



Crookwell High School Student Information Booklet



Welcome to Crookwell High School

Principal's Message

I have great pleasure in welcoming you to Crookwell High School and hope that you are looking forward to commencing your secondary schooling.

You will find many new and varied opportunities as well as challenges as you progress from Year 7 through to your final year at school. The staff of Crookwell High are committed to helping you meet these challenges and assisting you to reach your full potential. We will work with you and your parents to ensure that you develop and mature into independent learners and responsible young men and women who are able to make a valuable contribution to our community.

As you progress through high school you will be given an increasing number of privileges and, at the same time, be expected to respond appropriately to the responsibilities these privileges bring with them.

Students who are successful at high school are students who make the most of opportunities when they are presented. These opportunities will occur in the sporting, academic and cultural fields, among others, and your enjoyment of school will be a reflection of your preparedness to be involved and apply yourself in the range of activities that are available to you.

Crookwell High School students are fortunate to have a dedicated and willing staff who are constantly developing their understanding of teaching and learning and providing additional support, where necessary, to ensure the school provides equity of access to the widest possible quality curriculum in the junior and senior school.

So, from the first day at high school work to the best of your ability, grasp opportunities as they are presented and enjoy the strong sense of community that our school offers.

I wish you every success in your education at Crookwell High School.

Vero Joseph
Principal



School Mission Statement

Crookwell High School
promotes the attainment of high personal standards
and the pursuit of excellence within a caring
environment

Crookwell High School strives to provide for the wellbeing of all students.

To achieve this goal and provide equality of opportunity for all students the school has in place a number of policies and practices all of which are based on the rights and responsibilities of students attending Crookwell High School.

The core policies of the school are included in this publication. Parents and students are asked to take the time to familiarise themselves with these policies.

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CROOKWELL HIGH SCHOOL

Contacting the School

General Enquiries



T: 02 4832 1421



E: crookwell-h.school@det.nsw.edu.au

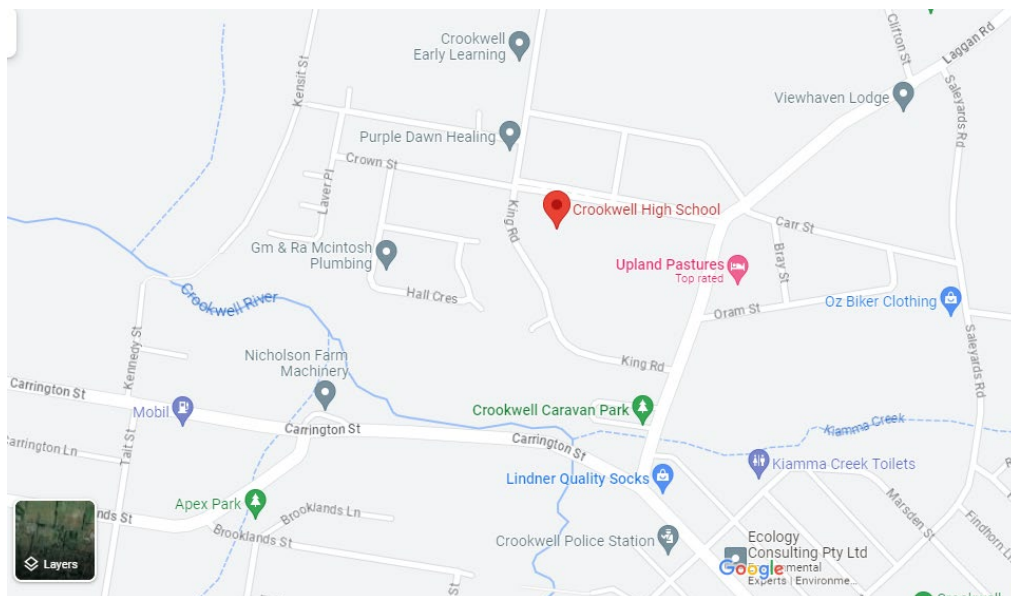


W: <https://crookwell-h.schools.nsw.gov.au>

The screenshot shows the homepage of Crookwell High School. At the top right, there are navigation links: MAKE A PAYMENT, ENROLMENT, NEWS, and NEWSLETTER. On the left, the school logo is displayed with the motto 'Prosper Through Knowledge' and contact information: T: 02 4832 1421 and E: crookwell-h.school@det.nsw.edu.au. Below the logo are menu items: About our school, Supporting our students, Learning at our school, CHS alumni, and Contact us. The main heading reads 'Welcome to Crookwell High School'. Below this, a paragraph states: 'Crookwell High School is a comprehensive, country high school offering a broad curriculum in a friendly and supportive environment.' A 'Contact us' button is present. On the right, there is a photograph of six students in school uniforms standing outdoors. At the bottom, there is a newsletter section with a 'View our latest newsletter' button and the date '22 Aug 2023'.



Address: 1 Crown Street, Crookwell NSW 2583



CROOKWELL HIGH SCHOOL

School Hours and Attendance

School hours are 9:00am to 3:13pm. Each day is broken up into 5 periods and break times.

Students should not be in the school grounds before 8:40am and should leave the grounds as soon as possible at the end of the day unless waiting for a bus. Supervision between 8:40am – 9:00am and 3:13pm- 3:30pm is by the Head Teacher on Duty or the Deputy Principal.

Should a student require assistance before or after school hours, he/she should go to the administration area of the school. There is a member of staff available during that period of time.

Bell Times

Monday (Assembly)		Tuesday - Friday	
Roll Call	09:00 – 09:15	Roll Call	09:00 – 09:10
Period 1	09:17 – 10:14	Period 1	09:12 – 10:10
Period 2	10:16 – 11:13	Period 2	10:12 – 11:10
Lunch 1	11:13 – 11:33	Lunch 1	11:10 – 11:30
Lunch 2	11:33 – 11:53	Lunch 2	11:30 – 11:50
Period 3	11:55 – 12:52	Period 3	11:52 – 12:50
Period 4	12:54 – 13:51	Period 4	12:52 – 13:50
Lunch 3	13:51 – 14:11	Lunch 3	13:50 – 14:10
Period 5	14:13 – 15:10	Period 5	14:12 – 15:10

School Attendance

Under the Education Act 1990 it is the duty of the parents or care-provider to see that their student attends school on each day that instruction is provided.

It is expected that the parent or care-provider explains all absences by note the first day the student returns to school.

Crookwell High encourages all students to attend school. The Deputy Principal will monitor students' attendance and advise the appropriate Year Advisor where students' absences are abnormal. This enables the Year Advisor to support any students having trouble coping with schoolwork, problems with home life or just not coping with life in general. We believe early intervention and positive support is very effective in helping students with attendance problems.

Additional to the support provided by the Year Advisor, the Deputy Principal will contact parents or care-providers if no improvement in attendance is demonstrated. This formal approach will set out attendance requirements for the award of the RoSA or Higher School Certificate and may require an interview with the parents or care-provider. The School Counsellor and outside agencies will also be involved if it is deemed necessary by the Deputy Principal. In the final analysis the Principal will conduct a review of the situation and make a final determination.

