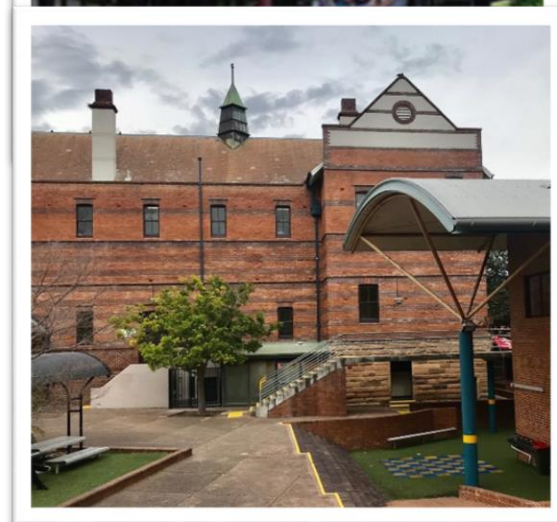




# PARENT HANDBOOK 2022



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# About the School

## Principal's Message

### A very warm welcome to Mosman High School

*Mosman High is an exceptional school.*

We see our mission as 'Education for Life' and we believe that we assist students to progressively accept more responsibility for self-discipline, to develop self-respect, to contribute to the community, to develop a love of learning and to strive for excellence.

We believe that students are individuals with rights and responsibilities and offer an environment that reflects our society and better prepares students for their future lives. As a reflection of this, and unlike most schools in Australia, we do not have a school uniform. Instead, there is a School Dress Code. This has many advantages for students.

**Students can dress in the manner in which they feel comfortable.** This is more conducive to learning. There is none of the gender stereotyping usually evident in school uniforms. School uniforms for girls tend to be somewhat restrictive leading to under-achievement of girls in more practical subjects. This is not the case at Mosman High School, where girls are able to wear clothing that is more conducive to practical lessons.

It improves relationships between students and staff — being one less source of disciplinary problems. It allows for self-expression and helps each student to develop an individual identity.

Mosman High was recognised as a Centre of Excellence in Senior Studies for several reasons:

- A broad senior curriculum.
- A campus atmosphere conducive to achievement.
- HSC results which regularly place us as one of the top performing comprehensive high schools in the state.

Due to our fine reputation in Drama and in Visual Arts, Mosman High was granted permission to present special programs in these areas.

Several years ago, our special programs were expanded to include Music and Academic Extension. Entry to these courses is via audition and interview for Drama and Music, portfolio and interview for Visual Arts and test for Academic Extension.

We look forward to welcoming you to Mosman High.

***Susan Wyatt, Principal***



***A school community fostering creativity, individuality and leadership while striving for excellence in teaching and learning.***



## KEY DATES 2022 – STUDENT RETURN DATES

- Tuesday 1<sup>st</sup> February 2022  
**9.00am - Year 12 students**  
**9.30am - New students in Year 11**  
**10.00am - Year 11 returning students**
- Wednesday 2<sup>nd</sup> February 2022  
**9.00am - Year 7 students**  
**10.00am - New students in Years 8, 9,10**
- Thursday 3<sup>rd</sup> February 2022  
**9.00am - Year 8, 9,10 returning students**

## SCHOOL TERMS FOR 2022

**Term One** 28<sup>th</sup> January to 8<sup>th</sup> April 2022 (inclusive)

**Term Two** 26<sup>th</sup> April to 1<sup>st</sup> July 2022 (inclusive)

**Term Three** 18<sup>th</sup> July to 23<sup>rd</sup> September 2022 (inclusive)

**Term Four** 10<sup>th</sup> October to 20<sup>th</sup> December 2022 (inclusive)

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Term 1 Staff Development Days – Friday 28<sup>th</sup> and Monday 31<sup>st</sup> January

Term 2 Staff Development Day - Tuesday 26<sup>th</sup> April

Term 3 Staff Development Day - Monday 18<sup>th</sup> July

Term 4 Staff Development Day - Thursday 20<sup>th</sup> December

*If for any reason your student will not be returning when school commences, please notify the school in writing before the start date.*



## MISSION STATEMENT

*A school community fostering creativity, individuality and leadership while striving for excellence in teaching and learning.*

### MOSMAN HIGH SCHOOL

Military Road, Mosman 2088

**Tel:** 61 2 9968 1006

**Fax:** 61 2 9968 1203

**Email:** mosman-h.school@det.nsw.edu.au

**Web:** www.mosmanhighschool.com.au

**Attendance Line: 8968 7602**

Please keep up-to-date with everything about school by reading the monthly school newsletter, the *High Flyer*, online at [www.mosmanhighschool.com.au](http://www.mosmanhighschool.com.au).

Make this your homepage as it is constantly updated with “what’s happening” at Mosman High School.

The Mosman High School website contains up-to-date information on our calendar and further information about our school. Please refer to it for relevant information.

## VISITING SCHOOL

When parents visit the school, they must **ALWAYS go to the Office to sign in.**

### Did you know?

You must let the school know of **any change of your address and contact details as soon as possible.**

It will help to contact you in case of an emergency.



## Years 7-12 Advisors' Message

Mosman High School has dedicated Year Advisors to provide guidance and promote the welfare of students in all years.

Starting high school is a time of new experiences as your child adjusts to a new school, makes new friends and gets used to having different teachers and classrooms for each subject. Year Advisors' roles include:

- Supporting individual students through difficult times.
- Assisting teachers to understand the practical needs of individual students every year.
- Monitoring trends in individual students in relation to academic progress, classroom behaviour, attendance, social behaviour, and learning adjustment etc, and to refer, where necessary to the Counsellor, Principal, Deputy Principal etc.
- Disseminating appropriate information to school personnel regarding issues affecting students in the year.

As the connection between home and school:

- Providing the initial point of contact for parents.  
Providing liaison between parents and the school.

As members of the school welfare team:

- Participating in the development and implementation of school procedure relating to student welfare.
- Attending welfare committee meetings.
- Providing liaison with the School Counsellor and be proactive in referring students of concern.

As administrators:

- Maintaining a check on whole day absences and intervene where necessary.
- Assisting with new students.

**Please contact us if you have any concerns or need any clarification about aspects of Mosman High School on 9968 1006 or email [mosman-h.school@det.nsw.edu.au](mailto:mosman-h.school@det.nsw.edu.au)**

### YEAR 7 ADVISORS

**Ms B Shore**  
*ENGLISH*

**Mr J Edwards**  
*ART*

### YEAR 8 ADVISORS

**Ms E Peniazeva**  
*ART*

**Mr S Little**  
*ART*

### YEAR 9 ADVISORS

**Mr K Hardy**  
*ENGLISH*

**Ms E Li**  
*LANGUAGES*

### YEAR 10 ADVISORS

**Mr J Olchoway**  
*PDHPE*

**Ms S Kim**  
*LANGUAGES*

### YEAR 11 ADVISORS

**Ms A Hirata**  
*LANGUAGES*

**Mr D Wood**  
*TAS*

### YEAR 12 ADVISORS

**Mr A Toner**  
*HSIE*

**Ms G Papilos**  
*TAS*

## Dress Code

Please support us with ensuring your child wears clothes suitable for school.

Students must wear clothes that are neat, clean and in good condition. Clothing that is too revealing or brief is not suitable as school wear. Singlet tops and/or thin strapped tops are unacceptable. Closed-in shoes must be worn at all times. Under no circumstances are thongs to be worn at school. No inappropriate slogans or advertising are to be shown on clothing. Hats/caps and sunglasses are recommended when outside.

### PE and Sport

Students **must** have laced shoes, sports T shirt and shorts (no denim garments allowed). In winter, jumpers without hoods and tracksuit bottoms are allowed.

### Science and TAS

The NSW Health & Safety Act states that enclosed leather shoes must be worn in science and practical subjects.



**Please read this booklet and discuss it with your child.**

## School Profile

Mosman High is a comprehensive coeducational secondary school of approximately 1100 students with an outstanding reputation for academic achievement and success in the creative and performing arts. Mosman High embraces opportunity, creativity, individuality and excellence in education. The school is conveniently located on Sydney's lower North Shore, in the business and shopping district of Mosman - a harbourside suburb just five kilometres from the heart of Sydney, near Balmoral Beach and the famous Taronga Park Zoo, with easy access to bus and ferries.

### Special Programs

The school offers highly sought after special programs for students in drama, academia, music, and visual arts. With over 90% of HSC students gaining first round university offers and a strong record of academic excellence, Mosman High has been considered for many years as a centre of excellence in senior studies.

### A Leader in Technology

The school is fully wireless, with Mac and PC laboratories and all classrooms have Interactive Whiteboards. Students use Google Classroom as a learning platform. Mosman High is a BYOD school where all students have laptop computers. The computers are cross platform, with students being trained in both Apple and Windows software. Mosman High follows a "Bring Your Own Device" technology program. Classrooms have computers in CLS1, CLS2, CLS3 and the Library for students to use.

### Resources

The Science laboratories are modern and well-resourced. The TAS faculty has excellent woodwork and metalwork rooms as well as a major projects room and a recently completed commercial kitchen. The Visual Arts department has a fully equipped ceramics room, as well as two darkrooms, excellent print-making facilities and several studio spaces. The Performing Arts faculty benefits from a fully-equipped theatre and a large auditorium for concerts and music performances as well as social functions. The school and the Mathematics faculty have established a Numeracy Centre which operates during lunch times. The Literacy Centre offers support to students in a small group or individual basis.

### The Sirius Library

**Library hours: Monday - Thursday 8.00am - 3.20pm – Friday 9:00am - 3:20pm**

Our Library, during the term of the new build in 2022, will be housed in a demountable building in the middle of the school. In this temporary space we will only be able to offer limited resources and services. However, our subscribed database **INFOBASE**, which provides access to information not freely available on the internet, will still be available. The log-in details will be in the Library. The Library will have some stand-alone computers for student use and a printer.

