate, or otherwise harass other people through any voice call, text

message, photographic, video, or other data transfer system available on the device.

- Students use digital devices to disrupt the learning environment or interfere with the operation of the school.
- Students use devices to record images, video, or sound without permission.
- The device has been used to contravene the law.

EXCEPTIONS/ACCOMMODATIONS

- A small number of exceptions/exemptions will be made. These exemptions will only be available for **managing a health condition as advised by a health professional**.
- Health related exemptions can be sought by parents/carers by contacting the Deputy Principal and completing the Mobile Phone Exemption Application (Appendix). In the case of a health condition, a letter from a medical professional stating when and how the mobile phone is to be used will be required. The Deputy Principal will work alongside parents and complete the Phone Exemption Plan. For example, the Plan may outline a process by which students check their phones as required in consultation with the Deputy Principal. Families of students in which they require exemption will be referred to the Phone Exemption Flow Chart (Appendix).
- **Note:** No Phones to be used for Canteen Purchases, including those who have exemption.

STUDENT EXPECTATIONS

- Students may not use mobile phones and other personal electronic devices while on school grounds at any time. 'School grounds' extends to school excursions, sports carnivals, and other events at the school or off site where an approved school activity takes place, unless otherwise advised.
- Mobile phones are to be **'off and away all day'** from the time students enter school grounds in the morning until have left school grounds at the end of the day. This includes before school and at break times and while waiting for afternoon buses.
- Students must switch their smart watch to 'airplane mode' for the duration of the school day.
- BYO or school issued laptops are NOT part of the ban, however, these devices are **not to be accessed before school or during break time in the playground**. Teachers may also request or allow students to use listening accessories with their laptops as required for learning activities.
- Students who do not comply with the policy will be directed to go the front office and hand in their phone. They will receive an off and away slip to show to their teacher, date and time stamped. The phone will be securely stored in the office for collection at the end of the day from a Deputy Principal. Office staff will record on the Daily Phone Register. The Deputy Principal will record the incidents on Sentral and notify parents. Failure to follow the discipline code will incur more severe consequences, including Formal Caution to Suspend, or a Suspension, for persistent failure to follow school procedures and the Schools Behaviour and Discipline Procedures.
- Students must take full responsibility for any mobile phone or similar device brought to school. The school or staff will not be responsible for their loss, the, or damage. Students who bring their devices to school, do so at their own risk.
- **Purchasing at the canteen** -Students will be required to use a card/cash to pay for purchases at the canteen. Students and parents are encouraged to use Flexi Schools to pre – order prior to coming to school. Phones are not to be used for purchases.

PARENT OR CAREGIVER EXPECTATIONS

In accordance with the procedures, parents/carers will:

- Contact the school Front Office on 8824 5955 to pass on messages rather than contacting a student directly on their device.
- Understand that the school takes no responsibility for loss or damage to phones or personal electronic devices.
- Work collaboratively with the school and help reinforce Kellyville High School's Mobile Phone Policy (Personal Devices) with their child/ren.

TEACHER EXPECTATIONS

- Support and consistently implement the procedures.
- If permission has been granted for a student to use the phone for educational purposes, ensure the student returns the device immediately off and away as per the procedures.

EXECUTIVE EXPECTATIONS

- Support teachers in consistently implementing the procedures.
- Providing feedback and review of policy if needed.

DEPUTY PRINCIPAL EXPECTATIONS

- Support and enforce the implementation of the procedures.
- Return devices at the end of the day as per policy.
- Implement further consequences as required following NSW DoE guidelines.

PRINCIPAL EXPECTATIONS

- Support the implementation of the procedures.
- Make the final decision when implementing the NSW DoE Student Behaviour Procedures as required.

CONSEQUENCES

- If requested by a teacher or staff member, students will immediately take their phone to the office for collection at the end of the day (if appropriate). The incident will be entered on the Daily Phone Register and securely store the device in the office.
- Consequences will be applied according to the school's Behaviour and Discipline policy. These include but, are not limited to:
 - Confiscation of the device until the end of the day.
 - Confiscation of the device until such time as their parent or caregiver can attend school to collect the device.
 - Issuing of a Formal Caution to Suspend, or a Suspension, for persistent failure to follow the procedures of this policy and the School's Behaviour and Discipline Policy.
 - Withdrawal of a student privilege to bring their phone to school.

It is appropriate to confiscate devices from students when:

- Students have failed to meet the school's expectations relating to appropriate use of mobile phones or other personal electronic devices.
- Have and use phones in contrary to this policy.
- It is necessary to examine the device as there are reasonable grounds to suspect inappropriate material may be on the device. Senior Executive will be involved in such incidents.
- In cases where students have bullied, threatened, or harassed other students or staff via a device or where the device has been used to film, take photographs, or display inappropriate material.

DISCIPLINE AND STUDENT BEHAVIOUR MANAGEMENT

1. **In class or in the playground**, any students with a phone/device out of their bag will be required to hand the phone into the office. The office staff will record the phone on the Daily Phone Register and securely store the device. The student will be given an OFF AND AWAY pass marked with the time and will return to class. In the first instance, the phone will be returned to the student by a Deputy Principal at the end of the school day.
2. **Students who fail to cooperate with the above process** will be referred immediately to the Head Teacher faculty or Head Teacher on duty. The phone will be delivered by the student to the Deputy Principal, who will enter the phone on the Daily Phone Register and securely store the device in the office, and record on the KHS Phone Register. The Deputy Principal will contact the parent/carer and the student will be referred to the Behaviour and Discipline Procedures. The Deputy Principal will organise for collection of the device pick up with parent (Parent/Student by arrangement with DP). A refusal to follow instruction incident related to mobile phone breach will be recorded on Sentral by the Teacher. The Head Teacher is to liaise with the teacher about additional teacher and/or Head Teacher actions that would be appropriate in conjunction with other Sentral data.
3. **Students who fail to follow Head Teacher instructions** will be referred immediately to the Deputy Principal. The Deputy Principal will confiscate the phone and contact the parent/carer to organise for collection of the device. Persistent failure to follow instructions and follow reasonable requests, will be referred to the Deputy Principal. Consequences may include Formal Caution to Suspend, or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy.
4. **Students with multiple mobile phone breaches** or device misuse entries will be referred to the Deputy Principal. An improvement plan will be formulated, in partnership with parents/carers. This may include consequences, such as a Formal Caution to Suspend, or a Suspension for persistent