Roll Marking

Class rolls are marked within the first ten minutes of the start of school and each lesson. Any student who arrives late must sign the Fractional Absences Book, kept outside the school office window, and obtain a late slip from the office staff.

Partial absences are also recorded in the Fractional Absences Book and it is the student's responsibility to let the Deputy Principal know, usually by a parent or care-provider note, of the times that they will be absent from school.

At all times students are encouraged to make routine appointments and shopping arrangements outside of school hours.

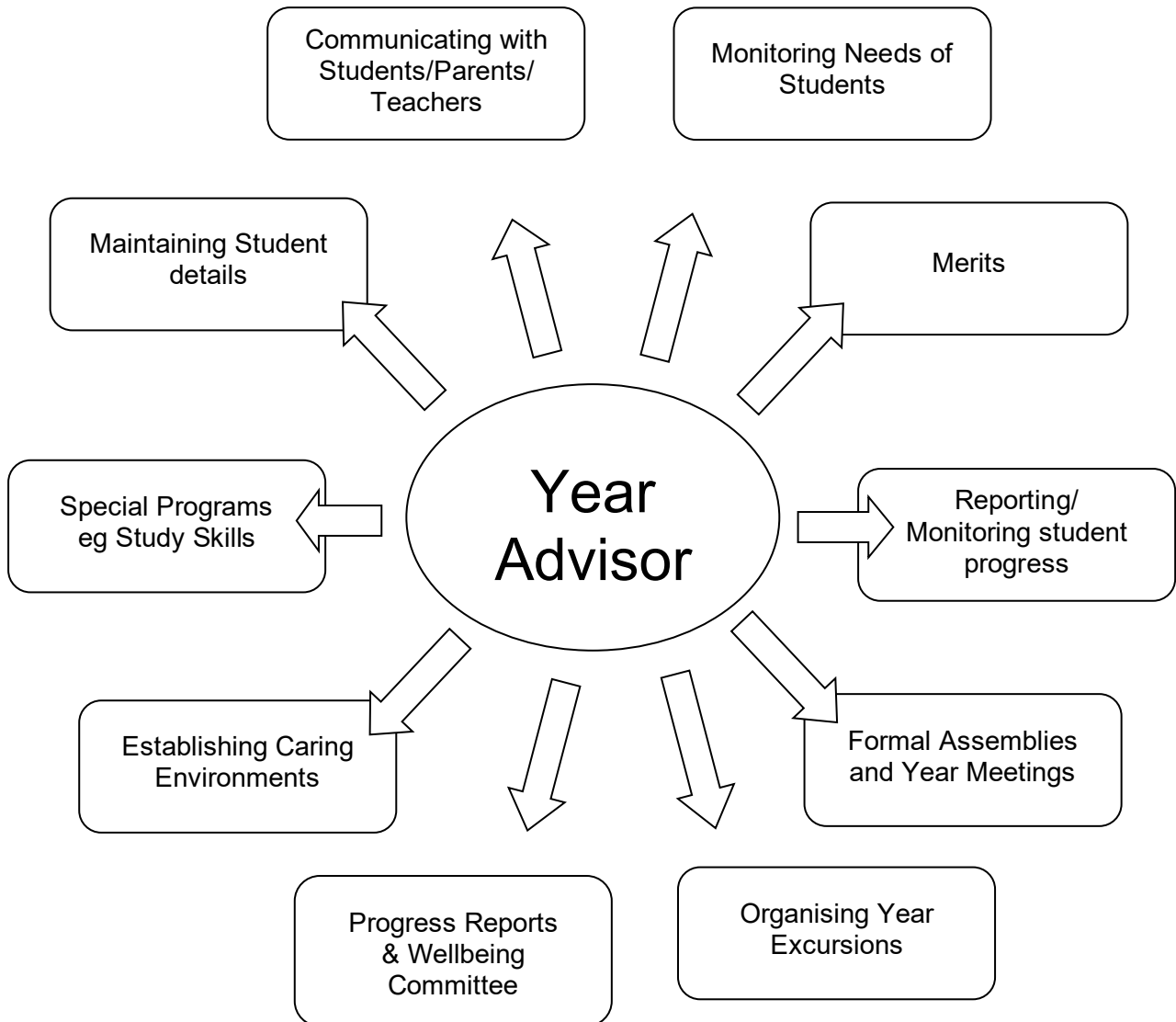
Leave During School Hours

- a) *Time-Off from School:* For reasons such as an illness in the family, where leave for part of a day is desired. Students must bring a note to the Deputy Principal giving reasons for the proposed absence.
- b) *Medical/Dental Appointments:* Students who have to take time off from school for dental and medical treatment should bring a note before the event, stating appointment times, to the Deputy Principal.
- c) *In General:* If a student is required by a parent to leave the school grounds in school hours, a note must be brought from the parents or guardians. All such notes should be presented at the Deputy Principal's office before 8:55am on the relevant day. Students will be issued with an Early Leavers Pass and are required to sign the attendance book when they leave and when they return.

Teaching & Learning

Year Advisors

Responsibilities for year advisors are outlined below:

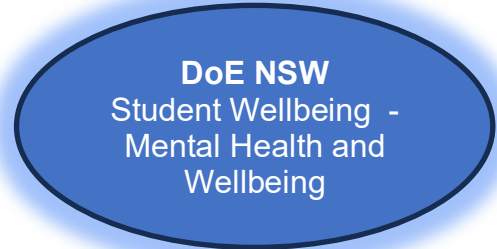


Supporting Our Students

We are committed to ensuring a safe and happy environment for your child. Sick or injured students are to report to the Administration Office. Parents will be contacted if the case is serious and if necessary medical attention will be sought.

We support your child's health and safety through a range of strategies including:

- the behaviour code for students, which outlines the standards of behaviour expected in all NSW public schools
- anti-racism education
- anti-bullying programs
- conflict resolution and mediation training
- peer support
- road safety education
- the Healthy School Canteen Strategy



School Counselling Service

School counselling staff are members of the school learning and support team.

A teacher may recommend the service by referring a student to the school's learning and support team. As a parent or carer, you may refer your child directly to the school counselling service. Students can also self-refer to the service.

The school counselling service can:

- support students who are worrying about schoolwork, friends, getting in trouble at school or feeling down
- help parents and carers make decisions about your child's education
- assess a student's learning and behaviour
- help teachers and students identify and address disabilities that may affect learning
- liaise with other agencies regarding student wellbeing

Contacting Our School Counselling Service

The school counselling service provides short-term confidential counselling for students at our school. If you are concerned about the wellbeing of your child, it would be helpful to discuss this with the student's Year Advisor, Deputy Principal or Principal. You can commence a discussion by phoning or emailing the school or attending the school office.

Students can refer themselves to the school counselling service through their Year Advisor, Deputy Principal, Principal, or any teacher they feel comfortable talking to.