We anticipate a state -of-the-art new Library in 2023.

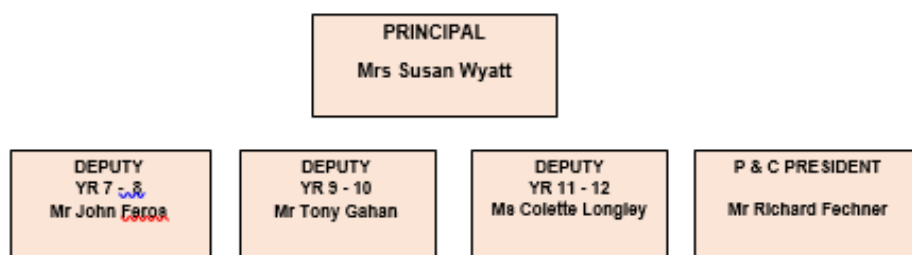
### Fitness

Fitness through sport and exercise is highly valued at Mosman High. The school has a tennis court, two full size basketball courts, netball courts and an exercise circuit. In close proximity to first class ovals as well as the harbour, Mosman High also provides a range of water sports including kayaking, surfing and sailing.

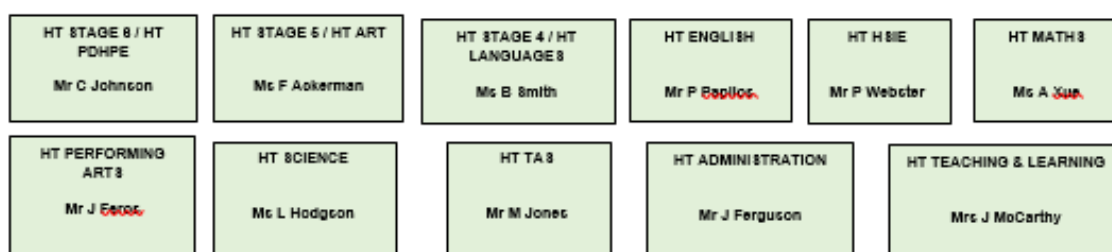


# Who's Who at Mosman High School

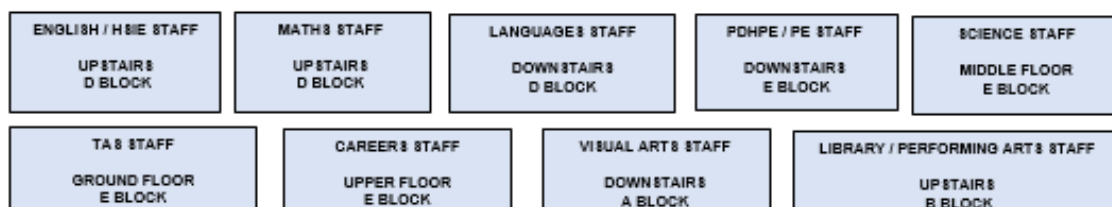
## SENIOR EXECUTIVE



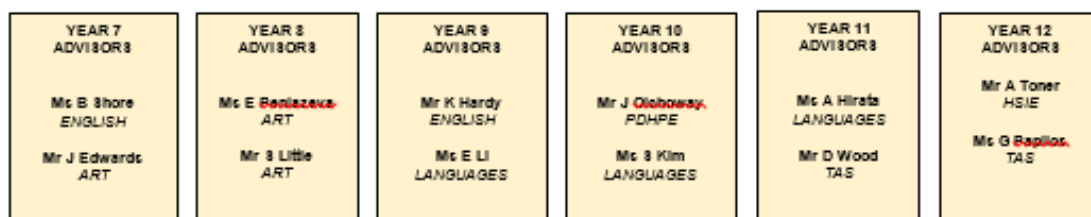
## EXECUTIVE



## FACULTIES AND STAFFROOMS



## YEAR ADVISORS



## Bell Times 2022

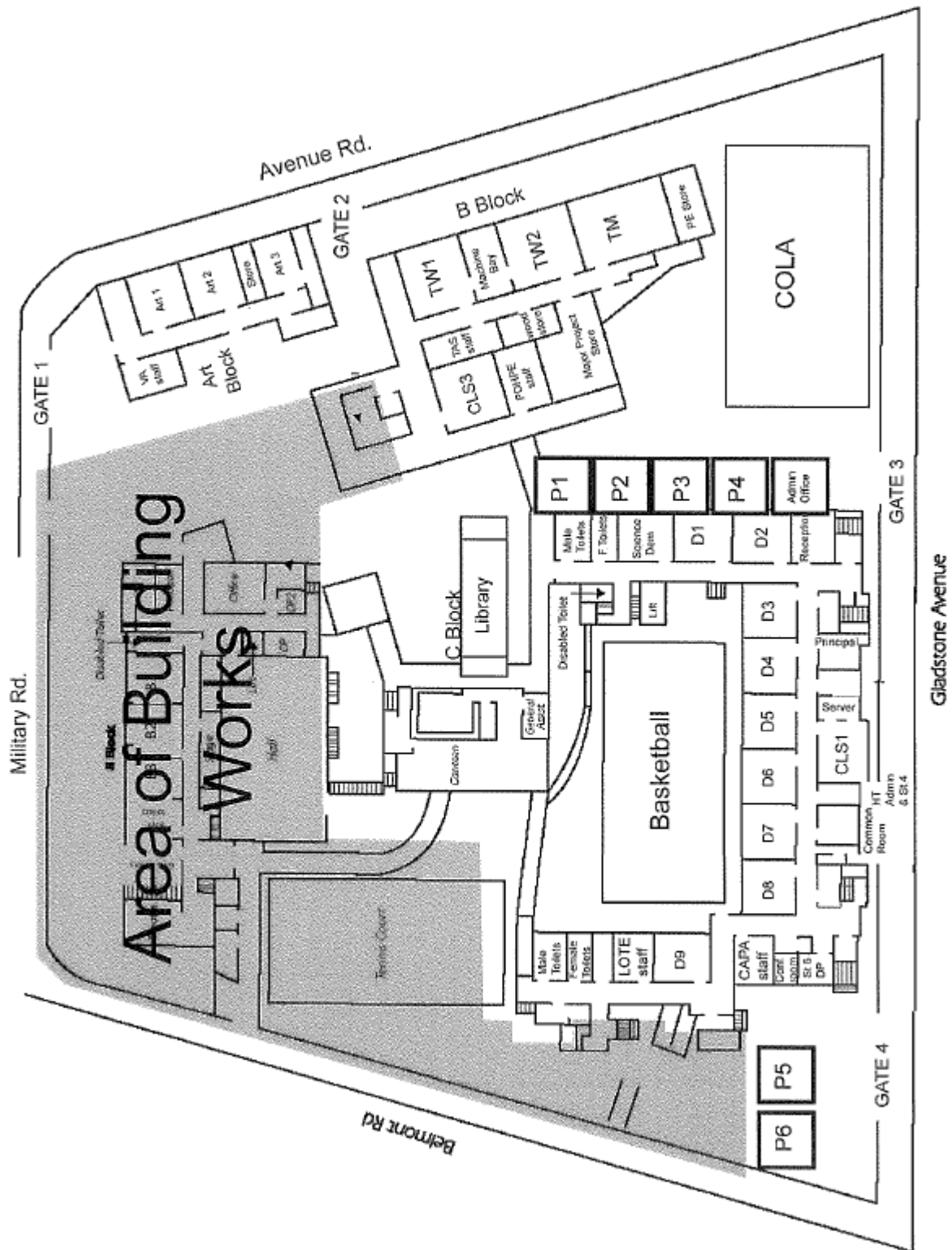
YEARS 7/8/9		MON/TUE/THU/FRI		WEDNESDAY	
	Warning Bell	8.53am		9.28am	
	P1	8.55am	10.00am	9.30am	10.28am
	P2	10.00am	11.05am	10.28am	11.26am
	Recess	11.05am	11.35am	11.26am	11.56am
	P3*	11.35am	12.40pm	11.56am	12.54pm
	P4*	12.40pm	1.45pm	12.54pm	1.52pm
	Lunch	1.45pm	2.15pm	1.52pm	2.22pm
	P5	2.15pm	3.20pm	2.22pm	3.20pm

YEAR 10		MON/TUE/FRI		WEDNESDAY			THURSDAY	
	Warning Bell	8.53am		9.28am		Warning Bell	8.53am	
	P1	8.55am	10.00am	9.30am	10.28am	P1	8.55am	10.00am
	P2A	10.00am	10.35am	10.28am	10.58am	P2	10.00am	11.05am
	Recess	10.35am	11.05am	10.58am	11.26am	Recess	11.05am	11.35am
	P2B	11.05am	11.35am	11.26am	11.56am	P3*	11.35am	12.40pm
	P3	11.35am	12.40pm	11.56am	12.54pm	P4*	12.40pm	1.45pm
	P4A	12.40pm	1.15pm	12.54pm	1.22pm	Lunch	1.45pm	2.15pm
	Lunch	1.15pm	1.45pm	1.22pm	1.52pm	P5	2.15pm	3.20pm
	P4B	1.45pm	2.15pm	1.52pm	2.22pm			
	P5	2.15pm	3.20pm	2.22pm	3.20pm			

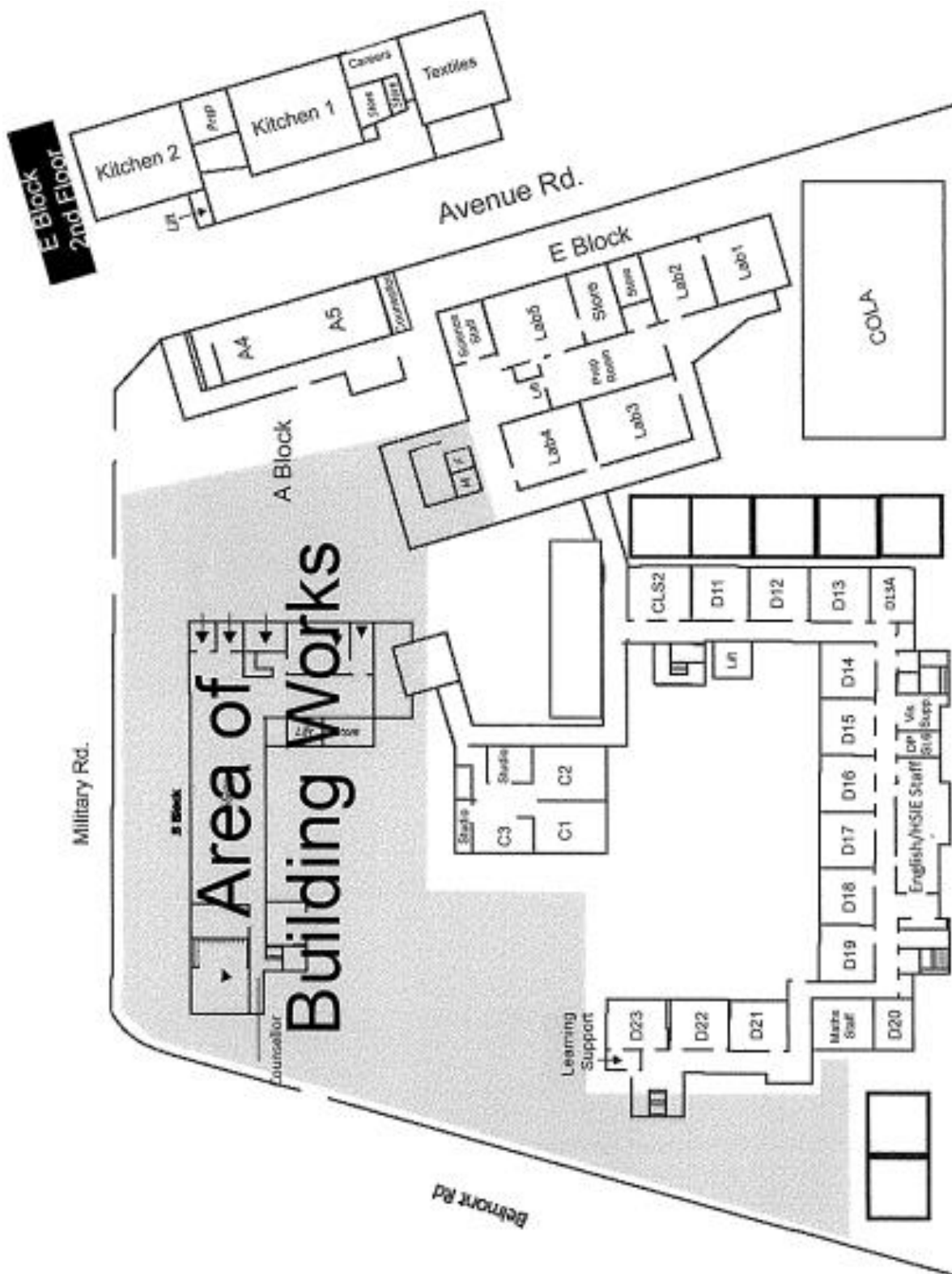
YEAR 11		MON/TUE/THU/FRI		WEDNESDAY	
	Warning Bell	8.53am		9.28am	
	P1	8.55am	10.00am	9.30am	10.28am
	P2A	10.00am	10.35am	10.28am	10.58am
	Recess	10.35am	11.05am	10.58am	11.26am
	P2B	11.05am	11.35am	11.26am	11.56am
	P3	11.35am	12.40pm	11.56am	12.54pm
	P4A	12.40pm	1.15pm	12.54pm	1.22pm
	Lunch	1.15pm	1.45pm	1.22pm	1.52pm
	P4B	1.45pm	2.15pm	1.52pm	2.22pm
	P5	2.15pm	3.20pm	2.22pm	3.20pm
	P6	3.20pm	4.25pm	3.20pm	4.25pm

SPORT*		
Year 7	Monday	P3 & P4
Year 8	Tuesday	P3 & P4
Year 9	Wednesday	P3 & P4
Year 10	Thursday	P3 & P4

### School Map (Ground Floor)



## School Map (First Floor)



## Student Support Services

### Welfare

The Welfare Team at Mosman High School monitors the wellbeing of all students. Our school's Wellbeing Procedure is informed by the Department of Education's guidelines and policy. Learning and wellbeing are best addressed when there is a partnership between school and family.

We have a wonderful Wellbeing Team for each individual student. Our Year Advisors, Stage Head Teachers and Stage Deputies as well as our School Counsellors are all there to help your child if there are particular concerns.

Please don't hesitate to contact a member of the Wellbeing Team (which includes the Principal) if you have any concerns relating to the wellbeing of your student or the Class Teacher or Head Teacher of a subject for a learning concern.

We suggest that anyone who may be at risk or experiencing emotional distress, including worried family and friends, to contact one of the following services.

### EMERGENCY HELP

Mosman Police 9969 1933

North Sydney Police 9956 3199

Lifeline 131 114 [www.lifeline.org](http://www.lifeline.org)

Royal North Shore Hospital 9926 7111 [www.nslhd.health.nsw.gov.au](http://www.nslhd.health.nsw.gov.au)

North Sydney Sexual Assault Service 9462 9477 [www.nslhd.health.nsw.gov.au/](http://www.nslhd.health.nsw.gov.au/)

NSW Rape Crisis Centre 24-hours 1800 424 017 [www.nswrapecrisis.com.au](http://www.nswrapecrisis.com.au)

### HELP LINES

1800RESPECT 1800 737 732 [www.respect.org.au](http://www.respect.org.au)

Kids Help Line 1800 55 1800 [www.kidshelpline.com.au](http://www.kidshelpline.com.au)

Lifeline 131 114 [www.lifeline.org](http://www.lifeline.org)

Q Life LGBTQIA Counselling and Info Lines 1800 184 527 [www.qlife.org.au](http://www qlife.org.au)

Salvo's Youth Care 9360 3000

Twenty 10 LGBTQIA+ Counselling and Info Lines 8594 9555 [www.twenty10.org.au](http://www.twenty10.org.au)

### DRUG AND ALCOHOL SERVICES

ADIS Alcohol & Drug Information Service 9361 8000 [www.yourroom.health.nsw.gov.au](http://www.yourroom.health.nsw.gov.au)

### GRIEF AND LOSS

Good Grief 1300 379 569 [www.goodgrief.org.au](http://www.goodgrief.org.au)

NALAG 6882 9222 [www.nalag.org.au](http://www.nalag.org.au)

### MENTAL HEALTH AND WELLBEING

Beyond Blue 1300 224 636 <https://www.beyondblue.org.au/who-does-it-affect/young-people>

Headspace 8021 3668 [www.headspace.org.au](http://www.headspace.org.au)

Lifeline 131 114 [www.lifeline.org/](http://www.lifeline.org/)

Mental Health Line 1800 011 511 [www.health.nsw.gov.au/mentalhealth](http://www.health.nsw.gov.au/mentalhealth)

Reachout <https://au.reachout.com/>

Suicide Callback Service 1300 659 467 [www.suicidecallbackservice.org.au/](http://www.suicidecallbackservice.org.au/)



## RELATIONSHIPS

Phoenix House Youth Counselling 9437 0077 [www.phoenixhouse.org.au](http://www.phoenixhouse.org.au)

Relationships Australia 1300 364 277 [www.relationships.org.au](http://www.relationships.org.au)

Twenty 10 LGBTIQA+ Counselling and Info Lines 8594 9555 [www.twenty10.org.au](http://www.twenty10.org.au)

## SEXUAL HEALTH

Clinic 16 on Herbert St – RNS Hospital 9462 9500 [www.clinic16.com.au](http://www.clinic16.com.au)

Family Planning Healthline 1300 658 886 [www.fpnsw.org.au](http://www.fpnsw.org.au)

Sexual Health Infolink 1800 451 624 [www.shil.nsw.gov.au](http://www.shil.nsw.gov.au)

## YOUTH CENTRE

Mosman Youth Development Centre 9978 4013 [www.youth.mosman.nsw.gov.au](http://www.youth.mosman.nsw.gov.au)

Planet X Youth Centre 9959 5537 [www.planetx.org.au](http://www.planetx.org.au)

## Mosman High School's Wellbeing Procedure

<http://mosmanhighschool.com.au/wp-content/uploads/2019/09/mhswellbeingpolicy.pdf>

## Department of Education Student Wellbeing Hub

<https://studentwellbeinghub.edu.au>

## MHS School Counsellors

**Ms Sandra Vine and Ms Christina Tantalos are located above the TLS in the B Block.**

The school counsellors are available five days per week and provide a highly valuable service to students, parents and staff. Individual students consult with the counsellor on a private, confidential basis and the service is free. If you feel your student needs to see the counsellor, please speak to the Year Advisor or call the school on 9968 1006 to make an appointment.

## Support Teachers for Learning Assistance (STLA)

Our school staffing entitlement includes a support teacher to assist students experiencing learning difficulties. Teachers and School Learning Support officers are employed to provide assistance with individual and small groups of students.

## English as a Second Language (ESL)

Our school staffing entitlement includes ESL teachers to assist students requiring ESL support.