KELLYVILLE HIGH SCHOOL – MOBILE PHONE PROCEDURES

- **Students may not use mobile phones** and other personal electronic devices while on school grounds at any time. 'School grounds' extends to school excursions, sports carnivals, and other events at the school or off site where an approved school activity takes place, unless otherwise advised.
- Mobile phones are to be **'off and away all day'** from the time students enter school grounds in the morning until they have left school grounds at the end of the day. This includes before school and at break times and whilst waiting for afternoon buses.
- **'Mobile phones and other personal electronic devices'** include smart watches (permitted on airplane mode) and all other electronic devices (including iPads and other branded tablets), as well as their associated listening accessories – such as, but not limited to, headphones, ear pods and ear buds. For further detailed information please refer to the KHS Mobile Phone policy.

LEVEL 0		
 <p>Mobile phone is switched off and stored in school bag. No consequences.</p> 		
LEVEL 1		
Mobile phone is seen and/or used during school hours – 1 st incident.		
In Class		In Playground
<ul style="list-style-type: none"> • Teacher sends student to front office to hand in phone. • Off and Away slip is given to student to take to teacher. • Office staff record on Daily Phone Register. • Phone stored in office. • DP puts negative entry on Sentral with a notification to parent/carers via email. 		<ul style="list-style-type: none"> • Teacher on duty notifies Head Teacher on duty. • Head Teacher accompanies student to Front Office. • Student hands in phone. Office staff record on Daily Phone Register. • Phone stored in office. • DP puts negative entry on Sentral with a notification to parent/carers via email.
Student will collect phone from the Deputy Principal at the end of the day.		
LEVEL 2		
Mobile phone is seen and/or used during school hours – 2 nd incident.		
Same procedure as Level 1 followed by interview with Deputy Principal. Formal caution of suspension issued. Parents/carers formally notified.		
LEVEL 3		
Mobile phone is seen and/or used during school hours – 3 rd incident.		
Same procedure as Level 1 followed by interview with the Principal. Phone to be collected by parents.		
LEVEL 4		
Mobile phone is seen and/or used during school hours – repeated incidents.		
Same procedure as Level 1 followed by interview with Principal. Suspension for persistent disobedience. Parents/carers formally notified.		

Students who do not comply with instructions will be managed according to the school behaviour and discipline policy. They may escalate through this set of procedures at a faster pace.

1. Students shall use all technology, such as computers, printers, and scanners, to which they have access, in a responsible manner with due consideration for all other users.
2. Internet access at Kellyville High School is provided for educational purposes. Students shall not waste time searching for non-school related materials nor shall they intentionally seek out material on the Internet, which is deemed controversial, obscene, or contrary to the ethos of the school. If students find any material of an offensive or controversial nature, they shall report it immediately to their supervising teacher. This includes but is not limited to material involving nudity and/ or pornography; sexist or racist material; material promoting violence, illegal activities, or the use of illegal substances. Inappropriate chat lines and playing networked games are prohibited.
3. Students shall not prepare, print or transmit information, which is discourteous towards an individual or organisation or is of illegal, obscene or offensive nature. All publishing on the Internet by a student will be subject to checking by teachers.
4. Students shall not tamper with any files belonging to others without express permission. Such tampering will be met with sanctions under the school's Discipline Policy and withdrawal of computer and Internet access.
5. Students shall not tamper with, or interfere in any way, with software programs running on the school's computers. Such tampering will be met with sanctions under the school's Discipline Policy and withdrawal of computer and Internet access.
6. Students will observe copyright at all times. Any use made of another's work (sourced from the Internet or elsewhere) will be properly acknowledged in the form of a bibliography or other appropriate means. Material downloaded from the Internet is to be saved on student mapped drives not the hard drive of the computer.
7. Students should not disclose personal information about themselves or other students to anyone they contact through the Internet. Personal information includes full name, address, phone number or location. Students should not arrange to meet with anyone they have contacted through the Internet unless they have parental permission to do so.
8. A student breaching any of the above provisions may:
 - Have access to facilities restricted or withdrawn, and/or
 - Be subject to further disciplinary action
 - Be liable to legal action or prosecution if that abuse of facilities is considered to be an act of damaging or criminal nature.

Kellyville High School staff will do their best to teach students to be responsible users of technology and the Internet but it is impossible to foresee and prevent all possible abuses of the system which makes this Code of Behaviour necessary. Kellyville High School does not accept responsibility for the accuracy or nature of information obtained via the Internet although all staff will be as vigilant as possible in supervising student access to the Internet. Internet management programs will be in place to restrict, as far as possible, student access to materials of an obscene, offensive or controversial nature e.g., the use of smart filter software to block access to certain sites. All possible care will be taken to avoid downloading viruses from the Internet, but parents are advised to ensure that home computers are similarly protected.

Please consider this code as showing the way for responsible behaviour, rather than being restrictive and prohibitive.

Uniform Policy

The school community endorses, supports and expects students to be in full school uniform daily. Uniform is an important part of the development of the school as it presents the first (and often lasting) impression people form about the school and its students. We want our students to be seen in a positive way. There are a number of specific advantages uniform gives to students and parents.

1. The uniform promotes a **sense of identity, common purpose, consistency and unity** in the daily activities of students. Wearing it develops pride in achievement and school, which helps establish the positive culture of the school.
2. **Economically** it presents a better alternative to buying brand names and the demand to continually upgrade to the latest trends and fads. It lessens the competition for brand names that can develop.

- It provides **security** in the sense of easily identifying where students come from should there be an accident. It certainly allows identification of people who don't belong in the school.

We have a Uniform Shop at school.
Opening hours: Monday 11:30am to 3:30pm and
Thursday 8:00am to 12:00pm

Second Hand Uniform Shop
Opening hours: Tuesday 2.45pm to 3.30pm located on school grounds

School Uniform

The uniform is a year-round one with additions for winter rather than a separate design.