Student Support Officer

Crookwell High School offers full-time student support via our School Psychologist.

The Student Support Officer is an additional role and supports the implementation of the school's holistic approach to wellbeing. This helps students develop social and emotional skills through targeted strengths-based programs and strategies that build resilience, coping skills and positive relationships.

Curriculum – Year 7 to Year 10

Year 7 and Year 8 - Stage 4 Courses

- English
- Mathematics
- Science
- History/Geography (HSIE)
- LOTE (Languages)
- Technology
- Art
- Music
- Personal Development, Health & Physical Education (PD/H/PE)

Students will also be involved in regular wellbeing lessons during PROSPER and skill development during Toolkit.

Year 9 and Year 10 - Stage 5 Courses

Students will be provided with a Stage 5 Subject Information Booklet to gain an understanding of courses offered and required for completion in Year 9 and 10.

Compulsory Courses

- English
- Mathematics
- Science
- History/Geography (HSIE)
- Personal Development, Health & Physical Education (PD/H/PE)

Elective Courses

Electives for Stage 5 can be viewed in the subject information book.

Curriculum – Year 11 to Year 12

Year 11 and Year 12 - Stage 6 Courses

Students will be provided with a Stage 6 Subject Information Booklet to gain an understanding of the three pathways they can choose to follow in their final years of high school education

Study

Students need help from parents as well as teachers.

Showing interest in school work, giving praise for good work and improvement and having high expectations are all powerful motivators for learning. Please refer to the section on Homework and Home Study Best Practice.

Student Diaries

Diaries are issued to each student each year and are designed to allow students to organise their time and to provide a means of communication between parents and the school.

The diary contains other information relevant to your child's success and safety while at school and parents are encouraged to familiarise themselves with it.

Special Religious Education

Religious Instruction is negotiated on a yearly basis with the local clergy and parents are informed as to the final arrangements. Parents need to request for their children to participate.

Assemblies

Assemblies are held each Monday at 9:03am in the Multipurpose Hall. Year Meetings happen during PROSPER lessons.

Formal assemblies are held as required.

Student Wellbeing

The Wellbeing Program seeks to encourage students to be self-disciplined, to accept responsibility for their own actions and to realise that their actions carry consequences, whether good or bad, depending upon the nature of the action.

Merit Awards

Merit Award system is currently under review.

Textbooks

All necessary textbooks are supplied on loan by the school. You are asked that they are treated with care, and that they are returned when a student leaves, or at the end of the year.

Textbooks lost or damaged through misuse must be paid for, the cost being determined by the condition of the book. Mathematics textbook covers can be purchased from the school at a cost of \$5.00 each, and will last six years.

Homework and Home Study Best Practice

Why have homework/home study?

- a. The amount of learning by students depends to a large extent on the amount of time spent *effectively* on learning tasks - homework/study is one way of improving the effectiveness of time spent learning and therefore provides better results.
- b. A significant percentage of students at Crookwell High School go to Years 11 and 12, where homework/study is essential for success. Those who leave earlier and enter the workforce will find these skills prepare them to successfully engage in the ongoing training needs of their future employment.
Completing homework regularly in Years 7 to 10 is important preparation for your future learning and success.
- c. Homework is recognised as being important in developing important personal qualities, such as:
 - self-reliance
 - resourcefulness
 - perseverance
 - initiative
 - responsibility
 - autonomy and, of course,
 - quality study habits to sustain future learning.

These qualities are highly valued by employers and are often mentioned in school references.

Types of Homework/Home Study at Crookwell High School

There are two types of work that students should do at home:

- a. **traditional** or **“set” homework** where the teacher sets a task to be done by a certain date

and
- b. **“home study”** which is done by the student to follow up work done in class; e.g. reviewing the day’s work; doing *supplementary* tasks, extra reading etc. and preparation for coming tests and examinations.

**Crookwell High School Home Study Hints
(Achieving a student's potential at school)**

Definitions

Homework - This is work specifically stated and given to the students to do by a set date.

It could include:

- reading a chapter of a book
- finishing a set of maths problems
- completing a work sheet; doing an assignment or project
- finding some materials e.g. newspaper clippings
- discussing a matter with parents/friends/neighbours and reporting back, etc.

This is the sort of homework which has always been given and with which students and parents are familiar.

Home study

Home study could include:

- thinking about the lessons of the day by completing a student journal recommended to be kept for each subject
- formal study for tests and exams. Here the student should have a study timetable prepared showing when particular subjects will be studied
- preparing summaries of work which can be used to study the subject in the week/s leading up to the test/exam
- reading/re-reading novels
- reading the text book to supplement the work done in class
- doing extra maths problems from the text to reinforce understanding
- attempting questions from past exams/tests
- reading over your notes
- reading books from the library
- watching relevant programs on TV (e.g. current affairs programs for Geography, Commerce and Science)
- catching up on missed work when on excursions, sport commitments, etc.
- practising your musical instrument
- collecting and reading newspaper/magazine articles, etc.
- practical work e.g. textiles projects, art projects/worksheets/major works.

There is always something that students can do each night, even if there is no set homework.

Procedures For Developing Self-Discipline

These procedures introduce aspects of rewards and sanctions as part of student self-discipline at present operating in Crookwell High School. It is emphasised that this is only part of an overall Wellbeing Program.

The School Wellbeing Procedures:

- provide an opportunity for desirable behaviour to be recognised and reinforced.
- signal to students and parents the development of behavioural problems and provide the opportunity for these to be corrected at an early stage.
- emphasise self-discipline rather than imposed discipline by placing the responsibility for student behaviour with the student.

Student Rights and Responsibilities

Students have the right to:	Students have the responsibility to:
Learn as well as they can	<ul style="list-style-type: none"> ▪ follow teachers' instructions ▪ exercise self-control ▪ attend school every day and be on time ▪ be properly prepared for each class ▪ behave so as not to interfere with the learning of the other students.
Expect mutual respect and co-operation	<ul style="list-style-type: none"> ▪ be courteous, fair and considerate to others ▪ respect others and their property.
Work in a safe and clean environment	<ul style="list-style-type: none"> ▪ take care with all school property ▪ keep grounds and buildings clean ▪ not bring prohibited materials to school ▪ remain within the area of supervision of the playground duty teacher ▪ eat food and drink outside except on wet days ▪ not smoke at school or when on school activities.
Be treated as a respected School and Community member	<ul style="list-style-type: none"> ▪ have a say and participate whenever possible ▪ wear school uniform with pride within the school and to school activities ▪ wear hats outdoors only ▪ participate in school and community activities ▪ always be honest and truthful ▪ obtain permission from the Deputy Principal before leaving the school grounds except when school finishes.

Parents, Carers and the Community

Communications

- **Emails**

Emails will be sent home from the school regarding events, excursions and opportunities. Please ensure your details are kept up to date and check them regularly. You can update your contact email address by contacting the front office via email crookwell-h.school@det.nsw.edu.au

- **Website**

On the school website you can find information regarding latest school achievements, news, events, make a payment, read newsletters and find links to the school's social media page.