## Academic Courses

At Mosman High School there is a diverse curriculum for all students. In Years 7 and 8 Academic classes for selected students develop higher order thinking skills.

In Years 7 – 10 students study a range of subjects, with many electives on offer in Years 9 and 10.

In Years 11 and 12, we offer extension subjects in English, Mathematics, Languages and History.

We run specialist language classes in all years to cater for students. Languages offered at Mosman High include Chinese, Japanese, Italian, French, and Spanish. All at Beginners and Continuer levels as well as Extension classes.

# School Rules and Policies

## Rules and Procedures

### Core Rules - Student Discipline in NSW Government Schools

All students in NSW Government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and co-operating with instructions and learning activities.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code procedure.
- Treat one another with dignity and respect.
- Behave safely, considerately and responsibly; including when travelling to and from school.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated, and may result in enforcement of the Discipline code, which may include suspension or expulsion.

### School Rules

School rules ensure that all students enjoy their basic rights of fair treatment and the right to study in a safe learning environment. Mosman High School Policies can be found on the Mosman High website under General Information.

### Playground Rules

- Relax between lessons. Play safely.
- Use the bins – don't litter.
- Respect others. No violent games. No discrimination.
- No graffiti or vandalism.
- No swearing.
- Use the toilets appropriately. Keep them clean and tidy. Leave them as you would like others to leave them for you.
- At all times stay within the school, stay away from the fences and away from areas designated out of bounds (except Year 11 & 12 who have permission to buy their lunch on Military Road between Raglan Street and Belmont Road)

### Out of Bounds and Off Limits

Students may not enter the following places without prior permission of a teacher:

- school building before 8:50 am (except to attend off-line classes)
- toilets during lesson time without permission
- school lifts
- staff rooms and the staff common room
- areas between the rear of the Science/Technology Block and Avenue Road and between the rear of D Block and Gladstone Avenue
- the roofs of buildings
- Year 11 and 12 students are allowed to go to the shops to purchase food between Belmont Road and Raglan Streets and the Avenue Road Cafe at recess and lunch
- Seniors are not allowed to play ball games during study periods
- Years 7-10 are not permitted to leave school premises during school hours without permission from a deputy principal.
- Ground floor D Block to access lockers except 5 minutes before the end of recess and lunchtime.

## **Wet Weather Procedure**

In the event of wet weather and announcement will be made and students make their way to the following wet weather areas:

- Years 11 and 12 - Balconies and walkways
- Years 9 and 10 - Balconies and walkways
- Years 7 and 8 - COLA passive area

The library will be open.

The canteen will also be open.

All other areas are out of bounds

## **Drug Procedure**

This school has a stake in the personal wellbeing of students and teachers and recognises that the use of alcohol, tobacco and other drugs can impair the health, performance and capacity of the students to learn. The use of such substances is regarded as contrary to the best interests of students and staff. The procedure of this school is to address the problems associated with the use of alcohol, tobacco and other drugs as follows.

### **Intervention**

The goal of intervention is to reduce the harmful use of alcohol and other drugs. Adult members of the school community will be expected to model health-promoting attitudes.

### **Action**

Drug-related offences will be dealt with promptly and firmly. A long suspension of up to 20 school days may be imposed. The police must be notified.

The following are not permitted on school premises, in the vicinity of the school, on school excursions or at school events: smoking tobacco and other drugs, drinking alcoholic beverages, using prohibited drugs, using prescribed or over-the-counter medicines inappropriately, using solvents or inhalants inappropriately

## **Weapons Procedure**

Students are not permitted to bring any item to school, or to school events that could be used as a weapon. A long suspension of up to 20 school days may be imposed. The police will be notified.

## **Homework/Study Procedure**

Completion of homework is essential to satisfy course requirement. Students in all years should note that completion of assessment tasks alone does not constitute satisfactory completion of a course. Consult the student assessment booklet to help plan for upcoming tasks.

**At Mosman High School, home study can take many forms. For example:**

- Revision of the lessons of the day
- Work on team assignments which are given to students when topic of work has been completed – work should begin on these as soon as they have been set
- Reading novels
- Completion of daily classwork
- Undertaking research essays or assignments
- Preparation for examinations and tests
- Preparation for assessment tasks

As you can see from above, no student can legitimately say “I don’t have any work to do”. The school planner is designed to help your student organise their study and complete set tasks.

## Procedure on Anti-Bullying

Bullying is repeated verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Cyber bullying refers to bullying through communication technologies.

### What we do at Mosman High School

As a school community we will not allow cases of bullying to go unreported.

#### This requires students to:

- Take some form of preventative action if possible i.e. record, report and delete inappropriate communication on a mobile phone
- Report the incident and help break down the code of secrecy
- Understand a student's role in fostering caring relationships in a school community to promote the protection of all students' rights

## Mosman High School's Anti Bullying Procedure

MHS Antibullying Policy

## Discipline Levels

This system is designed to support students who are not meeting acceptable behaviour standards necessary for achieving satisfactory course learning outcomes. Student behaviour is monitored at each level to ensure improvement and consistency occurs. Other welfare support structures may also be part of the resolution and support process.

- |                |   |
|----------------|---|
| <b>Level 0</b> | Every student starts at this Level. Each student is responsible for keeping to the rules of the school. He/she will enjoy all school privileges.  |
| <b>Level 1</b> | This means that the student is not meeting acceptable classroom behaviour. Parents will be notified by letter and the student's behaviour will be monitored and recorded by the Teacher for at least 4-6 lessons. If the student's behaviour improves, he/she will return to Level 0. |
| <b>Level 2</b> | The student's unsatisfactory behaviour has continued. The student is referred to Level 2 placement in that subject area. Parents are notified by letter. The Head Teacher will meet with the student to discuss his/her progress.   |
| <b>Level 3</b> | The student is placed on a Level 3 Card for all lessons. This Card will be monitored by the Deputy Principal. Parents will be notified by letter and asked to sign the Card for each day.   |

At all disciplinary levels, various support welfare services including counselling can be requested by students and/or parents and/or staff.

## Mosman High School's Discipline Procedure

<http://mosmanhighschool.com.au/wp-content/uploads/2019/09/mhstdisciplinepolicy.pdf>

## Computer Usage Procedure

I understand that the use of school computers, the school network and Department of Education & Communities (DEC) services will support my educational research and learning.

***All students of Mosman High School must abide by the following rules when using technology at the school including BYOD.***

1. I will not give anyone my password.
2. I understand that I am responsible for all activity in my e-learning account.
3. I will refrain from accessing areas of cyberspace that would be considered offensive in the judgment of the School Principal because of pornographic, racist, violent, illegal, illicit or other content.
4. I will tell my teacher if I find any information that is inappropriate or makes me feel uncomfortable. I will delete inappropriate material.
5. I will tell my teacher if I think someone has interfered with my account.
6. I will not reveal personal information including names, addresses, credit card details and telephone numbers of others or myself via the Internet or school intranet.
7. I will not use valuable Internet time playing non-educational games. Playing Internet games slows the network and affects the learning opportunities of other students in the school.
8. I will not use my e-learning account for personal gain or illegal activity.
9. I will be courteous and use appropriate language in all communication via the Internet. Therefore, I will refrain from cyber bullying, using obscene, harassing or abusive language and will report any cases of such usage against me to my teacher.
10. I understand the school and the Department of Education and Communities may monitor all information sent and received and are able to trace activity to specific user accounts.
11. I will follow teacher instructions and use Internet services for purpose which support my learning and educational research. Plagiarism is unacceptable. Therefore, I will use any downloaded material in any appropriate manner in assignments, listing its source in a bibliography and clearly specifying and directly quoting material.
12. Plagiarism is unacceptable. Therefore, I will use any downloaded material in any appropriate manner in assignments, listing its source in a bibliography and clearly specifying and directly quoting material.
13. I will not damage or disable the computers, computer systems or computer networks of the school. Furthermore, if I discover any methods of causing such damage I will report them to my teacher and I will not demonstrate them to others.
14. If I violate any of the terms of this agreement, I will be denied access to the Internet for a time to be determined by the Principal and may face further disciplinary action as determined by the Principal.
15. I am responsible for the care and maintenance of my BYO device and understand that the school is not liable for replacement if lost or stolen.
16. I will not film, take photos or record any person at school without seeking their permission.



## Attendance Procedure Rules

### What do I do if my student...

#### Is going to be absent from school...

Please inform the school in **ADVANCE** of any known absence. Ring the school on 8968 7602 and leave a message stating your student's name, roll year, the detail(s) of absence(s) or late arrival(s) and reason(s).

Please confirm with a written note to the Front Office. No SMS absence message will be sent if this occurs.

You will receive an SMS message on your mobile if your child is absent or late without explanation **i.e. you have not reported absence/lateness on the attendance line (8968 7602)**

Please respond by text to SMS messages received from the school. Do not use this service to report an absence/lateness (unless responding to a text)

#### Has been away from school...

When they return to school, they are to bring a note signed by their parent/ guardian stating the reasons for their absence.

The school sends out unexplained absence notices once a week and these need to be completed if they failed to bring in a note.

The Welfare Team monitors students' attendance once a week and the parent/ guardian will be informed immediately if your attendance is deemed unsatisfactory.

#### Is coming late to school...

All students are expected to arrive at school well before the start time of 8.55am each morning. Students who arrive after 9.05am must swipe in at the office. These students need to bring a note explaining the reason for their lateness. If they do not have a note, you will receive an SMS message on your mobile for you to reply with reason(s).

#### Becomes sick while at school...

They must tell the teacher in their class that they are sick. The teacher will send them with a note to the Library or office to the School Assistants who will contact the parents

#### Is leaving early from school...

We discourage parents from ringing or emailing the school to give permission for their student to leave early.

However, if they need to leave school during the day they must:

- Bring a note signed and dated by the parent stating time and reason
- Give to the front office before school who will organise to have authorised by a Deputy
- Collect a leave pass from the office at recess or lunch to leave class at nominated time.

## Attendance Procedure Rules continued...

### Travel Leave/Other Leave

Parents should request approval from the Principal in writing outlining the dates and reason for the leave. For leave over five days, parents will be required to complete an application and provide documents as requested. This process needs to be completed prior to the student taking leave

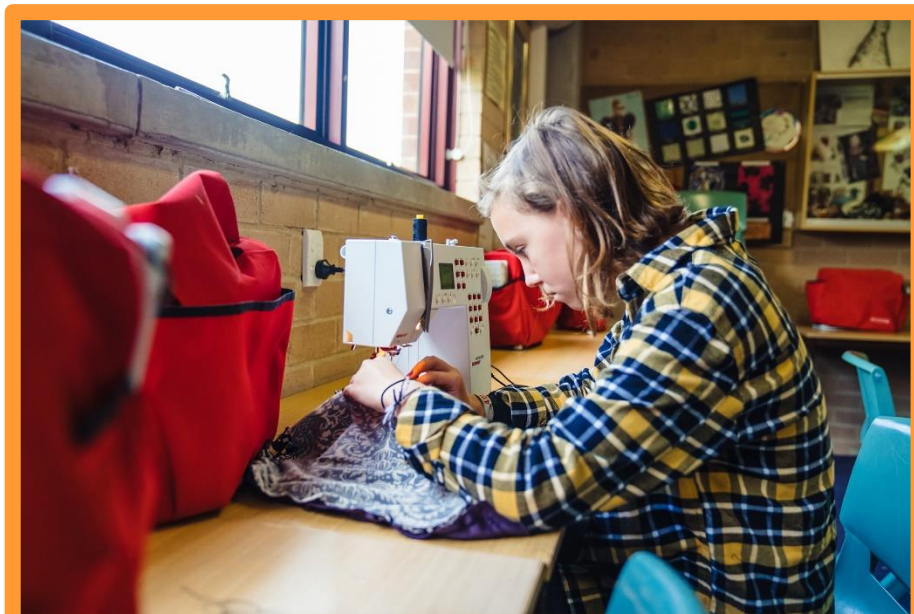
### Wishes to leave Mosman High School...

- Parent should send notification to Principal advising date leaving and new school of enrolment
- Parents will be notified by email of leaving procedures to be completed.
- Students will complete a sign out form on their last day by returning all the school resources

**Please see Attachment A on page 38 for Absence Explanation Note.**

### Mosman High School's Attendance Policy

<http://mosmanhighschool.com.au/wp-content/uploads/2019/09/deattendancepolicy.pdf>



# Compulsory School Attendance

## Information for parents

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

### What are my legal responsibilities?

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age. The *Education Act 1990* requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the Board of Studies, Teaching and Educational Standards for homeschooling.

Once enrolled, children are required to attend school each day it is open for students.

### The importance of arriving on time

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption

Lateness is recorded as a partial absence and must be explained by parents.

### What if my child has to be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

### Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school principal. An *Application for Extended Leave* may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal.





### **My child won't go to school. What should I do?**

You should contact the principal as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

### **What might happen if my child continues to have unacceptable absences?**

It is important to understand that the Department of Education and Communities may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- Compulsory Schooling Conferences

You may be asked, along with your child, to attend a Compulsory Schooling Conference. The conference will help to identify the supports your child may need to have in place so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as Undertakings) to support your child's attendance at school.

- Application to the Children's Court – Compulsory Schooling Order

If your child's attendance at school remains unsatisfactory the Department

may apply to the Children's Court for a *Compulsory Schooling Order*. The Children's Court magistrate may order a Compulsory Schooling Conference to be convened.

- Prosecution in the Local Court

School and Department staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

### **What age can my child leave school?**

All New South Wales students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to [complete their schooling](#).

### **Working in Partnership**

The Department of Education and Communities recognises that working collaboratively with students and their families is the best way to support the regular attendance of students at school.

We look forward to working in partnership with you to support your child to fulfil their life opportunities.

**If a student misses as little as 8 days in a school term, by the end of primary school they'll have missed over a year of school.**

Further information regarding school attendance can be obtained from the following websites:

#### **Policy, information and brochures:**

Please visit the Department of Education's *Policy library*

#### **The school leaving age:**

Please visit the Department of Education's *Wellbeing and Learning website*

#### **Do you need an interpreter?**

Interpreting services are available on request, including for the hearing impaired. The Telephone Interpreter Service is available 24 hours a day, seven days a week on 131 450. You will not be charged for this service.

For further advice and questions contact your educational services team

T 131 536

Learning and Engagement

Student Engagement & Interagency Partnerships

T 9244 512

[www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

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NSW Department of Education and Communities



# Class Rules

## The Classroom

Values	Classroom
<b>Be Responsible</b>	Be honest and trustworthy Make goals about your learning Strive for your personal best Observe rules of no eating, drinking, chewing or using a mobile phone
<b>Be Respectful</b>	Be polite and courteous Value your belongings and the property of others Value creative and individual expression Be tolerant of difference Value your student leaders' contribution
<b>Be Safe</b>	Work and behave in a safe manner
<b>Be Co-operative</b>	Be prepared and punctual for all lessons Complete tasks as directed Be prepared to work effectively as a team member
<b>Be Considerate</b>	Give others a fair go Keep your learning environment clean and tidy Consider the dignity of others and behave compassionately

## Classroom Use

Students should wait for permission from a teacher before entering a room. Students must leave their rooms tidy and free from litter with chairs and table and arrange in an orderly manner so that the next class will not be delayed.

- Do your best.
- Be on time to class.
- Be prepared for your lessons.
- Listen to and follow instructions.
- Concentrate on your work.
- Respect others, their feelings and their property.
- Be quiet when others are speaking.
- Be tolerant. Don't discriminate.
- Look after the property of the school and the property of others. (Don't eat or chew gum in class. No graffiti or vandalism.)
- Behave in a safe way.

## Electronic Devices

If a student brings a mobile phone to school, it should be turned off during lesson time and kept secure and out of sight. Using a mobile phone, texting and playing games during lesson time **will result in the confiscation** of the mobile phone until the end of the school day. **The school is not responsible for the loss or theft of mobile phones, iPads, or any other electronic entertainment device that is brought to school.** Teachers and administrative staff are not to be asked to investigate lost or stolen devices.



## Technology and Computers

Every student and staff member has access to the school network and the Department of Education and Training's internet portal. User IDs and passwords are issued to students when they arrive at the school. Classrooms have computers in CLS1, CLS2, CLS3 and the Library for students to use. The school is fully wireless, with three iMac computer laboratories and all classrooms have interactive whiteboards. Mosman High is a BYOD school (Bring Your Own Device)

**If a student has problems with their laptop or need to find their password they can see a technical support officer in the Library at Recess or Lunch on Mondays, Tuesdays and Thursdays.**

## Medication and Allergies

It is essential you inform the school of any medical conditions. This must include any known allergies. You should contact the school as soon as you are aware of any newly diagnosed allergies and other medical conditions. Students requiring prescribed medication at school must complete a written request. The school can provide you a copy.

## Students Study responsibilities include:

- bringing their diary to all lessons.
- writing all set tasks in the school planner.
- completing all tasks within the time set.
- planning for the completion of tasks/study within the time set, taking into account other commitments.
- beginning work on major assignments when they are set and managing your work and time so that you do not have to rush the work in the final days before it is due
- compiling a bibliography acknowledging sources of information, including internet addresses if requested.
- When handing in set tasks/assignments, students are not to include a direct download from the internet or a direct copy from any other source as their own work. This is called plagiarizing.
- Finding out what set tasks/assignments were set during any absence from school and negotiating a catch-up and/or extension time with your teacher. Extensions are subject to faculty and/or other school assessment policy guidelines.

Completion of set tasks and study is essential to satisfy course requirements. Students in all years should know that completion of assessment tasks alone does not constitute satisfactory completion of a course.

Consult the student assessment booklet which is published on the school website to help plan for upcoming tasks.



## Faculties and Resources

The nine faculties at Mosman High School are committed to offering students access to a broad curriculum and to providing a quality learning environment. The faculties are English, Mathematics, Science, Languages, TAS, Performing Arts, PDHPE, Visual Arts, and Human Society and its Environment (HSIE).

The whole school focuses on assessment within the NSW model of *Quality Teaching*. This is a long-term strategic priority. Teaching staff are working with Educational Consultants and staff experts to learn more about assessment for learning and consistency of teacher judgment.

Staff will develop and write assessments that incorporate the NSW QT model and reflect the new syllabuses. The teaching staff at Mosman continue to focus on differentiation of the curriculum, gender specific teaching strategies, 'engaging all learners' in the classroom and supporting gifted and talented students learning.

The integration of Information and Communication Technologies (ICT) into the classroom is a school priority and this focus will be ongoing. ICT, including the Department's Web Services, will be used by teachers in all faculties to enhance teaching and learning.

See here for more information on **Mosman High School's faculties**:  
<https://mosmanhighschool.com.au/faculties/overview/>

### Textbooks and Resources

School fees cover the purchase of student books for class use and the upgrade of technological equipment such as cameras, editing equipment, computers in classrooms, laptop computers, sound and lighting equipment, digital cameras, data loggers and electronic whiteboards. They also cover uniforms, sports equipment, music equipment and music scores. Mosman High School also provides high standard learning environments, including dedicated computer rooms, textile and design rooms, kitchens and science laboratories, visual arts rooms, a performance space, music tutorial classrooms.

### Canteen

Mosman High Canteen provides for all diets. The school canteen is open each day around 8am and closes at end of lunch.

Students can purchase breakfast, morning tea and lunch. There is a range of healthy and nutritious foods. Most meals are cooked on premises. The canteen offer Eftpos facilities. The canteen staff suggests that where possible, students wanting lunch come to the canteen before school to place an order.

### New Canteen Ordering System is here!

**Flexischools online ordering is now available at Mosman High Canteen.**

**For more information and to register go to [www.flexischools.com.au](http://www.flexischools.com.au).**

**Please note: All online orders are required to be completed by 8.30am.**

## Student Involvement - Extra Curricular

In addition to subject curriculum that is part of the academic life of students, a range of extracurricular opportunities are provided to enrich and extend student talents, interests and skills.

### THE SRC

The Student Representative Council (SRC) at Mosman High School:

- is elected by the students.
- represents students on school committees.
- has a voice in decision making.
- raises funds for student facilities.
- is an advocate for the students of the school.

The teaching staff are very pleased with the involvement of many students in various working parties including environment, welfare and sport. Student input and viewpoints are invaluable. The Student Leadership Working Party has had a strong representation of students from all years. The SRC regularly attend planning days. Students from Years 7 - 12 engaged in vigorous discussion and developed interesting proposals to enhance student engagement at school.

See here for more information on **The SRC:**

<https://mosmanhighschool.com.au/about-us/student-representative-council/>

### Music

Mosman High School offers a special music-tutoring program in addition to the Stages 4-6 music curriculum which includes piano, guitar, drums, flute, saxophone, voice and others. Students can also join the concert band, stage band, string ensemble or *Concina* (vocal ensemble), as well as other ensembles. Just ask the music teachers!

See here for more information on **Music Ensembles:**

<http://mosmanhighschool.com.au/extracurricular/music-ensembles/>

### Sport

All students in Years 7-10 engage in a weekly sport activity. Year 7 sport is held every Monday, Yr 8 every Tuesday, Yr 9 every Wednesday and Yr 10 every Thursday.

Mosman High School offers a variety of sports, catering for a wide range of interest and ability. Some are only offered in summer, others only in winter. Students have the opportunity to represent the school in a range of knock-out sports as well as participate in sports and recreation activities including learn to surf, sailing, weight training/gym and rock climbing.

Our Year 7, 8, 9 and 10 students participate in an individual program that is specific for each year and changes each term. They are involved in a range of sports and activities over the course of the year. Students are introduced to surfing, frisbee, netball, touch football and soccer. In addition, swimming, athletics and cross country carnivals are held throughout the year. Students compete in their house groups for the coveted title of 'House Champions' and all year groups are encouraged to compete to achieve personal bests and possibly represent Mosman High at zone, regional and state carnivals.

See here for more information on **Mosman High School Sport program:**

<https://mosmanhighschool.com.au/faculties/sport/>

### Gifted Program (GAT)

The school developed a Gifted Program for Mosman High students. Students can enter GAT for basketball, dance, futsal, tennis, table tennis and badminton.

## Debating

Each year at Mosman, debating club runs after school from 3:30-4:30 where students of all levels are welcome to come and enhance their public speaking skills and ability to work in a team. Through the guidance of a coach from Masters Academy, the students begin with revision of matter, method and manner (the three Ms) and develop their metalanguage for debating. Following this, students then engage in impromptu speaking activities applying their knowledge and skills learned throughout the terms.

Additionally, Mosman students have proudly participated in the Premier's Debating Challenge for the last three years running with great success, having progressed through to zone knockout levels. The challenge is a public speaking competition where two teams of four from each stage (4, 5 & 6) can be entered and students have the opportunity to compete against other schools. Initially this starts as a round robin competition with the opportunity to progress to zone knockout stages. The wonderful thing about this competition is that students have a realistic opportunity to demonstrate their skills learned from Masters and receive feedback from both the adjudicator and debating co-ordinator.

Debating is a wonderful opportunity for students to develop their confidence in public speaking, interactions with other students and to improve general knowledge and how to construct arguments. Students of all abilities are welcomed and encouraged to come along.

## Duke of Edinburgh

This is offered to Year 9 & 10 students if they are interested and meetings are held throughout the course of the year – however, most time is spent working with participants on a one on one basis.

Students are assisted in setting their goals and designing their program, electing assessors, setting up their online record book — and are given ongoing support, assistance, guidance and encouragement. All levels are offered — Bronze, Silver and Gold.

<https://mhsdukeofed.weebly.com/>

## Environment

Mosman High's Enviro Group is a dynamic and active group of students who participate in many conservation and fundraising projects throughout each year. As a new student to our school we invite you to join in, meet and learn more about how you can contribute to a brighter future from other students from our school and others. Activities that you will get involved with include: Clean Up Australia Day, Athol Beach conservation and land regeneration projects in Sydney Harbour National Park, planting of natives in a new Memory Park Discovery Garden, Middle Head 'Save Our Species' project in conjunction with Taronga Zoo as well as learn how to assist Sydney Wildlife Rescue and even become a little Penguin Warden too. The opportunities are endless as you can volunteer with the Enviro Group whilst completing your Duke of Edinburgh Award as well as becoming a school leader through our group. So, join our Enviro Group and make a difference.

## BYOD Advice

The purpose behind BYOD (bring your own device) is a better learning experience for all Mosman High students. The main aim is to have a device available to every child in the school. The bring your own approach has many advantages including flexibility, but with flexibility comes choice.

Here are some criteria to consider in choosing a device:

### WIRELESS

The device must be able to connect to the school's wireless network. This means it must be able to **make a 5GHz wireless connection**. Most newer devices will do this - however older or cheaper devices might not be able to and this will simply lead to greater expense later. Frustratingly many sales assistants will not be able to clearly answer if a device has 5GHz built-in so it might require you to either do your own research or to stick with a device that's already been shown to work on the School network.

### WEIGHT

Your child is going to be carrying their device throughout the day. Very simply, lighter is better. That said, don't sacrifice utility for weight - there's little point in something that saves their back while carrying it but then leaves them hunched over a tiny screen while trying to take notes.

### ERGONOMICS

Imagine spending several hours a day doing real work with whatever device you are looking at. If the device has a tiny screen, or under-sized keyboard, or you can't adjust the screen angle - it's probably going to be bad for the kids.

### BATTERY

Your child should be using their device throughout the day and they can't re-charge it at school. That means you need to look for something with a battery life of around 10 hours or more. You also need to tell them that if they run the battery flat playing computer games on their way to school, they'll have to deal with the consequences.

### POWER AND STORAGE

The device does not need to be amazingly powerful, unless your child is in the later years of school and doing specific work - for example using photo-editing software a lot. Most of what they will be doing is research, reading and taking notes.

More RAM is always better; and a quick start-up time from turning on to being able to do things helps.

You do not need an enormous hard drive. The student should be using the cloud to store all their notes, etc. not only because that reduces the size of the hard-drive needed, but more importantly because it means they can't lose or forget anything.

### BUILD QUALITY

Experience has shown that students tend to look after their own device much better than a school-provided device. But they are

## THIS IS CRUCIAL

The device must  
be able to make a

5GHz wireless  
connection or it  
will not work with  
the School  
network.

If you are not  
*certain* the device  
can do this don't  
buy it.



school kids and these devices are sitting in backpacks and being taken in and out of bags many times a day. Stuff happens.

So, it's important to get something that is solidly built and will last a few years. That doesn't mean go for something heavy; it does mean that it can be better to spend a bit more up-front in the interests of it lasting longer.

### TABLET OR NOT?

Basically 'not'. Unless the tablet is something like a Surface that is pretty much a notebook it simply won't work for the student.

- There are several needed applications that won't run on the iPad or similar tablet.
- The student should be able to quickly and effectively write and edit notes. If they can't input and correct the information quickly the device is letting them down.
- The student must sit with the device on their desk for several hours a day

iPad and similar simply won't work in this context where the students are writing and editing. A Microsoft Surface does almost everything, but you really need to think through the ergonomics before deciding to go with one.

### SO WHAT TO CHOOSE

If you aren't concerned about the cost go for a MacBook Air or a Dell XPS - they're pretty much the perfect device for these purposes. They tick all of the boxes - light, powerful, well-built - and many students are using them today. They are however, relatively expensive.

Dell, Samsung and others have Windows computers available which sit close to the MacBook Air in terms of perfect suitability although in some cases the trade-off in price may come at the expense of durability and so might not be so great in the longer term. There are too many choices to be able to recommend one in particular, but the simple approach is to use the MacBook Air as your benchmark and go as close as your budget will allow.

Some students are using Chromebooks. This can be a good choice with some of the more recent releases. But you should only go down that road if you are confident in supporting your kids and the choices they'll need to make to find alternatives to some of the standard programs they might otherwise use. The Microsoft Surface has a lot going for it, but you need to check whether your student can type quickly on it, edit effectively, and sit in front of it for several hours in something close to a reasonably comfortable position.

### GETTING VALUE FROM YOUR CHOICE

Whichever choice you make there are some things you can do to protect and get value from the device:

- For everyone's sake reinforce with your child that they **never touch** anyone else's device and that they'll be responsible for any damage they do.
- Actively encourage your child to learn to **touch-type**. The school provides a course in the library, but it really needs outside School work to properly learn.
- Set your child and their device up with **cloud-based software** - Evernote, Google Drive, Microsoft's cloud. The best solution is the one that you are comfortable with, but a cloud solution is crucial. You only need to see a student in tears because they lost their essay once to realise how crucial.
- Plan that you'll likely have to **change** the computer after 4 years so that it's capable of running the latest software.
- Choose a **backpack** that has a notebook pocket that keeps the device off the floor when you put the backpack down.

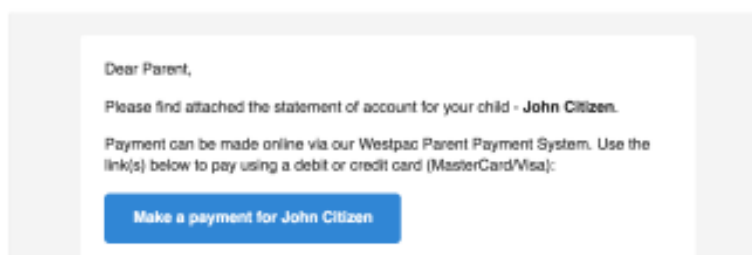


## Statements of Account - Online Payment Guide

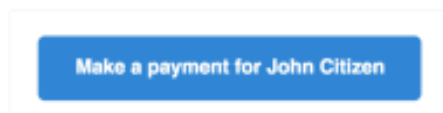
Mosman High School will be sending student statements of account & payment reminders directly to parents/caregivers via email using a system called School Bytes. These statements include a link to make secure payment online through the Westpac Parent Online Payment (POP) system (Visa & Mastercard credit/debit cards accepted).

To make an online payment for your child(ren)'s school contributions, please follow the steps below:

1. You will receive an email from the following email address ([noreply@mail.schoolbytes.education](mailto:noreply@mail.schoolbytes.education)) with the subject 'Student Statement of Account' or 'Payment Request'.



2. To make an online credit card payment, click the secure payment button in the email.



3. Once this button is clicked, you will be taken to a webpage on [www.parentpayments.com.au](http://www.parentpayments.com.au). On this page, you will see a list of all currently outstanding items for your child. By default, all items are selected/ticked for payment.

Parent Online Payment Portal  
Sample High School

**Student Details**

Name: CITIZEN, John

Number: 604 604 604

**Family Details**

Opening Balance: \$0.00

Unallocated Credits: \$0.00

**School Details**

**Downloads**

Invoice Letter

Online Payment Instructions

**Grand Total** \$463.00

**Statement of Account for John Citizen** Current as of: 16/08/2017 04:25pm

Listed in the table below are the items currently owing on the statement of account for your child. Use the checkboxes to select what items you wish to pay at this time.

Once completed, fill out the 'Paper Details' and press 'Next' at the bottom of the page.

**N.B.** Payments made online can take up to 48 hours to be processed by the school and reflected on this payment page.

<input checked="" type="checkbox"/>	Date	Due	Fee Name	Amount	Paid	Balance Owing (\$)
<input checked="" type="checkbox"/>	05/04/2017		Gymnastics for Gymnastics	\$40.00	\$0.00	40.00
<input checked="" type="checkbox"/>	05/04/2017		Japanese Drum for Japanese Drumming	\$0.00	\$0.00	5.00
<input checked="" type="checkbox"/>	05/04/2017		Literacy Levy for Yr 6 Literature levy Nov 00	\$18.75	\$0.00	18.75
<input checked="" type="checkbox"/>	05/04/2017		Paper for Paper Levy 2017	\$18.75	\$0.00	18.75
<input checked="" type="checkbox"/>	05/04/2017		Science Levy for Science Levy	\$5.00	\$0.00	5.00
<input checked="" type="checkbox"/>	05/04/2017		Tech Levy for Technology	\$22.50	\$0.00	22.50

4. If you wish to change the amount you would like to pay for an item, enter the desired amount in the number field under the 'Balance Owing' column.

To not pay for a certain item, untick the checkbox in the left-hand column of the table next to the item you wish to remove.

<input checked="" type="checkbox"/>	27/01/2017	Yr10 Technology Support	\$30.00	\$0.00	30.00
<input checked="" type="checkbox"/>	01/02/2017	Yr10 Maths - online programs	\$24.00	\$0.00	24.00

5. Once you have selected what items you wish to pay, enter **your** name, phone number and email address under 'Payer Details'. This allows the school to identify which parent/caregiver is making the payment. Now, press the 'Next' button to be redirected to a secure Westpac site to finalise your online payment.

The screenshot shows a payment summary page. At the top, there's a table of items to be paid:

Item	Amount	Amount	Amount	
16/05/2017	Mathematics Competition 2017/18	\$6.00	\$0.00	6.00

Below the table, there are buttons for 'Add Tax Deductible Items' and 'Add Other Fee'. The 'Grand Total' is \$1028.00. The 'Payer Details' section includes fields for 'Your Name' (Test), 'Contact Phone Number' (0412345678), and 'Contact Email' (test@test.com). A 'Next >' button is highlighted with a red box.

6. Once redirected to Westpac, you will see the following screen. Enter your credit card details into the appropriate text fields on this screen. Once completed, press the 'Proceed to Confirmation' button.

The screenshot shows the 'Make a Payment' screen. It has a heading 'Make a Payment' and a sub-heading 'Card Details'. Below this, there are four mandatory fields (marked with an asterisk):

- Cardholder Name: [Text Field]
- Credit Card Number: [Text Field] (Visa and Mastercard logos are shown)
- Expiry Date: [Dropdown] / [Dropdown] (01 / 18)
- Card Verification Number (CVN): [Text Field] (What is the CVN?)

At the bottom, there are two buttons: 'Cancel Payment' and 'Proceed to Confirmation'.

**IF YOU REALISE YOU HAVE MADE A MISTAKE IN SELECTING WHAT ITEMS YOU WISH TO PAY ON THE PREVIOUS PAYMENT PORTAL SCREEN, PLEASE CLICK THE 'Cancel Payment' BUTTON.**

7. You will then see a payment summary screen where you can confirm your details. When ready, press the button at the bottom of the page to confirm and make your online payment.

**NOTE:** To pay for another child in the family, return to the original email you received and click the payment button with the other child's name on it.

The payment button/link located within the email remains active for 12 months. This means that at any point within this time period you can use this link to see what items are currently owing for your family.

For information relating to the security & privacy of this service, please refer to the following webpage:

<https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/School-Bytes-Student-Privacy-Information.pdf>

# Transport, Bus Timetables, and Travel Concessions

## School students and



The smarter way for students to travel to and from school.



Visit [transportnsw.info/school-students](https://transportnsw.info/school-students)



## Introducing the School Opal card

The School Opal card gives eligible students free or discounted travel between home and school using the train, bus, ferry and light rail services you nominate in your application.

### Who can apply?

To be eligible for a School Opal card, students may need to live a minimum distance from their school:

#### Years K-2 (Infants)

There's no minimum distance.

#### Years 3-6 (Primary)

More than 1.6km straight line distance or at least 2.3km walking.

#### Years 7-12 (Secondary)

More than 2.0km straight line distance or at least 2.9km walking.



If you live too close to be eligible for free travel, you may still qualify for a School Term Bus Pass, which offers travel on buses between home and school at a discounted rate for the whole school term.

### Who needs to apply

A new application is only required if the student has not had a School Opal card before.

If the student already has a School Opal card and is changing schools, campuses or home address, you will need to update their Opal card for the new school year before mid-December at [apps.transport.nsw.gov.au/ssts](https://apps.transport.nsw.gov.au/ssts)

### How to apply

Applications for next year open at the start of Term 4 this year.

#### Step 1

Once the new school has confirmed your child's enrolment, complete the application at [transportnsw.info/school-students](https://transportnsw.info/school-students)

#### Step 2

The school endorses your application.

#### Step 3

Once Transport for NSW has approved the application, a School Opal card will be sent to the address provided on the application.



A parent or guardian must apply for students 15 years and under. Students 16 years and over must apply for themselves.

## Better together

The School Opal card is only for travel to and from school. So it's a good idea to get a Child/Youth Opal card for travel after hours, on weekends or during school holidays.

### Child/Youth Opal card benefits

- Concession fares across the Opal network
- Half-price travel after eight paid journeys each week\*
- \$1 transfer discount for every transfer between modes (train, ferry, bus or light rail) as part of one journey within 60 minutes from the last tap off †
- The Opal Transfer Discount doesn't apply when transferring between light rail and Sydney Ferries.
- Set auto top up and link it to your credit or debit card so there's always



enough value on the card to travel.

Find out more and apply at [opal.com.au](https://opal.com.au) or pick one up from an Opal retailer. To find one in your area visit [retailers.opal.com.au](https://retailers.opal.com.au)



Secondary students aged 16 and over can travel with a Child/Youth Opal card when carrying a NSW/ACT Senior Secondary Student Concession Card, available from school and TAFE offices.

Excluding Sydney Airport station access fee.

\* The Opal Transfer Discount doesn't apply when transferring between light rail and Sydney Ferries.



# Get real-time trip info and digital timetables for school buses

Choose from a range of easy-to-use apps and online tools that work with phones, tablets, smart devices, and even voice assistant technology. Or just hop on a computer.



## Trip Planner

Visit [transportnsw.info/trip](https://transportnsw.info/trip) to use the trip planner tool in your web browser



## Opal Travel app

Download the official Opal Travel app to your phone or device



## Facebook Messenger

Send a travel query to our Facebook Messenger bot and get an instant reply – search for 'NSW Public Transport – NSW GOV' to start your chat



## Google or Alexa

Ask Google Assistant or Amazon Alexa to 'talk to Transport NSW to plan a trip'

Or try one of many handy third-party apps – visit [transportnsw.info/apps](https://transportnsw.info/apps) to find an app that suits your needs



Access school bus timetables and get real-time trip updates – anywhere, any time.



Use interactive maps to see where and what time your child's school bus will stop – so you know when it's on the way in the morning, when it has arrived at school, and what time it'll drop them off in the afternoon. That means less time waiting at the bus stop and less worry about when they'll be home.



Get information about real-time delays and planned service changes so you're always in the know.

## Trip Planner tips

1. Go to [transportnsw.info/trip](https://transportnsw.info/trip)
2. Enter an address, point of interest, bus stop name or ID or choose 'My current location' as your starting point
3. Enter the school name as the end point
4. Refine your search to get an accurate plan:
  - Change to 'Least walking' or 'Fewest changes'
  - Ensure 'School bus' is turned on. Turn off other modes if you only want to see school buses (this applies to the Opal Travel app as well).
  - Reduce 'Connecting with public transport walking time' from 20 minutes to 5 minutes.



# Emergency Information

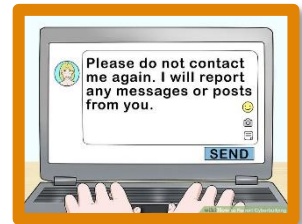
## Important Safety Tips

For your child's safety, here are some simple things to remember:

### Cyber Safety

When using the internet, like anywhere in the world, you should remind your child to protect themselves against spam, online scams, identity theft and online bullying. Here are some tips you can remind them:

- If they are using a public computer, make sure they **log out** of the online accounts such as their social media account, bank or email accounts, and log out of their computer account before walking away.
- **Remind your child not to give away their personal information.** This includes their name, phone number, address, email address, date of birth, usernames and passwords, and bank details.
- If they think they are being harassed or bullied online, **report the person being abusive** to the website or social media administrators and talk to you, a teacher or friend, or contact **Kids Helpline (1800 55 1800).**
- **Ignore, block or mute** the person being abusive online and do not engage with them.



### Safety Apps

The **Emergency Plus app** is a national emergency app that anyone can use in Australia to get help as soon as possible in an emergency situation. It tells you the exact location on the map and the GPS coordinates that you can read to the operator when you call the emergency service.



### Tips to Stay Safe and Cybersmart

Below are parents' suggestions on how they manage their children's online activity:

- Keep the computer in a shared family area where you can monitor how long your child is online as well as the websites your child is visiting.
- Don't have mobile phones or other technology in the room where your child sleeps, leave them in the kitchen.
- Remember that it is a legal requirement that children must be 13 or older to sign up for Facebook.

### eSafety – Cyber Security and Protecting Children

This website contains information on the following:

- New policy governing student use of digital devices and online services
- Department of Education resources
- The Australian eSafety Commissioner's website

[www.education.nsw.gov.au/using-technology](http://www.education.nsw.gov.au/using-technology)

## Important Safety Tips continued ...

### eSafety Kids

This website contains information about the following topics:

- Cyberbullying
- Unwanted or unsafe contact
- Inappropriate content
- Playing online
- Your digital footprint – take care what you share
- Staying legal
- Online friends
- Use of social media and online chat.

[www.esafety.gov.au/kids](http://www.esafety.gov.au/kids)

### Kids Helpline

Cyberbullying happens on a spectrum and to different degrees. New technologies mean that cyberbullying is constantly changing as we discover new ways of connecting with one another.

Cyberbullying can include:

- Harassment
- Cyberstalking
- Denigration/trolling
- Humiliation
- Exclusion
- Trickery and manipulation
- Impersonation and masquerading.

<https://www.kidshelpline.com.au/parents/issues/children-who-cyberbully>



## Frequently Asked Questions

### What do I do if my student...

#### **Is paying for excursions/contributions etc...**

Students may bring payments to the front office before school, recess or lunchtimes only. Parents may bring payments to the front office from 8.30am to 2pm Monday to Friday.

#### **Payments....**

Mosman High's preferred method of payment is via the Parent Payment Online accessed on the school website.

<http://www.mosmanhighschool.com.au>

#### **Needs a bus pass or loses their bus pass...**

Visit: [transportnsw.info/school-students](http://transportnsw.info/school-students)

#### **Going to a new school...**

You must notify the school in writing. Your student needs to collect a leaver's form from the office and take it to each teacher listed for signature. Finalise all outstanding fees. Return all textbooks and library books.

#### **Has money or valuables...**

Your student may leave money and valuables at the front office. They should never leave money in their bag.

#### **Needs to take medication during school hours...**

Students who require the administration of prescription medication in school hours should make an appointment to see the Principal. Students who have medication identified on a Health Care Plan should carry daily medication and a copy of the plan with them at all times.

#### **Is going overseas during the school term...**

Notify the school in writing of the dates your student will be absent if they fall within term time. If for any reason they will not be returning when school commences then you need to notify the school **in writing**.

#### **Is concerned about subject selection or wants advice about career choices...**

See their teacher, Year Advisor or the Careers Advisor.

#### **Needs a locker...**

Come to the office to arrange payment. Your student will then be sent up to the Library to get their locker number and lock and pass code.

The hiring of the locker entitles the student to use the locker for 12 months. If a student leaves, the locker is the property of Mosman High School again. NO FOOD items to be left overnight. Lockers are to be emptied at the end of each term.

#### **Loses property...**

If a student loses property they must first look for it. If they cannot find it, they are to ask at the front office in B Block and items will be logged in a lost item booklet. Items may be delivered to the office as well.

## What do I do if my student continued...

### Is being bullied or harassed...

See your student's Year Advisor, the Deputy or class teacher.

### Is depressed, worried or feeling stressed...

See our School Counsellor, your student's Year Advisor or Head Teacher.

### Is a victim of discrimination or racism...

See our Anti-Discrimination and Anti-Racism Officer or Deputy.

### Is having trouble in the playground...

See the teacher on duty.

### If they need help at school, remind them to go to their...

Year Advisor or School Counsellor.

### Have lost their timetable...

Collect a copy from the containers outside the Office.

### Is needing help...

See the Student Year Advisor, the School Counsellor, or a Deputy Principal.

### Is worried about their friend...

See either the School Counsellor, their Student Year Advisor or a Deputy Principal.

### Needs help with their schoolwork...

See either the School Counsellor, the Student Year Advisor, the Student Stage Head Teacher or any other member of staff.

### If you change your address, phone number, parent/guardian details...

Always contact the front office of any change.

**Please see Attachment B on page 39 for Updating Student Information Form.**



## Useful Websites

Starting a new high school is a time of new experiences as your child adjusts to the school, makes new friends and gets used to having different teachers and classrooms.

These resources can help with the transition to a new high school:

### Going to a new High School

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/high-school>

[education.nsw.gov.au/teaching-and-learning/disability-learning-and-support/secondary/moving-to-high-school](https://education.nsw.gov.au/teaching-and-learning/disability-learning-and-support/secondary/moving-to-high-school)

### A-Z Parents Guide

[education.nsw.gov.au/parents-and-carers/a-z-parents-guide](https://education.nsw.gov.au/parents-and-carers/a-z-parents-guide)

### Literacy and Numeracy

[www.nlnw.nsw.edu.au/](https://www.nlnw.nsw.edu.au/)





## Attachment A – Absence Explanation Note

### EXPLANATION NOTE

STUDENT

Family Name:	First Name:	Class:
--------------	-------------	--------

(tick ✓)

- |  |             |          |        |
|--|-------------|----------|--------|
| <input type="checkbox"/> was absent on               | Date: _____ |          |        |
| <input type="checkbox"/> was late on                 | Date: _____ | at _____ | (time) |
| <input type="checkbox"/> needs to leave early on     | Date: _____ | at _____ | (time) |
| <input type="checkbox"/> will come to school late on | Date: _____ | at _____ | (time) |
| <input type="checkbox"/> will be away from           | Date: _____ | to _____ | (date) |

Reason: \_\_\_\_\_

Parent or Carer Name: \_\_\_\_\_

Parent or Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EXPLANATION NOTE

STUDENT

Family Name:	First Name:	Class:
--------------	-------------	--------

(tick ✓)

- |  |             |          |        |
|--|-------------|----------|--------|
| <input type="checkbox"/> was absent on               | Date: _____ |          |        |
| <input type="checkbox"/> was late on                 | Date: _____ | at _____ | (time) |
| <input type="checkbox"/> needs to leave early on     | Date: _____ | at _____ | (time) |
| <input type="checkbox"/> will come to school late on | Date: _____ | at _____ | (time) |
| <input type="checkbox"/> will be away from           | Date: _____ | to _____ | (date) |

Reason: \_\_\_\_\_

Parent or Carer Name: \_\_\_\_\_

Parent or Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment B – Updating Student Information



### MOSMAN HIGH SCHOOL

Dear Parent/Guardian

We update our computer records regularly; if any of your information has changed recently please complete the relevant sections below and return to the school office.

Student's Name:

Roll Call:

New address:

Post Code: \_\_\_\_\_

New home phone:

E-Mail:

Mailing address (if different from above)

#### Mother /Guardian

Name: .....

Mobile No: .....

Work No: .....

E-Mail: .....

#### Father /Guardian

Name: .....

Mobile No: .....

Work No: .....

E-Mail: .....

#### Emergency contact 1

Name: .....

Relationship to student : .....

Work No: .....

Mobile No: .....

#### Emergency contact 2

Name: .....

Relationship to student : .....

Work No: .....

Mobile No: .....

**PLEASE PROVIDE PROOF OF ADDRESS (lease, utilities bill, Centrelink, land rates etc)**

*N. B.* (If you have moved, student may need to see the Library staff for a new bus/train pass and return any previously issued pass)

Date:     /     /

Entered:



**Mosman High School  
Military Road  
MOSMAN NSW 2088**

**Phone: 9968 1006  
Email: [mosman-h.school@det.nsw.edu.au](mailto:mosman-h.school@det.nsw.edu.au)**

***A school community fostering creativity, individuality and leadership while striving for excellence in teaching and learning.***