BOYS Juniors: Chambray deluxe style shirt (Years 7-9)
 Seniors: White deluxe style shirt (Years 10-12)
 College style taupe shorts or long trousers – belt loops, pleated front Black belt in traditional style
NO CUT-DOWNS, ¾ SHORTS OR FOOTBALL SHORTS, CHINOS OR TRACK PANTS

GIRLS Juniors: Chambray corporate style over blouse (Years 7-9)
 Seniors: White corporate style over blouse (Years 10-12)
 Skirt in school design – 2 pleats front and back, knee length (Navy / taupe / black / maroon tartan)

SOCKS Plain white or black, ankle length (to the ankle bone) –
 No 'short cut' sport socks for daily use

PULLOVER Black, V-neck woollen jumper with embroidered crest

JACKET Black polar fleece jacket with school logo.

SCARF **Plain black in winter.**

SHOES Black hard leather lace up traditional school shoes. **NO PUMPS, SLIP-ONS OR VARIATIONS, NO RABENS SHOES OR RABEN-STYLE. NO BALLET OR SLIPPER STYLE SHOES. DISREGARD ATTEMPTS BY SHOE SELLERS TO TELL YOU THESE STYLES ARE ACCEPTABLE – THEY ARE NOT ACCEPTED AT KELLYVILLE HIGH SCHOOL.** (Work Health and Safety rules require closed in leather shoes)

SPORT UNIFORM – Wednesday only

SHIRT Polo (black / sky panel) with crest

SHORTS Black microfiber long leg shorts, embroidered crest on leg

SHOES Joggers of choice

SOCKS Plain white or black

TRACKSUIT Black school tracksuit with school colours



Special note:

- No tights or gym pants allowed to be worn.
- There will be times when some students will attempt variations to fit the latest transient fad or style. This may involve requests to buy what appear to be 'similar' items from other shops. These variations are not acceptable.

PARENTS ARE ASKED TO PLEASE RESIST ALL SUCH REQUESTS

Uniform by nature implies unity and consistency. Once variations start to creep in the value of the uniform can be undermined.

DRESS CODE – SPECIAL ITEMS

JEWELLERY This includes items such as rings, earrings, and chains. The basic rule is to use common sense and be aware of safety issues within the school.

- Inoffensive standard jewellery is acceptable. This includes stud earrings, small chain to be worn inside the shirt, but to be removed for PE or sport.
- Long dangling earrings, large loop earrings and chains (either around the neck or waist) are inappropriate and present safety concerns. Students may be asked to remove any jewelry which is unsuitable / offensive or a safety hazard.
- Excessive makeup is inappropriate for school.
- Nails should be at an appropriate length.

NOTE: Any student who wears clothing and/or jewellery which is offensive, may be removed from class and parents called. This includes for example clothing bearing inappropriate symbols, pictures, or language, or messages such as endorsing drugs.

Wellbeing Framework

DEFINITION

Student welfare encompasses everything the school community does to meet the personal social and learning needs of students and to enhance their happiness and wellbeing. *(NSW DEC Policy Statement 1996)*

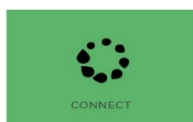
The aim is to promote a positive school culture and environment where learning occurs, and students achieve.

CONTEXT

The Welfare Policy (and procedures) is the foundation for this development as good welfare practice and effective learning are intertwined. Student welfare is a whole school focus and is achieved through the total school curriculum and the way it is delivered, assessed, and reported.

In line with this context there are three broad areas of operation:

- Effective learning and teaching
- Positive climate and good discipline. [The Discipline Policy should be seen as one part of the total welfare structure]
- Community participation.
- Wellbeing Programs



CONNECT

Our students will be actively connected to their learning, have positive and respectful relationships and experience a sense of belonging to their school and community.



SUCCEED

Our Students will be respected, valued, encouraged, supported and empowered to succeed.



THRIVE

Our Students will grow and flourish, do well and prosper.

ENABLE The School environment is pivotal to the growth and development of our most important assets - our children and young people.

Our schools strive for excellence in teaching and learning, connect on many levels and build trusting and respectful relationships for students to succeed.

Extracted from DoE framework policy

Resilience In Our Teens

Resilience In Our Teens (RIOT) is a large-scale evidence-based project aimed at helping teenagers to manage their anxious behaviour by increasing their resilience. The project is delivered through a series of cognitive-behavioural lesson plans and through the use of teacher-led conversational techniques.

At Kellyville High School, school staff have been trained by psychologists to use cognitive-behavioural learning techniques to assist students in becoming better emotional problem-solvers and more resilient members of our community. We believe in setting a have a go culture across all areas of school life and reducing avoidant behaviours displayed by students.

Newsletter will be emailed throughout the year as your child partakes in the 7 lessons to allow you to also further develop your own understanding around the topics involved. Parents/Carers are encouraged to engage with the information provided so that there is a consistency of language and expectations.

Digital Learning

SmartLab - Years 7 and 8

Focus for Stage 4 is to build a strong set of foundational skills in literacy and numeracy. The school has subscribed to SmartLab which assists students in targeted areas identified by their teacher or themselves through their learning.



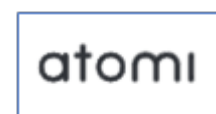
All students in Year 7 and 8 have been provided with their unique username and password for their login. All students are encouraged to access this platform to engage with literacy and numeracy modules, tutorials and diagnostics. For further information, parents and students can access the website <https://www.mysmartlab.com.au/>

Kellyville HS encourages all students to access this very valuable resource. Students can complete tasks as a part of their study schedule at home as well as being utilised in the school setting.

Any student who was absent on the day that the usernames and passwords were distributed can see Ms Graham in the learning centre to be provided with this information.

Atomi – Years 9 and 10 <https://www.getatomi.com/au>

Students in Stage 5 are encouraged to start to strengthen their study habits and self regulation with their learning. This platform provides student access to revise and review curriculum specific content, supplementing class resources. Each of the subject modules also provide students with quizzes and opportunities to measure their understanding of their learning. Students should be routinely accessing this platform as part of their home study.