- **Facebook and Instagram**

Links to the school Facebook and Instagram page can be found on the school website.

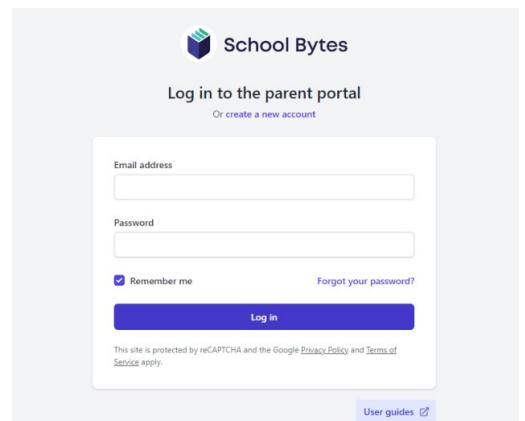
- **School Bytes Parent Portal**

Our school has implemented a system called School Bytes to manage payments. Parents and carers can visit the School Bytes portal at any time to make a payment online, view payment history and apply credit.

It is recommended that parents and carers create a login to ensure they can view their statement of account and manage permission required for excursions.

You can create an account by visiting the following website

<https://portal.schoolbytes.education/auth/login>



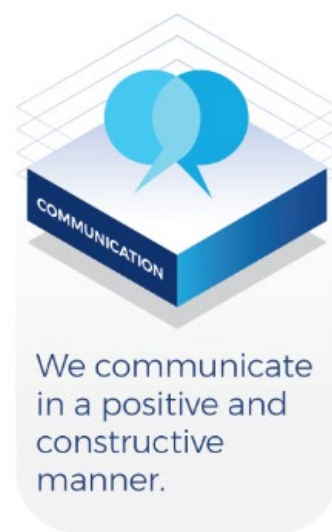
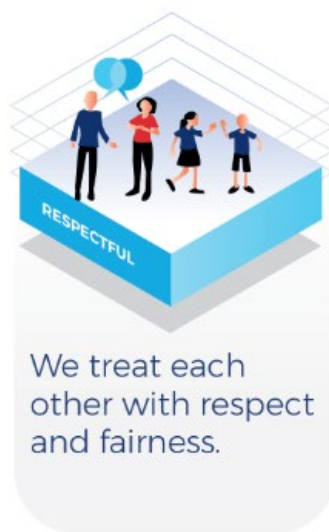
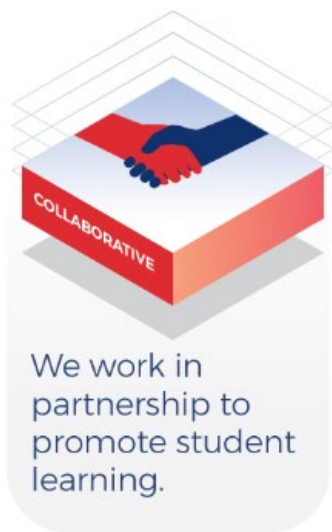
The screenshot shows the 'School Bytes' login interface. At the top, there is a logo for 'School Bytes' and the text 'Log in to the parent portal' with a link 'Or create a new account'. Below this is a login form with two input fields: 'Email address' and 'Password'. There is a 'Remember me' checkbox which is checked, and a link for 'Forgot your password?'. A blue 'Log in' button is positioned below the form. At the bottom of the form, there is a small disclaimer: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.' In the bottom right corner of the page, there is a link for 'User guides'.

School Newsletter

Newsletters are produced every second Monday, made available on the school's website and can also be emailed to parents or carers. The newsletter provides both students and parents/carers with reminders and information relevant to the smooth running of the school.

School Community Charter

The School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW Public Schools to ensure our learning environments are collaborative, supportive and cohesive.



The NSW Department of Education has introduced a [School Community Charter](#) for all members of NSW public school communities. It has been developed in consultation with a wide range of stakeholders. NSW Public Schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

Meetings

The Administration Office will give all necessary information to parents and visitors. Matters concerning your child may be discussed with teaching staff. It is advisable to phone the school office to book an appointment.



We welcome meeting you and discussing any problems you may wish to discuss.

Parents' and Citizens' Association

The Parents' and Citizens' Association is made up of parents, carers, school teachers and community members. The P & C meets regularly to contribute to decision making, developing policies and management plans as well as fundraising.

Meetings are scheduled on Wednesday evening, each term during week 5. Meetings are held in the school Staff Common Room and all parents and citizens are invited to become members.

Canteen

The canteen is open daily to provide lunches and recess for students. All food and drinks available at the canteen are sold at competitive prices. Profits are paid into the P & C funds.

The canteen is run by the Parents' and Citizens' Association and staffed by voluntary parents. Assistance in the canteen is always needed and welcomed - please contact the school if you can assist.

Technology

Digital Devices and Online Services for Students

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. The procedure covers the use of school-provided and personal digital devices and all online services.

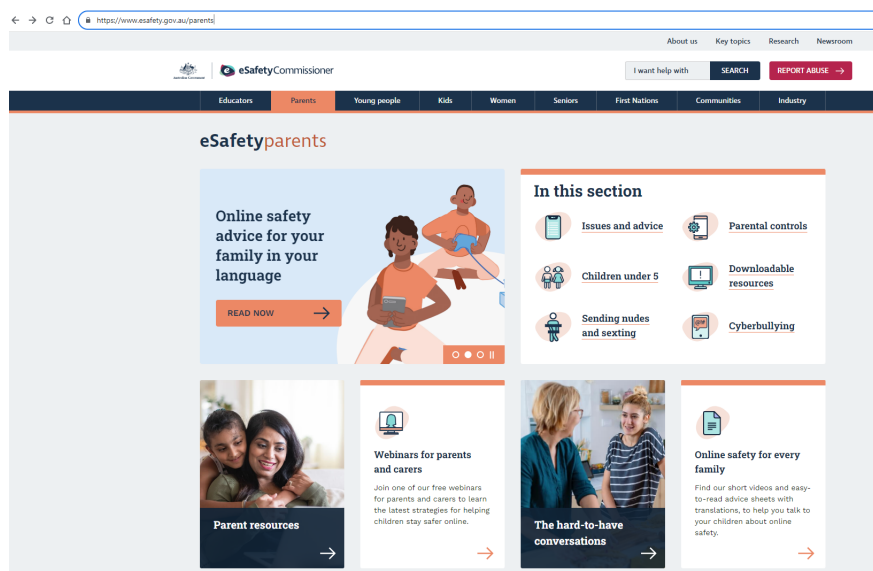
BYOD

The Crookwell High School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Crookwell High School will facilitate this in accordance with the BYOD Policy. However students and parents must be aware of and consent to the program's boundaries described in the BYOD User Charter.

Cyber Safety

The Australian Government E-Safety Commissioner has provided a resource for parents in supporting their children using online technologies in a safe manner.