These logins are expected to be available and issued to students shortly through their individual classes. Students should be regularly checking their school email account (name@education.nsw.gov.au) where they should contain an individualised link. Note: Atomi does not have modules for ALL subject areas.

Any student who has any questions related to their access, should speak with their classroom teacher.

Edrolo – Years 11 and 12 <https://edrolo.com.au/>

Edrolo is available for our students in Stage 6 in preparation for their HSC courses. Tasks will be assigned by class teachers to assist with understanding the course content through various interactive visual resources. Students are also encouraged to regularly be engaging with practice exam questions and fully utilise the extensive knowledge of their classroom teachers and the online feedback to identify areas for improvement.



Please note that not all subjects are available. Our school has subscribed to all the courses currently available.

Any student who has any questions related to their access, should speak with their classroom teacher.

In addition, every class should have an established Google Classroom. Please ensure that your child has joined each of their classes and they should be accessing these regularly for resources and task submission.

SchoolTV

It's never been more challenging for parents/caregivers to raise happy, healthy and resilient children. The SchoolTV platform provides schools with an extensive range of wellbeing resources for parents, so they can work together in partnership to ensure better wellbeing for all students.



BYOD Information

Kellyville High School is currently undergoing an upgrade to the technology infrastructure to allow for more effective processes to support BYOD.

Students are permitted to bring their own device.

Students are responsible for securing and protecting their devices at school. Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the terms of the policy and warranty conditions for the device. ***The school will not accept responsibility for loss or breakage.***

Students are solely responsible for the maintenance and upkeep of their devices. This includes the backing up of data and updating of applications, including antivirus software. ***Any loss or damage to a device is not the responsibility of the school or the Department.***

Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches school behaviour guidelines. Devices will be returned to parents upon discussion about the breach.

Communication with Parents

Communication with parents is a critical factor in the successful transition and continued success of a child at high school. Not only does it need to be encouraged but actively pursued.

If you have a query about an issue, there are a number of people to talk to:

- **Year Adviser or HT Welfare** general progress; welfare
- **Class Teacher or Head Teacher** progress in a specific subject
- **Deputy Principal** school policy and / or private matters
- **Principal** school policy and / or private matters

Parent/Teacher Interviews

A formal interview evening is held each year coinciding with the issuing of Semester One reports.

Bookings are completed online through Sentral Parent Portal and details are sent home via school email prior to the event. Parents may seek feedback/interviews at any time by contacting the Year Adviser.

Marella Muse

The Marella Muse is our school newsletter and is distributed to parents via email on a regular basis.

Mobile Phones and Electronic Devices

For reasons of security and monitoring, the school policy is that mobile phones and electronic devices must be OFF AND AWAY as soon as the student enters the school grounds. Under specific teacher instruction, mobile devices can be used for learning experiences in the classroom.

If parents need to communicate with their children or vice versa during the day, this must be done through the School Office. The school cannot accept responsibility for mobile phones or other electronic devices lost or stolen at school. Please refer to the full policy details included in the welcome pack.

School Communications



Website

www.Kellyville-h.schools.nsw.edu.au



Facebook

@KellyvilleHS



Instagram

[KellyvilleHS](https://www.instagram.com/KellyvilleHS)



School Bytes

Via Parent Email provided to school



Student and Parent Portal

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

Corner York Road & Queensbury Ave

Kellyville NSW 2155

Phone Number: 8824 5955

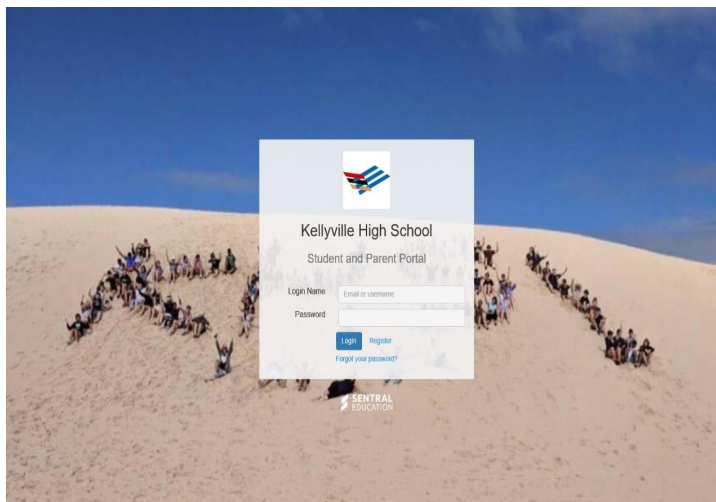
Email: Kellyville-h.school@det.nsw.edu.au

Parent Portal

The parent portal allows parents to keep fully updated on all matters related to school events and your child's education. Enquiries or technical issues can be resolved by contacting the school office.

The student parent portal can be accessed by the following link:

web2.kellyville-h.schools.nsw.edu.au/portal2/



School Bytes - Finance System

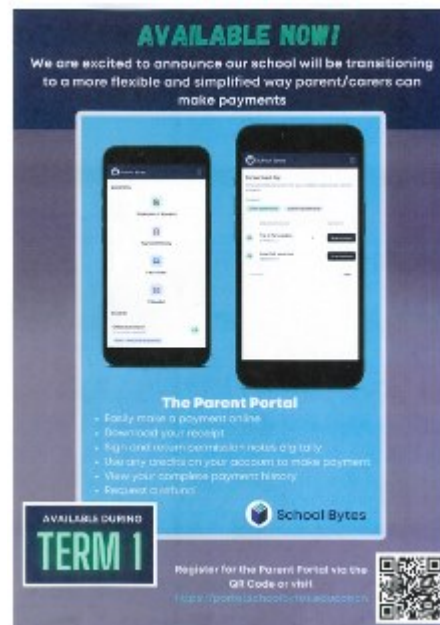
The School Bytes parent portal allows parents to give permission for school events and make payments directly to Kellyville High School. Parents will need to register to access the School Finance System.

<https://portal.schoolbytes.educaiton>

Registrations can be made directly through the Kellyville High School Website and Parent user guides are available.

Kellyville High School/About our School/Payment - School Bytes link.

<https://kellyville-h.schools.nsw.gov.au/about-our-school/payment-schoolbytes.html>



School Community Charter

The NSW Department of Education has introduced a school community charter for all members of the NSW public schools' communities. It outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.





We create
collaborative
learning
environments

We
all play
a part

We work
in partnership
to promote
student
learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process: education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



School Community Charter

education.nsw.gov.au

Counsellor

The school counsellor is both an accredited teacher and psychologist.

The primary role of the school counsellor is to provide support and guidance to students on issues that may be impacting their daily functioning or functioning at school. The school counsellor can provide information to students and their parents in supporting all areas of a young person's mental health.

They can also make recommendations and referrals to appropriate external agencies to assist young people and their families.

School counsellor support can be accessed through a self-referral process or as part of a referral from the school's Learning Support and Wellbeing team.

Curriculum

Year 7:

All students will follow a common curriculum in Year 7, aimed at giving them a broadly-based introduction to high school subjects and contributing towards the NESA (NSW Education Standards Authority) requirements for mandatory studies leading to the Record of School Achievement (ROSA).

The following subjects will be taught in Year 7:

- English
- Mathematics
- HSIE
- Science
- Personal Development / Health / Physical Education
- CAPA (Art, Music)
- Technology – Mandatory (Digital technologies, Agriculture and Food Technologies, Engineered System, Materials Technologies)
- Japanese

Year 8:

Students also follow a common curriculum in Year 8. In addition, a skills period is provided in Maths, Science and Literacy.

Year 9 and 10:

For Year 9 and 10 all students study a core of English, Maths, Science, HSIE and PDHPE. They also select 3 electives which they study throughout Year 9. In Year 10, students reduce to focus on 2 electives.

Senior Students:

In the Senior School students select a minimum of 12 units from a broad range of subjects. The only compulsory subject is English. They may reduce to 10 units for Year 12.

Sport:

Sport is a compulsory part of the curriculum for Years 7-10.

Wellbeing:

Each year group (7-12) is allocated one period a fortnight. This is one of the valuable initiatives provided to support a student's emotional and social growth.

Extra-Curricular Activities

One of the foundation principles of the school is to provide opportunities for students across a broad range of activities. The following activities are encouraged:

- Band & Instrumental Music Ensembles
- Choir
- Dance Ensemble
- Debating
- Duke of Edinburgh Scheme
- Environment Crew
- Flag Team
- Hall Crew/Sound & Lighting
- Homework Centre
- Games Group
- Knockout Sport Competitions
- Leadership Activities in School & Local Government
- Musical
- Peer Tutoring / Peer Numeracy

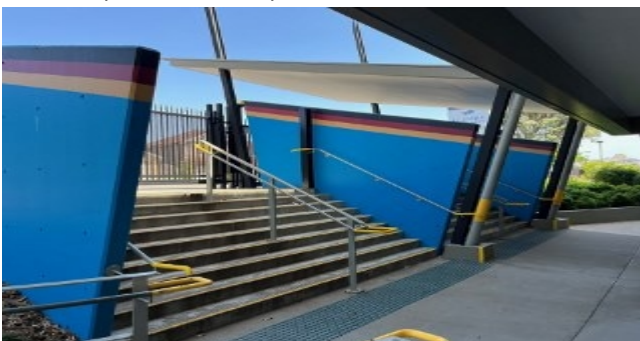


Duke of Edinburgh Scheme

Facilities

Kellyville High School maintains the highest quality, up-to-date facilities for teaching and learning. Surrounded by an ecologically protected environmental buffer zone, the buildings are spread around a spacious quadrangle and playing fields. Facilities include:

- Drama/Movement complex, equipped with sound and lighting
- Basketball courts
- Oval
- Three (3) well-equipped Science laboratories
- Two (2) fully-equipped kitchen demonstration and practical spaces
- A large, open practice and performance space for music, as well as a soundproofed practice room. The performance space is also equipped with lighting and mirrors
- A modern library with computer access in the main space and computer rooms attached
- Fitness lab – Gym available Tuesday and Thursday until 4pm
- Visual Arts and photography facilities
- Canteen & Uniform Shop
- Fully networked wifi access to all buildings
- Practical workshops for Timber and Metal Technologies
- Learning Centre
- Careers Resource Centre
- Open space learning areas in each block



High Potential and Gifted Education Program

Kellyville High School is committed to catering for individual differences and helping students reach their full potential and it provides a High Potential and Gifted Education Program for those students who need to be extended beyond the usual standard for their Stage.

A combination of measures will be carefully applied across the school to identify students' gifts and talents. In the case of academic potential, they may include: pre-tests, teacher check lists, standardised achievement tests, parent nomination, teacher observation, psychological assessments, tracking students and/or student profiles. In cases of sporting or musical talent, teacher checklists will again be a basic tool for identification, as well as observation of exceptional performance and referrals from outside groups.

The school High Potential and Gifted Education Program recognises the existence of degrees of giftedness and also the wide range of fields in which it may be exhibited, by employing a range of strategies which may be mixed and matched to the situation.

- For students working at the top of or beyond the standards set by the curriculum for their Stage, there will be some grouping of students to allow more rapid coverage of Stage Outcome material and the addition of extension work. This includes the formation of an Extension Stream in Year 7. Entry to this group is by a combination of external testing and information supplied by the Primary School.
- In all classes a differentiated curriculum will cater for a wide range of abilities and preferred learning styles. HPGE students will benefit from strategies which focus on higher order thinking skills, encourage discovery learning, encourage students to explore issues rather than topics, diversify the outcomes of learning and empower students to understand how they learn.
- Additional enrichment activities will be offered to a number of students to broaden and stimulate learning and to foster talents (e.g. tournament of minds, specialist sports coaching, specialised performance opportunities – including dance, drama and music, subject competitions, guest speakers, excursions, art / language camps, chess, and debating).
- Places in the program will be reviewed at the conclusion of Year 7 and positions will be reallocated pending results from students performance for Year 8.