Please visit the **iParent website** for more information.



School Uniform

Uniform Policy

1. The wearing of school uniform is compulsory for all students.
2. The uniform is to be worn with modesty and with the absence of offensive slogans or eye-catching slogans or words on clothing or belongings.
3. School uniform is to be worn by students on excursions and when representing the school on sporting or cultural occasions.
4. Students who fail to co-operate with the school's uniform policy will forfeit their right to represent the school.
5. Students who are unable to wear the uniform for a particular reason on any day are to bring a note explaining the reason to the Deputy Principal on that day.
6. Students not in appropriate footwear (leather uppers that protect the instep) **will not be admitted** to labs, art rooms, kitchens, the Ag plot or IA areas.
7. *Makeup*: the wearing of makeup to school is inappropriate. Please encourage your daughter to come to school "fresh faced".
8. The Principal will advise parents when their children are not abiding by the uniform requirements.
9. Representative dress uniform consisting of a blazer, tie and white shirt is available for those occasions when students are representing Crookwell High School in an official capacity (eg. debating, official assemblies and other cultural and ceremonial occasions).

The school will be sympathetic to parents who experience difficulty in meeting the uniform requirements. Parents should feel free to discuss problems with the Principal. Assistance may possibly be given by means of the Student Assistance Scheme.

Note:

1. In view of the severe winter conditions, overcoats or jackets in a choice of two colours - black or navy - will be accepted as meeting uniform requirements.
2. The wearing of hats is voluntary though strongly encouraged.
3. School shoes must be all black including laces; no stripes, logos or coloured bands. Please be aware that, for safety reasons, students will not be admitted to certain classrooms unless wearing shoes with **leather uppers that protect the instep**; *the school recommends* enclosed leather shoes.
4. Ballerina type shoes are not acceptable.

CROOKWELL HIGH SCHOOL
Shoes Appropriate for School

Please note that at Crookwell High School, it is essential that school shoes fully enclose the whole foot. All students **MUST** wear black leather uppers with black laces or black velcro.

This is a compulsory health and safety requirement on all school sites.

What are the correct shoes?

The pictures below have been included to clarify which shoes are acceptable.

Acceptable School Shoes



Unacceptable School Shoes



NOTE: Shoes must be of a firm leather type to satisfy safety requirements. Failure to wear these type of shoes may result in temporary exclusion from a practical subject.

Note the Special requirements for the following subjects

Industrial Arts

- enclosed leather shoes

Science

- enclosed leather

Food Technology

- apron & plastic container
- enclosed leather shoes

PE & Sport

- navy blue shorts
- blue & gold Sports shirt
- white socks
- sports shoes

Students may wear sports uniform if they are timetabled to have sport, however, they must have proper lace up sports shoes that provide support and protection. Canvas 'boat' shoes or slip-ons are not acceptable.

If a student has a practical class they are required to bring their normal black leather school shoes to that class. This applies to classes where students are participating in practical activities, science lab activities and trade skills related activities such as woodwork, metalwork etc. Leather uppers are stipulated because of the protection leather provides from cuts, abrasions and chemical spills. This is a requirement under WHS legislation.

If a student has an accident wearing inappropriate footwear which may have contributed to that accident, or the severity of the accident, then it can come under the heading of "contributory negligence" and compensation may be denied.

PLEASE LABEL ALL STUDENT'S BELONGINGS

How to Order Uniform

Midford is proud to partner with Crookwell High School and P&C Association to provide an Online Uniform Shop facility for the school community. Please access the online store following the below details. Further information on how to order can be found in the student enrolment pack.

SINCE 1948
midford

ORDER YOUR UNIFORM ONLINE

Enjoy the convenience of online shopping. Order uniforms online in 6 easy steps.

New User Instructions

1. Go to www.midford.com.au
2. Select your school from the Online School Shops tab
3. New users to click the "**Register New Account**" button
4. Start the registration process by selecting your school from the drop down menu and add the unique school pass phrase: **Crookwell2013**
5. Add your personal information, create a username and password
6. Order the items you need, select home delivery or delivery to Crookwell School Office. Pickup orders are delivered on the 1st & 3rd Monday of every month.



Scan QR code
to visit Online Uniform Shop

Rural and regional school travel

Apply online for free school travel in rural and regional NSW. You only need to complete one form, even for journeys using more than one operator.

Who can apply?

To be eligible for free school travel, students may need to live a minimum distance from their school:

Years K-2 (Infants)

There is 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.

Who needs to apply

You only need to apply if the student has never been approved for free school travel before. Students in a shared parental responsibility situation (e.g. joint custody) should submit a separate application for both addresses.

How to update your details

You need to update student details online if the student is changing their name, address, school or campus, or their Transport operator. You can update them at transportnsw.info/ssts-update

Frequently asked questions

Does the approved free travel include travel outside school hours?

Approved free school travel is only for travel to and from school. So for travel after hours, on weekends or during school holidays, students will need to buy a ticket.

What if there's no public transport in my area?

In areas where there is no public transport, you may be able to get a subsidy for driving the student to school. For details, visit transportnsw.info/school-students

How do I apply if the student needs to travel from two addresses because the parents live separately?

Each parent (or the student if aged 16 or over) needs to apply separately for each address. The same minimum distances apply.

How to apply for free travel for the first time

You can apply for free school travel for next year from the start of Term 4 this year.

Step 1

Once you have enrolled your child at the new school, apply online by giving your home address and telling us which bus company the student needs to travel with between home and school. You can apply online at transportnsw.info/school-students

Step 2

The school then confirms to us that your details are correct.

Step 3

We will then work on your application. You will get an email confirming if the student is approved for free travel. If so, we will tell your local bus company who may send a school travel pass (if needed) to your school or, in some cases, the bus company will contact you directly about travel arrangements.

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

What my card will look like



Want to know more?

For more information, visit transportnsw.info/school-students

For help in your language, call the Translating and Interpreting Service (TIS) on 131 450.

Privacy

For information on how we handle personal information please refer to the Opal Privacy Policy at transportnsw.info/tickets-opal/opal-opal-privacy-policy and the School Pass Terms transportnsw.info/school-pass-terms

CROOKWELL HIGH SCHOOL

School Drive Subsidy

The School Drive Subsidy is available in areas where there is limited or no public transport. The subsidy is intended to partly offset the cost of using a private vehicle to drive the eligible student all or part of the way to school.

You can apply for the School Drive Subsidy via the Transport NSW website <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/apply-for-school-drive-subsidy>

You only need to apply if you're applying for the School Drive Subsidy for the first time.

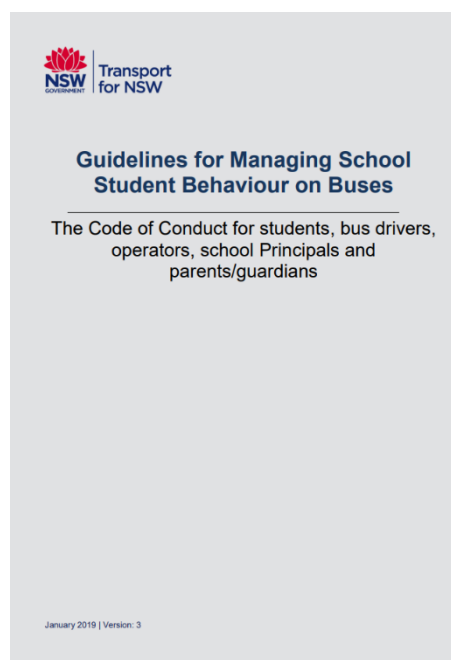
The student must:

- be a resident of NSW, or an overseas student eligible for free government education.
- be aged 4 years 6 months or older and enrolled full-time in school or TAFE (pre-school children are not eligible).
- live in an area where there is limited or no public transport.
- live more than the minimum distance to school (the minimum distance varies according to the year or grade the child is enrolled in).

If you would prefer to complete a paper application, please ask our office staff to provide you with a paper form.

School Student Behaviour on Buses

Transport for NSW has in place [Guidelines for Managing School Student Behaviour on Buses](#) incorporating a Code of Conduct for school students on buses. The guidelines are developed to make clear to students, parents and carers that courteous and responsible behaviour is expected when students travel on buses. In addition, the guidelines set out the responsibilities and requirements of bus drivers, bus operators, School Principals and Transport for NSW in relation to school students who behave in an unacceptable manner when travelling on buses.



CODE OF CONDUCT FOR SCHOOL STUDENTS ON BUSES

The following Code of Conduct sets out acceptable standards of behaviour for students travelling on school buses and regular route buses.

Students are expected to follow these rules for the safety and comfort of all passengers, including themselves. If the rules are not followed, it may lead to the withdrawal of travel passes for subsidised travel, banning students from travelling on buses, and even police prosecution and court action.

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

Behaviour on buses:

- Use appropriate language not offensive or racist language
- Fighting, spitting, feet on seats, throwing things in or from the bus is not permitted
- No eating or drinking (other than water) – unless for medical reasons or the bus operator gives written permission.
- Offer seats to adults including people with a disability, elderly or expectant mothers
- Do not push or shove other people
- Do not bully or harass other passengers or the driver
- Avoid attracting the attention of the driver except in the case of emergency
- Do not play music at such volume that it may distract the bus driver or other passengers

Safety on and near buses:

- Obey reasonable directions from the driver (e.g. where to sit or to remain in the bus)
- Remain in your seat – do not move around the bus unnecessarily
- If standing, remain behind the front passenger seat and keep a secure hand hold at all times
- Keep bags and other items clear of the aisle
- Do not allow any part of your body to protrude out of the bus at any time
- Wait for the bus in a quiet and orderly manner – including at bus interchanges
- Stand away from the roadside until the bus comes to a complete stop
- Allow other passengers to leave the bus before stepping onto the bus in a single line
- Wait until the bus stops before moving to get off the bus at your designated stop
- Wait until the bus leaves the stop and you have clear vision before crossing the road
- Cross the road where and when it's safe to do so, use crossings/traffic lights where available

Legal considerations on buses:

- Wear the seat belt properly adjusted and fastened, if one is available
- Obey the law that bans smoking on buses
- Ensure that buses are not vandalised – report any damage, e.g. graffiti and window etching, to the driver
- Do not interfere with bus property, equipment and signage
- Do not leave rubbish on the bus, or at bus stops or interchanges

Using bus passes:

- Show travel passes or tickets to the driver on boarding and to Authorised Revenue Protection Officers, NSW Police Officers or bus company representative when requested
- Use the travel pass only for its intended purpose – do not lend your pass to other students or borrow a pass from them
- Swipe or 'dip' passes in ticket readers if available when boarding
- If issued with a School Opal card, always tap on when boarding and tap off when leaving the bus

CROOKWELL HIGH SCHOOL
Dealing With Inappropriate Behaviour on Buses

To promote consistency and fairness in responding to breaches of the Code of Conduct, inappropriate behaviour has been divided into three categories. If students are refused travel, parents/carers must make alternative travel arrangements and meet any associated travel costs of that transport.

The list of examples above is not exhaustive and should be used as a guide in relation to the management of behaviour on buses.

If appropriate, the bus driver and operator should report any incident involving criminal, highly dangerous, life threatening behaviour to NSW Police.

Category of Misbehaviour	Type of Offence	Penalty
Unacceptable Behaviour Such as displaying offensive material on a device, failing to wear a seatbelt (if available), failing to show a travel pass, eating or drinking on the bus, smoking, using offensive/racist language, behaving so as to adversely affect the comfort or safety of other passengers	First Offence	Warning (no penalty)
	Second Offence	Up to 2 weeks suspension
	Subsequent Offences	Up to 10 weeks suspension (permanent suspension may apply for further offences)
Dangerous Behaviour Such as bullying/harassment, allowing any part of body to protrude from bus while in motion, stopping others from disembarking, verbally threatening the driver, standing on steps or refusing to sit down, pushing/shoving on the bus, throwing items inside or out of the bus, fighting with others, causing damage to property	First Offence	Up to 4 weeks suspension
	Second Offence	Up to 10 weeks suspension
	Subsequent Offences	Possible permanent suspension may apply
Highly Dangerous/Life Threatening Behaviour Such as pushing students out of the doors or windows, interfering with driving controls, safety equipment or emergency door release, assaulting the driver or other passengers, acting in an inappropriate/sexual manner, recklessly endangering the safety of others or themselves, destruction of property, carrying a weapon or using flammable items	First Offence	Up to 12 months suspension (or in the most extreme cases, permanent suspension)
	Subsequent Offence	Up to 12 months suspension (or in the most extreme cases, permanent suspension)

School Information

Aerosol Cans

Aerosol cans of any kind are banned in the school. For deodorants an alternative is a roll-on.

Assessments

Assessment schedules will be given to students at the beginning of each academic year and can be viewed in the assessment schedule booklet.

Anti-Bullying Policy and Procedure

Harassment or bullying is any verbal, physical, psychological, sexual or cyber conduct that is unwelcome, threatening or repeated and would be regarded as offensive by a reasonable person.

If you are being harassed/bullied or, you have witnessed another student being harassed/bullied, you should report it to a staff member.

Mobile Phone Use

Our school has a policy regarding the use of mobile phones. Students are required to have their phone locked away in their allocated phone pouch whilst on school grounds. Magnets are found in the school grounds to lock and unlock the phone pouch at the beginning and end of day.

Phones being locked away allows the school to maximise learning and minimise disruptions at school. Any use of phones to bully, intimidate or for other illegal activities will be treated as a significant issue. Please contact our school with any questions around our Mobile Phone policy.

Money and Personal Property

Students should NOT carry large sums of money.