Homework Centre

The Homework and learning center provides support for our students in Years 7-12. The center assists students with homework, assignments tasks and organizational/study skills. Teacher's senior mentors staff the centre. The Homework Centre is located in the Library and operates on Tuesday afternoon between 3pm and 4pm for any student.

Being an aspirational learner involves regular study and revision of the content delivered in class. At Kellyville High School homework is set for the following reasons:



- Reinforcement of skills
- Extending class practice
- Building on classwork
- Revision
- Establishing good work habits
- Catching up when a student has been absent
- Preparing students for the next lesson

Potential tasks may include Assessment tasks, research, wide reading, completion/correction of work done in class, project based learning, revision, writing tasks, practice exercises.

We suggest the following amount of homework, however some students may require more time than this.

HOMEWORK GUIDELINES

Middle School

- Year 7 Minimum 30 mins, 5 times a week
- Year 8 Minimum 1 hour, 5 times a week
- Year 9 Minimum 1.5 hours, 5 times a week

Senior School

- Year 10 Minimum 2 hours, 5 times a week
- Year 11 Minimum 2.5 hours, 5 times a week
- Year 12 Minimum 3 hours, 5 times a week

TYPES OF HOMEWORK

There are three main types of homework:

- **Practice Exercises**

The students apply new knowledge or review, revise and reinforce newly acquired skills. Examples include essay writing, reading for pleasure, maths problems.

- **Preparatory Homework**

Where students gain background information on a unit of study to better prepare them for future lessons.

- **Assessment Tasks**

Encourage students to pursue knowledge individually and imaginatively. Assignments, which include a book review, researching a topic or retrieving items from the internet.

- **Project based learning**

An integral component of learning at our school incorporates enquiry based/project based learning whereby students seek to explore answers to driving questions and solving of real world problems.

Inclusive Education Faculty (IEF)

The school has five specialist classes for students with higher order learning support needs, including mild and moderate intellectual disabilities classes and classes for students with autism.

Entry to these classes is through special application directly to the Western Sydney Regional Office. An intake committee assesses each application and allocates positions for our school.



Learning Support



The school has Learning and Support Staff and a Learning Centre for students experiencing difficulty. Referral for support can be made by parents, students and teachers who recognise a need.

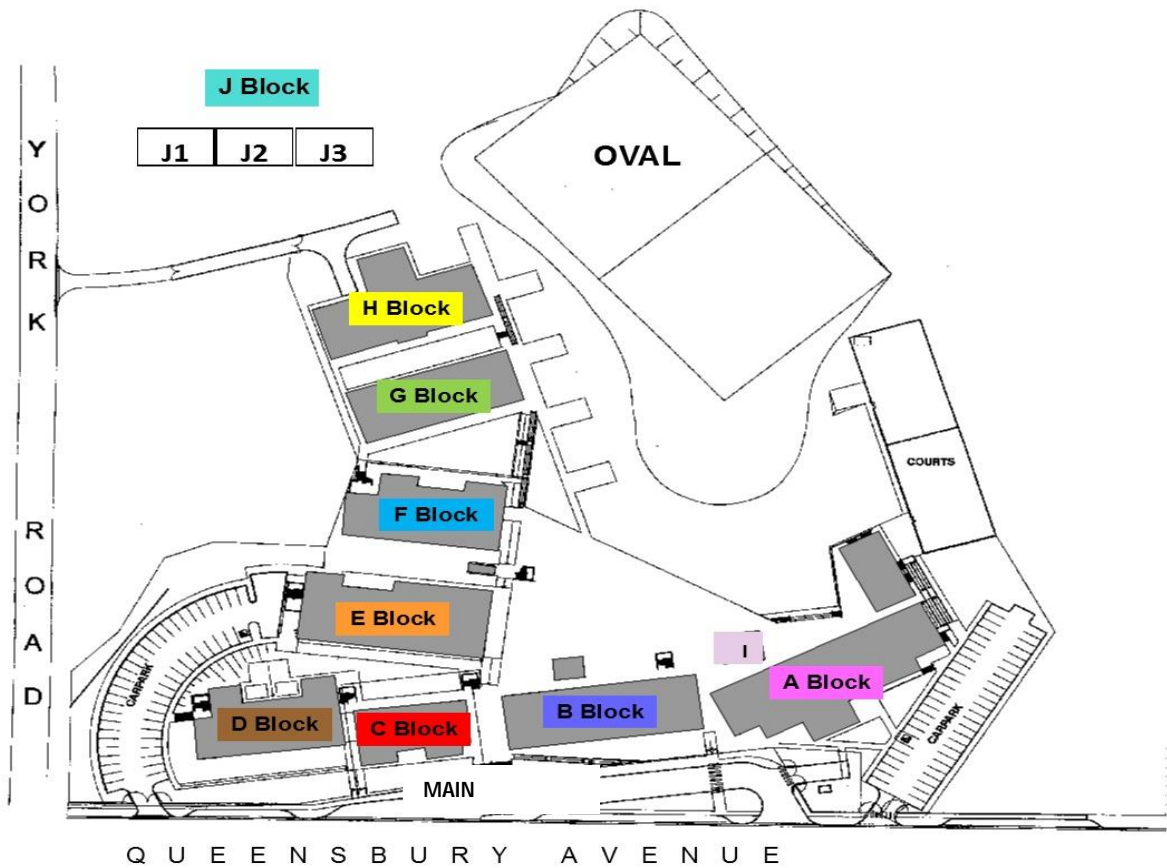
Support is provided through withdrawal for one to one or small group assistance, in class support or provision of modified/differentiated curriculum.

Library

The school library is open before school, at recess and lunchtime for research and private study. The library has a number of terminals and internet access points which are available for student use.



Map



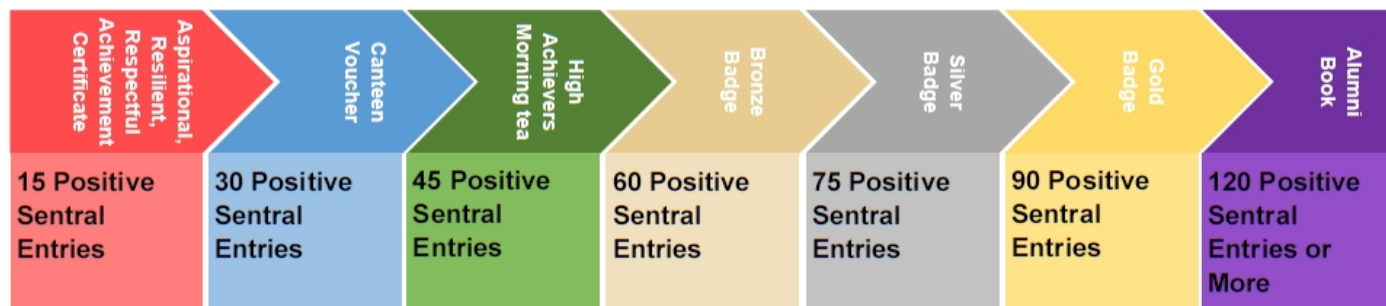
A	Movement Studio and Hall
B	Science Labs, Kitchens & Music
C	Administration & Classrooms
D	General Classrooms
E	Support Unit & Library
F	Classrooms & Staff Rooms
G	Woodwork & Fitness Lab
H	Metalwork, Visual Arts, Photography
I	Canteen
J	Demountables

Merit Scheme

Gate 1 – Staff Carpark

Gate 2 – Pedestrian gate D block

Gate 3 – Main Entrance Gate



Annual Presentation Awards

Excellence in Middle/Senior School Medal

Top student with positive incidents at the end of respective periods of school

9

12

Principal's Awards

Awarded to the student who achieves the most Achievement Awards in each area of achievement.

Academic

School Service

Sport

Principal's Recognition Award

To recognise students who embody the school values of being aspirational, respectful and resilient

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Hugh Kelly Medal

Awarded to the student in each year with the most Achievement Awards in the current year.

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The Principal Morning Tea

2024 P&C Committee

<i>President:</i>	Kim Thomson
<i>Vice President:</i>	Niina Matthews Stuart Matthews
<i>Secretary:</i>	Lisa Kennedy
<i>Treasurer:</i>	TBA

To contact the P&C please email KHS_PandC@hotmail.com

A warm welcome is extended to all parents, caregivers and other members of our school community.

The Kellyville High School Parents and Citizens Association was formed in 2003 and are a valuable team in our school. They help to further enhance the learning, physical and social environment of the school, and to raise its profile in the local community.

The P&C aims to

- Promote cooperation between families, students, and the school
- Assist in informing families about educational matters
- Assist in providing facilities for students.

Why get involved with the P&C?

- Get up-to-date information about what's happening and what's proposed from the Principal.
- You get to have a say, ask questions and gain a better understanding about curriculum, school policies and activities.
- You get to meet some great parents and develop strong friendships within the school and parent community.
- International research shows that young people's learning and development are greatly enhanced when families and schools work together.
- You will be in a better position to support your child's learning, both at school and at home, and you send a clear message that their education is important to you.

The school encourages parental involvement and values a strong partnership with its local community.

P&C Meetings

Our P&C meet twice a term on a Tuesday evening 7.00pm in the bottom D Block.

2024 Dates

TERM 1	TERM 2	TERM 3	TERM 4
6 th February 2024	7 th May 2024	6 th August 2024	12 th November 2024
5 th March 2024	4 th June 2024	10 th September 2024	3 rd December 2024

**** Annual General Meeting**

P&C meetings are open to all interested parents and community members. Throughout the year forums are presented that are very informative. You are most welcome to attend as a visitor or become a member. Membership is \$2 and valid for a year.

Sick Bay

It is best for your child to remain at home if they are unwell in the morning.

However, should they become ill at school they can advise their teacher who will issue the student with a pass to attend sick bay. Office staff will contact the Parent/Carer or your emergency contact person to arrange transport home. To this end it is vital that student contact details are up to date.

The School policy is any incidents involving the head must be sent home. Parents will be contacted to take their child home for further observation and/or medical intervention.

Students are NOT PERMITTED to RING their parents/carers (via a mobile telephone) themselves OR leave the school without permission.

Sport

Sport is a regular, weekly part of each student's timetable. All students are expected to participate, unless precluded by a medical condition. Students must wear their sports uniform on a Wednesday. **For their PE practical lesson, students should wear their regular school uniform to school and change into their sport uniform.**

A number of local venues are used for team and individual sports, such as basketball, tennis, ice-skating, to name but a few. Bernie Mullane is often used as a supplementary venue for school sport and PDHPE.

Swimming and Cross-Country Carnivals are held in Term 1 and an Athletics Carnival in Term 2. **Attendance and participation in these carnivals is expected of every student.** Talented students also have the opportunity to progress to Zone and Regional Carnivals.

Students in Years 7-10 have the opportunity to trial for grade sport participation against other schools, held each Wednesday afternoon. For those who do not enter grade sport a wide selection of recreational sports is available. Information is provided each term on the type of sport and costs involved.

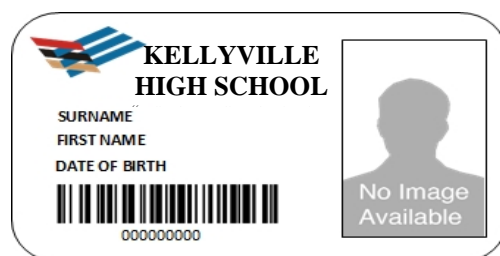


Boys Basketball Team

Student Identification Cards

Each student will be issued a Student ID card which they should carry with them at all times. The ID cards are prepared after the school photographs early in the school year. The card acts in a number of ways:

1. Swipe system for signing in late or leaving early
2. Senior students use it to swipe in late or leave early if no timetabled classes.
3. It is a Library borrowing card.



Student Leadership

Student Leadership Team

Our Student Leadership Team provides leadership opportunities for our senior students in Years 11 and 12. The Kellyville High School Student Leadership Team encompasses our School Captains, Vice Captains, and Prefects.

The Student Leadership Team promotes student representation, participation and leadership within the school. They represent the opinions of the Student body and promote the school amongst students, staff, parents and the broader community. As school leaders, students have the opportunity to gain leadership skills and exercise them, advocate for the needs and wants of all students, and consult with staff, executives, parents and the broader community.



The Student Leadership Team serves the school community through volunteering at school and community events, running assemblies and participating in leadership building activities.

To join the Student Leadership Team, students must show how they have contributed to the school and community in their junior years, been an exemplary Kellyville High School student and developed their leadership skills. To be considered as a Prefect or Captain students need to engage in the application process by completing an online application form, being endorsed by a teacher/mentor and creating a short video to be presented to their peers.

Student Representative Team

The SRC, is a team of young leaders from years 7-10, who are self-nominated then endorsed by a classroom teacher to be elected by their year group.

The purpose of our Student Representative Council (SRC) is to promote student representation, participation, and leadership within the school. Elected representatives will have the opportunity to discuss the opinions of the student body in all matters coming before council. Students will be provided with opportunities to develop leadership skills and exercise them in various contexts.

Being a part of the SRC continuously works toward increasing the overall school spirit by creating an inclusive environment for all students to engage in whole school events whilst working alongside the Senior leadership team and the wider community.

Technology

We are a fully networked school, comprising of desktops PC's a multimedia laboratory and pods of laptops throughout faculties.

Students are able to store data and files on the network, and will be provided the opportunity to access secured data storage.

Students are also encouraged to have access to a portable storage USB device that will facilitate the movement of files from school to home. This is part of the school's vision to provide the infrastructure to support the demands upon students in regard to information and communication technologies.



Transport

Bus travel to and from school is provided by Hills Bus/Westbus and Hawkesbury Bus Service. Busways include the school on their specific T71 bus route.

Applications for School Opal Cards will be available once confirmation of enrolment is approved if the student resides more than 2.0 kilometres (radial distance) from the school. Applications must be completed online, and bus passes are mailed to your home address www.transportnsw.info.

Timetables are available from Westbus either over the counter or on the internet at www.hillsbus.com.au and www.busways.com.au

Bike racks are available within school grounds. Students must provide their own chains and locks. Students riding bikes to/from school are reminded that it is compulsory to wear helmets and obey all road rules. For safety reasons bikes are not to be ridden on school grounds and storage of bikes **must** be in the racks provided. No responsibility is taken for items stored in this area.

Parent Drop off/pick up

Pick up bays are located at the front of the school and in York Road. These are 'through zones' and people are asked to be mindful of keeping the traffic flow moving. Please do not stop at the Zebra Crossing or in the Bus Bays. Police often patrol this area at busy times, so be mindful of the speed zone and No Stopping signs.



Front of School – Main



SCHOOL ZONE PARKING RULES AND PENALTIES

COUNCIL'S COMPLIANCE OFFICERS ENFORCE PARKING SIGNS AT YOUR SCHOOL.

When it comes to the safety of vulnerable road users like school children, drivers found breaking the law will be met with zero tolerance. **When an offence is detected, you will be fined.**



NO STOPPING

You must not **STOP** at any time.

Stopping includes when the vehicle is not moving but the engine is still running.

SCHOOL ZONE

Penalty from \$352 and 2 demerit points



BUS ZONES

You must not stop your vehicle in a Bus Zone unless you are driving a public bus. Stopping includes when the vehicle is not moving but the engine is still running.

SCHOOL ZONE

Penalty from \$352 and 2 demerit points



NO PARKING

You can stop only to drop off or pick up passengers or goods and you must not stop for more than 2 minutes and The driver must stay within 3 metres of your vehicle. Stopping includes when the vehicle is not moving but the engine is still running.

SCHOOL ZONE

Penalty from \$196 and 2 demerit points



DRIVEWAYS

You must not park your car over or block access to a driveway. You can stop in a driveway to drop off or pick up passengers BUT only for less than 2 minutes AND the driver must stay with the car.

SCHOOL ZONE

Penalty from \$352 and 2 demerit points

THERE ARE NOW INCREASED PENALTIES AND DEMERIT POINTS ASSOCIATED WITH ALL OFFENCES IN SCHOOL ZONES.



NO PARKING

You have no more than 2 minutes for drop-offs or pick-ups and must stay within 3 metres of your vehicle.

**Penalty from
\$196 and 2
demerit points**



NO STOPPING

Under no circumstances are you permitted to stop on a length of road to which a No Stopping Sign applies.

**Penalty from
\$352 and 2
demerit points**



BUS ZONE

You must not stop your vehicle in the indicated zone unless you are driving a public bus.

**Penalty from
\$352 and 2
demerit points**

Double parking

\$352 & 2 demerit points

Stop on path or nature strip

\$352 & 2 demerit points

Stop on / near marked pedestrian/children's crossing

\$469 & 2 demerit points

Approach children's crossing too quickly to stop safely

\$587 & 4 demerit points

Illegal U turns

\$469 & 4 demerit points

Stop across driveway

\$352 & 2 demerit points

Drive using a hand held mobile phone

\$469 & 5 demerit points

Parallel park close to (within 3 metres) double centre line

\$352 & 2 demerit points

FINES CURRENT AS OF DECEMBER 2021

For a complete list of school zones offences visit www.rms.nsw.gov.au

www.thehills.nsw.gov.au | 9843 0555



THE HILLS
Sydney's Garden Shire

KELLYVILLE HIGH SCHOOL



Facebook: [Kellyville High School – Official](#)
Email: Kellyville-h.school@det.nsw.edu.au
Website: www.kellyville-h.schools.nsw.edu.au



Address: York Road & Queensbury Ave KELLYVILLE 2155
Contact: Phone: 02 8824 5955 Fax: 8824 9755

Office Hours: 8:00am – 3:30pm

Payments: Parents
Students

8am – 1:50pm

8am- 8:30am

Lunch 1 (Mon-Thus)

Lunch 2 (Mon-Fri)