- a) If at some time a student has to bring a reasonable sum of money, it should be handed in to the Office for safekeeping.
- b) Many losses occur because students leave things lying about. Property should be kept in the student's school bag, and the bag kept by the student.
- c) Lost property should be handed in at the office.

Playground Policy

Canteen :	Students should only visit here to buy food or go to the toilet. The corridor outside the Textiles room should not be used.
Front of School :	A quiet area. Handball games are allowed.
Corridors :	Are out of bounds.
Multipurpose Hall :	This is used as a “playground” during bad weather. This is indicated by notification.
Oval :	Is open Breaks 2 and 3
Quadrangle Area	Open Breaks 1 and 2

School Locker Hire

Lockers are available for students to use at school, they are located in the canteen area. Students are required to pay a one-off fee and will then be allocated a locker and padlock for use.

Students are allocated a lock from the office and set a code to their lock. Students will need to return their lock to the school office when they no longer need to use the locker.

Student Wellbeing Policy

Zone	Behaviour	Outcomes
Green	Behaviours follow expectations of respect and responsibility in all settings, in and out of the classroom.	Students prosper and as a result move up through the Merit System. Bronze – Silver – Gold
Yellow	<p>Misbehaviours and/or actions which prevent others from learning:</p> <p>Low level misbehaviours such as talking, inattentiveness, not working, out of seat, calling out repeatedly, late to class, eating in class/ chewing gum, argumentative, misuse of school property, being off task, disrespectful interaction with teachers or students, consistently unprepared for class, throwing rubbish/ equipment, inappropriate language not directed at others... or similar behaviour</p>	<ul style="list-style-type: none"> • You will be placed on a Yellow Monitor for 1 cycle or a maximum of 7 lessons. • Your teacher will meet with you to develop a maximum of three behaviour goals. These goals will relate to the behaviours you need to focus on in the classroom in relation to respect and responsibility. • Your parents will be notified by mail. • Positive behaviour will allow you to be returned to the Green Zone after the allocated monitoring time. Failure to meet the goals may mean an extension on the Yellow monitor or movement to a Head Teacher Orange monitor.
Zone	Behaviour	Outcomes
Orange	<p>More serious or repeated Yellow Zone behaviours – particularly across KLAS:</p> <p>Significant, serious misbehaviour that does not respond to Level Yellow strategies plus more serious breaches such as inappropriate language, verbal harassment of others, extreme rudeness, unsafe actions including deliberate property damage, persistent class disruption/ lateness, persistent failure to follow teacher instructions, consistently unprepared for class... or similar behaviour</p>	<ul style="list-style-type: none"> • You will be placed on an Orange Monitor for 1 cycle or a maximum of 7 lessons. • The relevant Head Teacher will meet with you to develop a maximum of three behaviour goals. These goals will relate to the behaviours you need to focus on in the classroom in relation to respect and responsibility. • You will need to meet with the Head Teacher before school each day to collect your monitor. • Your parents will be notified by mail and or an interview. • Positive behaviour will allow you to be returned to the Green Zone after the allocated monitoring time. Failure to meet the goals may mean an extension on the Orange monitor or movement to a Deputy Principal Red monitor.

Zone	Behaviour	Outcomes
<p>Red</p>	<p>Serious or repeated Orange Zone behaviours causing whole school disruption of impeding the learning of others.</p> <p>Misbehaviour that persists despite Level Orange strategies/ behaviour that are unsatisfactory across subjects, destruction of property, unsafe behaviour, truancy, smoking,</p> <p>Return from suspension</p>	<ul style="list-style-type: none"> • You will be placed on an Red Monitor for 1 cycle or a maximum of 7 lessons. • The Deputy Principal will meet with you to develop a maximum of three behaviour goals. These goals will relate to the behaviours you need to focus on in the classroom in relation to respect and responsibility. • You will need to meet with the Deputy Principal before school each day to collect your monitor. • Your parents will be notified by mail and an interview. • Positive behaviour will allow you to be returned to the Green Zone after the allocated monitoring time. Failure to meet the goals may mean an extension on the Red monitor or may result in a suspension.
<p>Suspension Expulsion</p>	<p>Continued failure to comply with Red Zone conditions and or serious misbehaviour and/or incidents:</p> <p>Misbehaviour that persists despite Red Zone strategies or behaviours such as physical abuse of others, swearing at a teacher, possession of illegal substance or weapons, violent acts eg. Punching or threatening serious physical violence, engaging in criminal behaviour related to the school.</p>	<p>You will be suspended and/or expelled from the school by the Principal.</p> <ul style="list-style-type: none"> • The Department of Education Suspension and Expulsion Policy will be followed. • In particular circumstances the police will be notified. • On return to school you will be placed on a Red monitor. • Such serious misbehaviour or repeated suspensions may result in you being expelled from the school.

APPENDIX

Crookwell High School Canteen Volunteer



Crookwell High School
1 Crown Street (PO Box 167)
Crookwell NSW 2583
T 4832 1421
E crookwell-h.school@det.nsw.edu.au



CROOKWELL HIGH SCHOOL CANTEEN

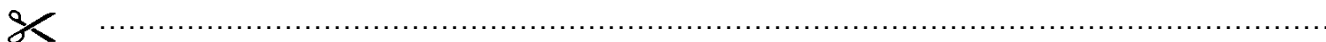
Crookwell High School Canteen is the major fundraiser for the school. We are open Monday to Friday.

Volunteers are needed to run the canteen and help is always appreciated. We usually arrive at 9.30am and leave at 2.00pm.

If you could help out please complete the slip below and return it to the school. We would love to see you.

Thank you

Cathey O'Connor
Canteen Supervisor



CROOKWELL HIGH SCHOOL CANTEEN

Name:.....

Preferred day:.....

Who you would like to work with:.....

How many times a term:.....



Crookwell High School Bring Your Own Device (BYOD) Program Device Specifications and Minimum System Requirements

WHAT IS BYOD?

BYOD (Bring Your Own Device) is the program that allows students to bring a personally owned device to school for the purpose of learning. This personal computing device needs to meet certain minimum specifications that are recommended by the Department of Education (DoE) and the school.

There is some flexibility around which device students can use at school, however Apple and Android devices are not recommended as there will be problems of accessibility to networks and incompatibility of software. We recommend a laptop or a tablet that has an attached physical QWERTY keyboard.

It is essential that the device brought to school has the following specifications.

Device Type	Windows Laptop	Windows Tablet
Operating System	Windows 10	Windows 10
Wireless (See note below)	2.4 or 5GHz 802.11n	2.4 or 5GHz 802.11n
Minimum Screen Size	10"	10"
Storage Capacity	Minimum 128 GB hard drive	Minimum 32 GB
RAM	Minimum 8GB	
Minimum Battery Life	At least 6 hours	
USB Ports	At least one USB port is recommended	
Suggested Accessories	Protective case / cover – a carry case is essential in protecting the device and can also provide ergonomic advantages Headphones / earbuds Stylus recommended for drawing software if required	
Warranty & Insurance	Consider purchasing extra warranty to reduce future repair costs as the device will be used extensively. Devices can become lost or broken easily and insurance is recommended to cover these eventualities	

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THE NSW DEC WIRELESS NETWORK

The department's Wi-Fi network installed in High Schools operates on the **802.11a/b/g/n 2.4 or 5Ghz standard**. Devices that do not support this standard will not be able to connect.

Ask this question **before** you buy a device for BYOD - "*The NSW Department of Education has a 2.4 and 5GHz (n) wireless network that uses a full range of channels. Will this device connect on all channels in these ranges?*"

Do not purchase a device for BYOD unless the answer is "yes".

FUNCTIONAL SPECIFICATION

Additionally, the device must meet all of the following functional requirements pertaining to software:

Operating System	As per the Hardware Specifications listed above.
Education Software	<ul style="list-style-type: none">• Web browser Internet Explorer 11 or newer, Google Chrome, Mozilla Firefox.• Word Processor, Spreadsheet & Presentation Package: For example Microsoft Office or Google Suite• Microsoft Office 365 and Google Apps are free downloads for students via the Student Portal.• PDF Reader Adobe Acrobat Reader or compatible• Access for students to the Adobe Creative Cloud download is available for free through a link in the student portal. <i>This is recommended for students studying Art, Graphics and Multimedia. For this to program to operate at any speed, it is important that the student's device is the minimum 4GB ram or higher</i>
Backup	USB or cloud based backup solution (Example: Office 365 or Google Drive) <i>Students must ensure that their files are regularly backed up. Note that not all "cloud" based solutions will work through the DEC network.</i> A USB is recommended for all students.
Security Software	All devices must have a security program installed and kept up to date. Examples include Microsoft Security Essentials, AVG and Norton.

STUDENT RESPONSIBILITY

- Before students bring their own personal device to school they will be required to sign the student BYOD agreement with their parent's authorisation.
- Students will be required to use devices according to school and NSW DoE policies.
- Students will need to ensure that their device is kept secure at all times.
- Students will need to keep their devices safe using carry case, screen guards etc.
- Long term care, maintenance and support of any devices purchased is the sole responsibility of students (and their parents).

FURTHER INFORMATION

Those wishing to look at the Department's policy can do so at:

<https://education.nsw.gov.au/policy-library/policies/pd-2020-0471>

Bring Your Own Device (BYOD) User Charter

1. Purpose

The Crookwell High School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Crookwell High School will facilitate this in accordance with the BYOD Policy. However students and parents must be aware of and consent to the program's boundaries described in this BYOD User Charter.

2. Scope and Definitions

2.1. Parties

This agreement is between Crookwell High School, a student currently attending or who will be attending Crookwell High School, and his/her parent or carer.

2.2. "Student" and "Students"

Reference in this agreement to Student or Students means a student currently attending or who will be attending Crookwell High School and binds his/her parent or carer.

2.3. "Bring Your Own Device User Charter"

This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.

2.4. "Device"

Reference in this agreement to Device means an electronic device brought by a student to Crookwell High School pursuant to the school's Bring Your Own Device program and this BYOD User Charter.

3. Equipment

3.1. Custodianship

The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely the student's to use throughout the school day.

3.2. Choice of equipment

The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and the having the listed software installed. The Device Specification is a separate document available from Crookwell High School.

CROOKWELL HIGH SCHOOL

3.3. Use of alternate equipment

Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement between the parties for the use of such equipment.

3.4. Damage or loss of equipment

3.4.1. Students bring their own device for use at Crookwell High School at their own risk.

3.4.2. For the removal of any doubt, Crookwell High School will not be responsible for any loss, theft or damage to:

(a) the device

(b) data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

3.4.3. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

3.4.4. In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

3.3.5 The above clause (3.4.4) does not bind students to the determination of the Principal.

3.3.6 In accordance with clause (6.4) below, students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4. Standards for equipment care

Students are responsible for:

a) Taking due care of the device in accordance with school guidelines.

b) Adhering to the Department of Education's policy Digital Devices and Online Services for Students (PD-2020-0471-V02.0.0).

c) Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

5. Misuse of equipment and communication systems

5.1. Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Charter or other school rules.

5.2. Examples of action the school may take in cases of misuse include:

a) the device is taken away by a teacher for the remainder of the lesson

b) the device is taken away by a Head Teacher or Deputy Principal for the remainder of the school day and/or until a parent or carer picks up the device

c) permission for the student to bring their device to school pursuant to the Bring Your Own Device policy is revoked

d) conventional discipline procedures, including detention or suspension where deemed appropriate, pursuant to the school's discipline procedures.

6. Acceptable equipment and communication system use

6.1. Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.

6.2. The primary purpose of the device at school is educational.

6.3. Students must bring their device to school fully charged.

6.4. Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:

a) chargers

b) charging cables

c) docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral

d) external pointing devices, such as computer mice

e) adapters for the connection of video output or data transfer

6.5. While at school, all material on the device is subject to review by school staff.

6.6. Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at school.

6.7. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

6.8. Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education's policy Digital Devices and Online Services for Students (PD-2020-0471-V02.0.0). This policy forms part of this Bring Your Own Device User Charter.

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6.9. The policy Digital Devices and Online Services for Students (PD-2020-0471-V02.0.0) applies to the use of the device and internet on the device:

- a. at school
- b. to access school-hosted systems
- c. in connection with a school-related activity or school-related program, including coursework.

7. Access and Security

7.1. Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.

- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.

- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.

- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities.

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- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e- learning accounts of specific users.

8. Privacy and Confidentiality

8.1. Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

9. Intellectual Property and Copyright

9.1. Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

10. Misuse and Breaches of Acceptable Usage

10.1. Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e- learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

11. Monitoring, evaluation and reporting requirements

11.1. Students will report:

11.1.1. any internet site accessed that is considered inappropriate.

11.1.2. any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities.



Crookwell High School Bring Your Own Device User Charter

Students who wish to take advantage of the BYOD program must read this agreement in the company of an adult.

This agreement is to be signed and returned to the school. By signing at the bottom of this page, students agree to the following behaviours:

- I agree that my use of the Department's internet will be primarily for learning.
- I agree to only ever use my own portal/internet log-in details and never share these with others.
- I agree to not hack or bypass any hardware and software security implemented by the Department or my school.
- I agree to not use my BYO Device to knowingly search for, link to, access or send anything that is:
 - offensive
 - pornographic
 - threatening
 - abusive
 - defamatory
 - Illegal
- I agree to report inappropriate behaviour and material to my teacher.
- I agree to ensure privacy and confidentiality is maintained by:
 - not disclosing the email address of a staff member or student without that person's explicit permission
 - not revealing personal information including names, addresses, photographs, and telephone numbers of myself or others.
- I understand that my activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to or theft of my device.
- I agree that use of my device during school activities is at the direction of the teacher.
- We have read the following 5 pages of the Bring your Own Device User charter.

Student Name: _____ Year: _____

Student Signature: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____ Date: ___/___/___

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL