



**UPWEY**  
HIGH SCHOOL

# **HANDBOOK**

# **2008**

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1451 Burwood Highway, Upwey 3158  
Ph: 9754 2838 or Fax: 9754 7145

e-mail: [upwey.hs@edumail.vic.gov.au](mailto:upwey.hs@edumail.vic.gov.au)

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# Welcome to Upwey High School

This handbook is designed to assist you in gaining a valuable insight & understanding of Upwey High Schools values and procedures.

The areas covered in this handbook are as follows;

- School Ethos
- General Practical Information
- School Uniform
- Forms of communication
- Student Responsibilities & Organisation
- Procedures - including discipline
- Achievement
- Student Programs & Activities
- Roles of staff

We hope you find this book a practical resource, providing answers to your questions and assisting in our school becoming your school.

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## GENERAL INFORMATION

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TERM DATES	
2008	2009
TERM 1: 29/01/08 – 20/03/08	TERM 1: 28/01/09 – 03/04/09
TERM 2: 07/04/08 – 27/06/08	TERM 2: 20/04/09 – 26/06/09
TERM 3: 14/07/08 – 19/09/08	TERM 3: 13/07/09 – 18/09/09
TERM 4: 06/10/08 – 19/12/08	TERM 4: 05/10/09 – 18/12/09

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## PARENT PARKING

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From 9.15am to 2.45pm there is limited parking for parents on the bus turntable. Before and after these times the turntable is the arrival and departure area for school buses.

This means that the entire area is taken up by parked buses and students waiting at assembly points. For safety reasons we cannot permit cars to enter or depart during these times.

If you need to park in the school during the day, we ask that you drive with care as students will be outside the stadium, moving across the turntable area between classes or utilising this area during recess and lunchtime.

Other car parking areas are:

- Darling Avenue – past the Primary School crossing. Parents may access our school via the Primary School.
- The Upwey Community Centre car park off Burwood Highway. Walk to the school via Darling Avenue.
- The Upwey Reserve Car Park, accessed via Chosen Avenue. Walk up the eastern pathway from the oval to the bus turntable, then proceed to the Administration Building.

**PLEASE NOTE:** Parking or 'dropping students off' along Burwood Highway is both illegal and extremely dangerous. Parents have been heavily fined for stopping just past the school entrance.

The parking areas listed above are safe and easily accessible, so please use them. Another location is the Upwey shopping centre where you can park, drop students off or pick them up very safely. Students can walk to and from school via the student crossing and through the subway.

Teachers are on duty at the station both before and after school.

# TRAVELLING TO & FROM SCHOOL

## SCHOOL BUS SERVICE - US BUSLINES

All students who wish to travel to and from school via the Upwey High School daily bus service have already filled out a 'Request Form' (with their enrolment package). No student living within 4.8 km of the school is permitted to use the free bus service.

### Upwey High School Bus Services (Year 7 to 10 students)

<b>Bus 1: Olinda Kalorama Bus</b>		<b>Bus 2: Sassafras Bus</b>		<b>Bus 4</b>	
Ridge & Mt D Tourist Roads	7.40am	Miss Marples	8.00am	Pony Club	7.50am
Ridge Rd & Radnor Court	7.42am	Clarmont	8.03am	Engelke Road	7.52am
Observatory Road	7.43am	Ferry Creek Store	8.07am	Belgrave South Primary School	7.53am
Falls Road	7.45am	Beauty Bend	8.10am	Belgrave Heights Shops	7.55am
Five Ways	7.47am	Devil's Elbow	8.12am	Park Drive	7.58am
Falls Road	7.49am	Upwey High School	8.17am	Upwey High School	8.10am
Olinda Shops	7.56am	Mater Christi College	8.25am		
Henry VIII	8.02am				
Sherbrooke Junction	8.04am				
Mater Christi	8.15am				
Upwey High School	8.19am				
<b>Bus 5</b>		<b>Bus 6</b>		<b>Bus 7: Olinda Bus</b>	
Monbulk Chemist	7.56am	Power Station	8.12am	Kate Kelly's	8.02am
Monbulk (opposite Safeway)	8.00am	Glen Road	8.14am	Perrin's Creek Road	8.07am
Cnr Patch & Camms Road	8.05am	Upwey High School	8.25am	Kallista Roundabout	8.15am
O'Connors Road	8.06am			Sherbrooke Post Office	8.17am
Cooks Corner	8.08am			Upwey High School	8.20am
Ridge Road	8.12am				
Selby Shops	8.13am				
Selby Fire Station	8.18am				
Upwey High School	8.29am				

All PM Buses Depart from the Upwey High School Stadium / Turntable at 3.15pm.

## PUBLIC TRANSPORT (Train & Bus)

### Connex Train Schedule

<b>AM (Belgrave Bound)</b>		<b>AM (City Bound)</b>	
Boronia Station	8.05, 8.32am	Belgrave Station	8.04, 8.31am
Ferntree Gully Station	8.08, 8.35am	Tecoma Station	8.06, 8.33am
Upper Ferntree Gully Station	8.12, 8.39am	Upwey Station	8.08, 8.35am
Upwey Station	8.16, 8.43am		
<b>PM SCHEDULE (City Bound)</b>		<b>PM (Belgrave Bound)</b>	
Upwey Station	2.51, 3.21pm	Upwey Station	2.51, 3.21pm
Upper Ferntree Gully Station	2.55, 3.25pm	Tecoma Station	2.53, 3.23pm
Ferntree Gully Station	2.58, 3.28pm	Belgrave Station	2.56, 3.26pm
Boronia Station	3.00, 3.30pm		

The subway / railway station are supervised by staff before and after school. All students are expected to travel directly to school and behave in a courteous & safe manner at all times.

There is a public bus service available for students travelling to and from Kent Park and Ferntree Gully areas, the company operating this service is Invicta, Bus 693.

**Invicta (693)**

AM SCHEDULE		PM SCHEDULE	
Departs Ferntree Gully Station	7.55, 8.15am	Departs Upwey (Main Street – Dentist)	3.05, 3.25pm
Departs Upper Ferntree Gully Station	8.00, 8.20am		
Arrives Upwey	8.05, 8.25am		

**Please note:** There are NO separate school buses coming from Ferntree Gully.

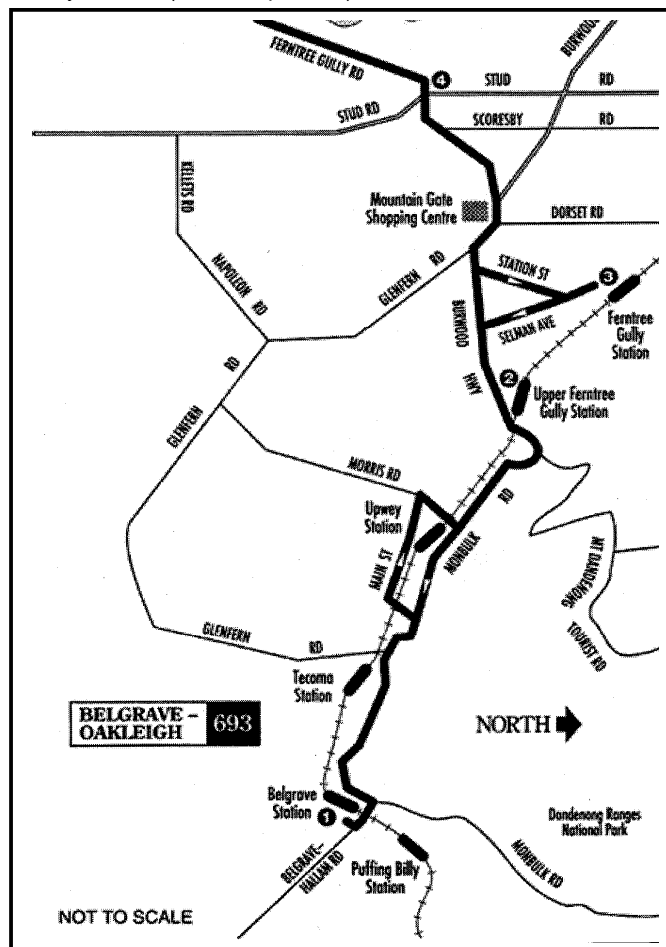
**BUS TIMETABLE**

**Route 693 from Belgrave to Oakleigh**

Departs from the terminus at Belgrave Railway Station and runs via Belgrave-Gembrook Road, Monbulk Road, Main Street, Morris Road, Monbulk Road, Burwood Highway and Station Street to Ferntree Gully Railway Station. It then runs via Station Street, Selman Avenue, Burwood Highway, Ferntree Gully Road, Princess Highway, Atkinson Street, Atherton Road, Station Street, Chester Street and Portman Street to the terminus at Oakleigh Railway Station.

**Route 693 from Oakleigh to Belgrave**

Departs from the terminus at Oakleigh Railway Station and runs via Portman Street, Hanover Street, Atkinson Street, Dandenong Road, Ferntree Gully Road, Burwood Highway and Station Street to Ferntree Gully Station. It then runs via Station Street, Burwood Highway, Monbulk Road and Belgrave-Gembrook Road to the terminus at Belgrave Railway Station. (Refer Map below).



*Correct as of 23/10/06*

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## BELL TIMES

Junior and Middle School students work from 8.50am – 2.50pm with Senior students working from 10.50am – 4.26pm on Tuesdays and Thursdays. Mondays, Wednesdays and Fridays are the same for all 8.50am – 3.04pm.

PERIOD	TUESDAYS & THURSDAYS	MONDAYS, WEDNESDAYS & FRIDAYS
LOCKER BELL	<i>8.45am</i>	<i>8.45am</i>
1	8.50am	8.50am
2	9.38am	9.38am
RECESS	10.26am	10.26am
3	10.50am	10.50am
4	11.38am	11.38am
5	12.26pm - Junior Lunch	12.26pm – Year Level Assembly or Home Group Meetings
6	1.14pm - VCE Lunch	12.40pm - Lunch
7	2.02pm	1.28pm
8	2.50pm (Junior Finish)	2.16pm
9	3.38pm	
FINISH	4.26pm	<i>3.04pm</i>

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## OFFICE HOURS

From Monday to Thursday the office and switchboard hours are from 8.00am – 5.00pm and on Fridays from 8.00am to 4.00pm.

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## PAYMENTS MADE TO THE SCHOOL

Payments by cash, cheque and credit card (VISA, Mastercard & Bankcard) are accepted by the school. Parents can make payments at any time throughout the day.

Reminder: credit card payments must be \$20.00 and over.

Student payment times

Before School

8.15am – 8.35am

Recess

10.25am – 10.45am

These times must be strictly adhered to.

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## GENERAL QUERIES

The Business Manager, Jill Vaughan is available to assist with all finance queries and for all EMA queries contact Noela Smith, Bursar. Our friendly office staff are always happy to assist with any general enquiries. They are as follows:

Debbie Henning

- Office Manager

Eva Attrill

- Administration

Ros McCrory

- Administration

Julie Pack

- First Aid / Administration

# SCHOOL UNIFORM

The wearing of uniform is compulsory at Upwey High School. All items of school uniform are available from our Uniform Shop and Year Level coordinators work with students to ensure that correct uniform is worn. All students are required to be in full school uniform at school and while travelling to and from school, sporting venues and excursions.

## Summer – Boys and Girls

School navy shorts or navy trousers  
 School summer dress – girls  
 Royal blue jumper with school logo (woollen or acrylic)  
 Royal blue polo shirt with school logo  
 Navy or white socks  
 Navy & yellow School Jacket with logo

## P.E. Uniform – Boys & Girls

PE Shirt Short Sleeve  
 Royal blue shorts with school logo  
 Navy & yellow School Jacket with logo  
 Track suit pants

## Winter – Boys & Girls

School navy trousers  
 School winter skirt – girls  
 Royal woollen blue jumper with school logo (woollen or acrylic)  
 Royal blue polo with school logo (long or short sleeve)/white skivvy  
 Navy or white socks or navy tights.  
 Navy & yellow School Jacket with logo

All shorts and skirts must be mid-thigh or below and pants are to be hemmed above the shoe line to avoid drag.

## Shoes

In 2008 all students are required to wear sturdy black leather school shoes. The shoes must be lace ups or T-Bars (as worn by many of our girls). Schools shoes should have a heel like the shoes depicted below. Please note – school shoes are precisely that! They are not black runner or jogger “look alikes” nor ballet type shoes!

*Please do not permit your student to pressure you into buying anything but school shoes!*



For health and safety reasons students are NOT permitted to wear thongs, sandals or open-toed shoes to school.

## Hats, scarves & hair attire

Navy blue school caps are permitted to be worn outdoors (only).

All hats and jackets must be removed once inside classrooms.

Scarves are to be navy or royal blue.

Hair attire is to be navy or royal blue.

## Jewellery / Makeup

Students with pierced ears are permitted to wear plain gold or silver sleepers or studs. No visible body piercing jewellery is permitted. Apart from a watch, no other jewellery is permitted. Makeup and coloured nail polish must not be worn to school.

The Uniform Shop is managed by **KLAD SPORT**.

During the school year the uniform shop will be open at the following times:

**TUESDAY: 10.30AM – 2.00PM**

**THURSDAY: 2.30PM – 4.00PM**

Payment methods available are Cheque, Cash or Credit Card – NO EFTPOS FACILITY

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## STAFF WHO CAN HELP YOU

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### The Junior School Coordinator

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The Junior School Coordinator has overall responsibility for the organisation and administration of the Junior School (Years 7 & 8) and also looks after the transition of students from Grade 6 to Year 7. The office is shared with the Year 7 & 8 Coordinators and the Assistant Junior School Coordinator next to B5 and will assist students and parents with any issues they may have.

### The Year Level Coordinators (Year 7 & 8)

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The Year level Coordinators are individuals who can provide you with immediate help or advice. You will get to know them very well as they will take you for assembly, organise activities for Year 7 and work closely with both the Junior School Coordinator and your Home Group Teacher. The Year 7 & 8 coordinators also work very closely together.

### The Assistant Junior School Coordinator

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The Assistant Coordinator works with the other three Coordinators to provide you with assistance and support across Year 7 & 8. You will also get to know this coordinator very well.

<p>The Coordinators appreciate students just “calling in” to their office to tell them how they are going or saying “Hi” when you see them on yard duty.</p>
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### Your Home Group Teacher

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Your Home Group teacher will conduct your Home Group meetings, help with the organisation of activities for your group and all Year 7's, help you to understand the organisation of the school and just “be there” for you. He / she will also teach you. You can talk to them about any issues. They also like you to say “Hi”.

### The Principal Team

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The Principal, Tom Daly and the two Assistant Principals are Mrs Val Doyle and Mick Sheehy. During your time at Upwey you will see them performing many roles and you will also get to know them. Their offices are in the corridor next to the general office and an Assistant Principal works closely with the Junior School.

### The Welfare Team

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Upwey High is very pleased to have a team of people who will help you to settle into high school and who can also assist you. The team consists of a Student Welfare Coordinator, a Chaplain, a Guidance Officer and Social Worker. The Team can help with the provision of books, uniforms and lunch (for students who forget this important item!) and is also available to work with parents. Their office is next to the general office.

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## WHAT IF?

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### I AM LATE?

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If you are late to school, go the General Office for a late pass. If possible bring a note explaining the reason for your lateness. Coordinators will contact the parents of students who are continually late without a note and they may be given an after school detention. Their classroom teacher will discipline students who are late to class at other times.

### I NEED TO LEAVE SCHOOL EARLY?

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No student is permitted to leave the school grounds without written notification from parents. This includes recess and lunchtime. If you need to leave school early for such things as dental appointments, you must bring a note, get authorisation from a member of the Junior School staff and then sign the Early Leavers Book at the General Office. Requests for early dismissal cannot be granted for shopping, hairdressing appointments, etc. We ask that parents make appointments outside of school hours so that student's learning is not interrupted.

### I AM ABSENT?

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You must bring a note on the day you return to school which can be placed in the "Absence Box" in the foyer of the General Office or handed to your Home Group teacher. The note should include your name, home group, date of absence and reason for the absence. A phone call on the day of your absence by your parent or guardian to explain your absence is also acceptable. This is recorded at the school administration office. (Main Office).

### I HAVE AN ANTICIPATED EXTENDED ABSENCE?

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These absences may occur for a variety of reasons. The Year Level Coordinator must be informed at least (if possible) two weeks prior to the anticipated absence. This will allow class teachers to be informed and they will organise suitable school work for you to do during the extended absence. This school work maybe given to you directly by your subject teacher. Alternatively, collated by your coordinator and given to you or your parent / guardian.

### I CHANGE MY ADDRESS OR CONTACT DETAILS?

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Your parents are asked to let the school know immediately of any change of address, home telephone or work numbers and / or emergency contacts.

### I GO TO LIVE WITH MY OTHER PARENT?

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Parents must inform the school of any change to the primary care giver so that emergency contact numbers can be changed immediately. Notification of restricted access must be presented to the school as we are required to keep a copy of court papers pertaining to such matters so that we can act in accordance with these orders.

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## I AM UNABLE TO WEAR AN ITEM OF SCHOOL UNIFORM?

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Bring a note to your Year Level Coordinator and you will be given a uniform pass when you arrive at school, before period 1 or by the end of recess.

## I AM SICK?

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You should not come to school if you are sick at the start of the day. If you become ill or have an accident during the day, you should go to Sick Bay which is located opposite the General Office. A First Aid Attendant is in attendance from 10.00 am to 2.00 pm. A trained First Aid Staff member will assist you outside these times.

## ATTENDANCE ROLLS

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Rolls are marked during each period enabling the coordinators to maintain a close check on attendance. If parents have concerns regarding attendance they can phone the coordinators and check on that days attendance.

## DAYS OF NO SCHOOL?

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Written notification will be given when Curriculum or Reporting days are to be held. On our Parent / Teacher afternoons and nights we expect that you will attend the interviews with your parents.

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## YEAR 7 AT UPWEY HIGH SCHOOL

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We will provide our Year 7 students with:

- A new, challenging, stimulating environment.
- The right to learn in a positive and supportive environment.
- Excellence in program provision.
- Teachers committed to working with Year 7 students.
- Clear expectations in behaviour and learning which are closely monitored by teachers, coordinators and the Principal Team.
- A Year 7 area where lockers, the coordinators office, toilets are located in close proximity.

We believe that:

- All students have a right to learn.
- All teachers have a right to teach.
- Everyone should feel valued and respected.

*RESPECT* is an accepted focus of the school, promoted by both the students and teachers. We discuss *RESPECT* at home group meetings, at year level and whole school assemblies. *RESPECT* is expected at Upwey High School.

Respect looks like:

- Smiles
- Open or relaxed stance and body language
- Welcoming
- Not invading personal space
- Comfortable
- People are cooperating
- Non-aggressive posture
- Face on
- Open and on the same level
- Supportive actions
- Positive messages

Respect feels like:

- Being safe, secure and warm
- Being valued
- Two way communication
- Confidence and trust
- Being happy and friendly
- Relaxed and comfortable
- Being treated fairly
- Being understood
- Being accepted and welcomed
- Being empowered
- Being supported

Respect sounds like:

- People talking one at a time
- Listening to one another
- Pleasant and reasonable tone of voice
- Laughter
- Everyone's opinion or idea valued
- Positive language
- Put-ups not put-downs
- Not threatening
- Non condescending
- Sincerity

Respect acts like:

- Inclusive actions with no one left out
- Considerate of others
- Seeks permission
- Genuine and honest
- Doing unto others.....
- Treating students as people
- Valuing others
- Listening and responding
- Belonging and caring
- Accepting and tolerating differences

Class teachers promote respect at all times and the Principal Team are involved at all levels with students and the issues of respect.

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As a school, we see the promotion of respect as a proactive approach to the development of positive relationships between our students and teachers.

The Junior School coordinator, Year 7 coordinator and Principal Team are happy to discuss any areas of your child's schooling with you. Sometimes it is possible to speak with coordinators immediately. At other times, when they are teaching, messages will have to be taken and calls returned, but please remember that a member of the Principal Team will "almost always" be able to assist.

We look forward to getting to know you and your family as the year progresses and to bring part of your child's education at Upwey High School.

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## OBLIGATIONS OF THE STUDENT

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Our focus for 2008 is the five A's

The 5 A's

Attitude  
Ambition  
Achievement  
Accountability  
Attendance

### ATTITUDE

A student's attitude to their work, their teachers, peers and the school in general will affect their ability to learn and their teachers' abilities to teach them. We want students to be positive about themselves and their learning; to be ready to work and to learn; to produce work of a high standard; have positive relationships and respect all members of the school community and school property.

### AMBITION

It is extremely important that students set themselves both short and long term achievable goals related to a future focus that they wish to achieve. We would like to think that they will strive to achieve these goals and be ambitious in their thinking.

### ACHIEVEMENT

All students must achieve at their own level and feel proud in doing so. They need to be aiming for the best possible result and not accepting anything less. At Upwey High School we applaud and reward achievement through curriculum and extra curricula activities and through leadership and citizenship opportunities.

### ACCOUNTABILITY

It is important for students to understand that they are accountable for what they do or don't do. They must avoid leaving the responsibility for their ongoing work/assessment tasks to some else or continually blame others for things they do. Students must accept responsibility for their actions and work to address any issues that arise.

We aim at developing students who:

- Show initiative
- Have excellent communication skills
- Are able to reflect on outcomes
- Are able to accept constructive criticism
- Are confident and have raised self esteem
- Accept responsibility
- Are confident when dealing with adults
- Are able to work cooperatively

### ATTENDING CLASSES

Students are expected to arrive to class on time, and be prepared for the lesson. This means students are to have with them all the necessary materials such as pens, pencils, ruler, eraser, calculator, exercise and text books. It is vital that students have the text books, if there is difficulty in achieving this please inform the Year Level Coordinator or Junior School Coordinator as soon as possible.

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# SUBMISSION OF WORK

## Whole school policy for submission of work

### Policy Details

- all major assessment requirements, as stated by the teacher, will indicate the due date and also the assessment criteria
- 'late' is defined as after 4.00pm on the due date
- legitimate exceptions for late work are medical certificate, 1 or 2 days illness explained by a note from parents or special circumstances (this will be determined in conjunction with the year level Coordinator)
- the excuse that the computer, printer, disc, program or similar item malfunctioned or broke will only be accepted as a valid excuse for lateness if a previous draft of the work has been sighted by the teacher prior to the due date.

HOWEVER,

Work may be submitted after the due date for up to one week and the work will be marked under the following conditions:

- work received up to one week late will be accepted, assessed as satisfactory or not satisfactory but will not be awarded a grade of achievement (NG)
- any work submitted after one week late which does not qualify for special consideration, will receive NS (Not Satisfactory)
- students who submit work on time that is of an unsatisfactory standard, may at *the discretion of the teacher* resubmit within a week. Work will be marked and given a grade of achievement according to the original criteria for assessment.

*Where the student is at risk of not achieving a satisfactory outcome for the semester as a result of this policy the teacher will make contact with the parents.*

## HOMWORK AND STUDENT ORGANISER

Regular homework and study are valuable and important aspects of student learning. Both contribute to the understanding and reinforcement of school work and the development of study habits. The successful implementation of the homework/study policy depends on parents, students and teachers fulfilling particular expectations.

Each student will have a school organiser as part of their book requirements to assist in the organisation of their homework and study time.

It is expected that all students will complete several hours of homework and study each week according to their year level and learning needs in each subject area. To assist each pupil in developing a successful balance between school expectations and personal life activities, the following homework study times are suggested as a minimum.

Year 7 & 8	5 hours per week
Years 9 & 10	8 hours per week
Year 11	11 hours per week
Year 12	15+ hours per week

As part of their Transition Program, Year 7 students will be given instruction on and support with the organisation of their work. Home Group Teachers will also regularly work with students in this area.

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## HOMEWORK CLUB

This club is run and supervised by the Junior School Coordinators. It allows students to do homework with other students in a friendly cooperative environment. Computer facilities are available for student use, and students are encouraged to seek assistance from the coordinators. Afternoon tea is provided. The Homework Club runs from 3.00pm to 4.00pm and the day is determined at the beginning of each calendar year.

## THE MATHS TUTORIAL

The Maths Tutorial is run for the specific purpose of improving students skills and knowledge of Maths. It is staffed by experienced maths teachers, and operated from 3.00pm to 4.30pm. The day the tutorial occurs is determined at the beginning of the school year.

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## USE OF STUDENT ORGANISER

During each lesson, students must record any set homework / study and the completion date. The student organiser should not be used for personal notes. Students must have their organiser with them at all times as it will allow them to access resources and facilities beyond their classroom. Students must care for it, keeping it clean and tidy and report its loss immediately to their Year Level Coordinator. Student organisers are also a means by which communication between parents, teachers and coordinators can be facilitated.

### How parents can help?

Parents can assist with study by:

- Checking that the organiser is being used correctly
- Checking that set work is completed by the due date
- Encouraging high standards of thoroughness and care to the best of the students' ability
- Ensuring that their child understands the set homework. If difficulties exist, contact should be made with the coordinator or teacher.
- Providing an appropriate area and environment for their child to complete homework and study.

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## LIBRARY

The school library is open from 8.30 am to 4.30 pm. The library is open at recess and lunchtime for private study and quiet reading.

During class time students are issued with a library pass from their teacher and must show this pass to the library staff and sign in upon entering the library.

There are particular rules that students must abide by that are in addition to Upwey High School classroom rules (noise level restrictions, borrowing rules etc).

Appropriate use of the resources (books, computers, equipment and furniture) is essential to maintain a reliable and efficient library service for all students and staff at Upwey High School.

Students in Year 7-10 can borrow a maximum of 5 books / resources at one time for 2 weeks.

Resources can be renewed, provided there has been no request made for the same resource by a student or staff member. Overdue notices are sent home on a regular basis throughout the term and school reports can be withheld if there are unsettled items out on loan.

**Food and drink is not permitted in the library.**

**Bags can be left in the allocated shelves in the library foyer.**

Further information regarding the Upwey High School Library, resources and databases (including links to Online databases) is available on the website: <http://www.upweyhs.vic.edu.au/library> .

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## USE OF COMPUTER FACILITIES & INTERNET AT SCHOOL

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The library provides students with computer access to the school network and they are also allocated a Upwey High School e-mail address. Students are given a logon and passwords for use on NOVELL (computer network) and SINA (internet). It is advisable that students keep their passwords 'secret' and change them from time to time.

Computers are available to student for research and project work. Students may access the internet and print documents from the library computers, or from computer rooms when students are with their teacher.

As part of their enrolment package, all students and parent / guardian have agreed to follow the Upwey High School Computer Facilities contract. The details are as follows;

- I understand that the use of the school's computer facilities is a privilege not a right.
- I will treat all equipment with care so that no other user will have a less effective experience as a result of my usage.
- I will access only the programs set by the teacher.
- I will login under my own name and password and will correctly logout at the end of each session.
- I will use my password and enter no other person's files or alter them in any way.
- I will not alter any preset operations of any computer I use.
- I will not load or use outside software on school computers.
- I will only bring disks / USB labelled with my name and subject to school.
- When using the Internet and Intranet, I will not seek, download or print any site not appropriate to the topic of study.
- I will behave in a polite and proper way when using the Internet and will not use obscenities when communicating with others.

In signing this contract students and parent/guardians understand and accept that the failure to honour any of the above in anyway will mean loss of access to all school computing facilities for a period of time determined by the Principal and / or representative.

Should a significant amount of technician or maintenance time be needed to rectify any damage (including computing furniture and facilities), a minimum of \$50.00 charge will be made to recoup this cost.

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## INTERNET & PRINT CREDIT

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Students are allocated print and internet credit at the beginning of the school year, and additional credit for both services can be purchased at the front office (generally \$5.00 minimum). Internet receipts are then delivered to the library and printing receipts to the computer technicians (Between B10 & B11) to have credits will be applied to balances.

Both black & white and colour printing facilities are available from the library. Current printing A4 costs are 15c and for black & white and 90c for colour.

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## PHOTOCOPYING SERVICES

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A card operated photocopier is available for students to use and cards valued at \$2.00 or \$5.00 can be purchased from the library. Copies are readily available in both black & white and colour.

## CURRICULUM STATEMENTS – Junior School

### The Arts

<b>ART</b>	<p>Each Year 7 student works at acquiring skills in Drawing, painting, Printmaking, Visual Communication, Ceramics, Sculpture, Mixed media and Basic Digital Photography and related computer skills. While encouraging students to explore unfamiliar areas, students are also encouraged to consider their natural preferences and aptitudes and the unique way they make art. A positive approach is taken in the development of original ideas and we encourage students to set high personal goals.</p> <p>There are a series of exhibitions throughout the year where excellent work from all areas is displayed. The balance between personal ideas and theories in art are explored and students learn important concepts by studying aspects of art history. The student's ability to generate original ideas and discuss the practicalities and aesthetics of their work in productive ways begins in Year 7.</p> <p>Each student starts their own personal Art Textbook which reflects important points that must be mastered to enable them to work successfully at more advanced levels. While we aim to produce quality work, students need to be aware that the work undertaken in school is designed to teach important ideas and technical skills. Students too have a vital role to play and are helped to become active learners. This book will serve as a guide to prior learning and enable teachers to target specific needs more accurately in future years.</p>
<b>MUSIC</b>	<p>Students undertake a range of practical, theoretical and cultural musical activities designed to broaden their skills, understanding and enjoyment of music. Students work individually and in groups on keyboards, guitars and percussion instruments as well as using several computer software programs in our computer music room. Students are taught the reading and writing of musical notation as well as studying the history and features of different styles of music.</p>

### English

<b>YEAR 7</b>	<p>Year 7 English aims to develop students' confidence and competence in using language. It covers the study of a set novel per term, poetry, short stories and film as well as wide reading, different types of personal, imaginative and informative writing and language extension exercises. Students participate in a range of oral presentations and are encouraged to take advantage of computer-based technologies. They complete an intensive information literacy course conducted by library staff on the acquisition of internet research skills.</p>
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### Language Other Than English (LOTE)

<b>FRENCH</b>	<p>Students learn greetings, nationalities, parts of the body, numbers 1-1000, classroom objects and instructions, school subjects, drinks and foods, sport, weather and seasons. They learn to express preferences and ask questions of others. Students are invited to become active learners through participation in role plays, games, quizzes, songs, poems, and poster making. These activities encourage and promote the skills of listening, reading and writing simple conversational French.</p>
<b>GERMAN</b>	<p>Year 7 students engage in a variety of activities which may include role plays, games, quizzes, songs, poems and poster making to encourage and promote the skills of listening, reading and writing simple conversational German. Students are introduced to the topics of greetings, expressing feelings, nationalities, class room instructions and equipment, families, numbers 1-1000, colours, cars, likes and dislikes, hobbies and animals. They also learn to express preferences and ask questions of each other. The text book used is 'Katzensprung1' and is accompanied by a work book.</p>

<b>JAPANESE</b>	<p>The Japanese language course in year 7 is designed to give students basic language skills and create an awareness of Japanese culture. This course is a blend of functional and activity based programs with grammatical, audio-lingual, functional, notional and communicative approaches. Students learn to read and write the first Japanese alphabet, Hiragana and some characters. Using the text book 'Ima1', a work book and CD, we cover the following topics:</p> <ul style="list-style-type: none"> <li>➤ Greetings</li> <li>➤ Self introduction</li> <li>➤ Personal Information</li> <li>➤ Class room vocabulary</li> <li>➤ Talking about your own family</li> <li>➤ Time and morning routine</li> </ul> <p>Students are assessed by regular tests on writing, reading, listening and role plays.</p>
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## Mathematics

<b>YEAR 7</b>	<p>This course aims to facilitate the transition process from Grade 6 to Year 7 by incorporating a variety of approaches including skills practice, group work, problem solving, project work, and use of concrete materials. Areas of study include polygons, whole number arithmetic, angles, decimals, fractions, algebra, perimeter, area and probability.</p> <p>Students are assessed on their knowledge and understanding of key mathematical skills, their ability to solve problems and carry out investigations, and their ability to appropriately use technology.</p>
<b>YEAR 8</b>	<p>This course involves the study of integers, perimeter, area and volume, algebra including linear graphs and equations, percentages, ratio, angles in parallel lines and polygons, and statistics. This course aims to develop knowledge and skills in these areas of study, and the ability to use it to solve problems and carry out mathematical investigations. Calculators and computer applications will be used to enhance the student learning.</p> <p>Students are assessed on their knowledge and understanding of key mathematical skills, their ability to solve problems and carry out investigations, and their ability to appropriately use technology.</p>

## Physical Education and Health

<b>YEAR 7 Physical Education</b>	<p>The Year 7 Physical Education Program employs a broad range of physical activities that foster the development of motor skills, improve fitness, promote a healthy lifestyle and encourage success and enjoyment for all students. Throughout the year students participate in fitness testing, fundamental motor skills, athletics, gymnastics, swimming, volleyball, racquet sports, basketball, cricket, netball (girls), football (boys), softball (girls) and baseball (boys).</p>
<b>YEAR 8 Physical Education</b>	<p>The Year 8 Physical Education program employs a broad range of physical activities that foster the development of motor skills, improve fitness, promote a healthy lifestyle and encourage success and enjoyment for all students. Throughout the year students participate in fitness testing, bicycle education, hockey, soccer, aquatic education, handball sports, racquet sports, dance, gymnastics, archery and canoeing.</p>
<b>YEAR 7 Health and Human Relations</b>	<p>The Year 7 Health and Human Relations program aims to develop student knowledge and understanding on a range of physical, mental, social and cultural health issues, and provides students with the tools to maintain or improve their own health. The major topics covered throughout the year include: bullying &amp; harassment, drug education, puberty, water safety &amp; resuscitation, surf awareness, skin care, body systems, diet and hygiene.</p>
<b>YEAR 8 Health and Human Relations</b>	<p>The Year 8 Health and Human Relations program is an extension of the knowledge and skills gained throughout year 7. This unit of study aims to further develop student understanding of the health issues concerning young people as well as provide them with the tools to actively maintain or improve their own health. The major topics covered throughout the year include: nutrition, heart disease, drug education, first aid, relationships and sexuality.</p>

## Science

<b>Year 7</b>	<p>The study of science in Year 7 &amp; 8 encourages students to develop an understanding of the traditional science disciplines of biology, chemistry, earth science, environmental science, health sciences, neuroscience, physics and space sciences and the <u>emerging sciences</u> including biotechnology, green chemistry, nanotechnology and synchrotron science. This is achieved through the practice of scientific skills and concepts in a science laboratory. Students also gain an understanding of how scientific and technological advances have influenced our culture and environment.</p>
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## Studies of Society and the Environment (SOSE)

<b>YEAR 7</b>	In SOSE Year 7 students learn to identify time periods throughout history. They study ancient societies and begin to form research skills. Students participate in a Year 7 SOSE day where parents have an opportunity to observe the work undertaken. Mapping skills are also a key focus of Year 7 and the students are given an opportunity to use these skills when studying Australian Environments and Political Systems.
<b>YEAR 8 Geography</b>	In Year 8 Geography students investigate and compare a range of Australian environments, including Uluru, rainforests, The Great Barrier Reef and the Wetlands of Kakadu. The study of this unit focuses on the human impact on environments such as The Asia Pacific Region.
<b>Medieval History</b>	Year 8 students will participate in the study of Life in Medieval Times. There are three main areas of study: The Vikings-Viking Times, Berserkers, Anglo-Saxons and Viking traditions, Living in Medieval England and Europe, Middle Ages & The Black Plague, Daily Life, Kings and Queens, Knights and Castles, The Crusades and Byzantium culture and art. Feudal Japan – The Rising Sun, The Daimyo, Samurai, Daily Life and Medieval Architecture.

## Technology

<b>COMPUTER APPLICATIONS</b>	Students study this subject for the entire year in both Years 7 and 8. Year 7 students are introduced to the basic processes and procedures for computer usage. These focus on keyboarding skills, ergonomically sound computing techniques, use of software programs and the use of the network. Students further develop an understanding of software applications used in word processing, multimedia, desktop publishing and graphics. Students complete exercises in Inspiration, Word Publisher, Excel, Ulead Videostudio, Flash, Kahootz and Paint Shop Pro and other information packaging software. They also apply a design brief to produce a brochure using a Powerpoint presentation.
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The following technology units, other than Computer Applications, are offered on a rotation basis. These units have a large practical component which is based on the knowledge and understanding of the design process and the development of practical skills relevant to the particular disciplines.

<b>FOOD TECHNOLOGY</b>	Year 7 and 8 students increase their understanding of food as a material. They become aware of and are able to explain the implications of using the appropriate tools for certain tasks and also learn to safely use a range of cooking equipment. Students are introduced to various skills including how to analyse and evaluate recipes according to the Healthy Eating Pyramid and the various methods involved in the preparation and cooking of foods.
<b>METAL TECHNOLOGY</b>	Year 7 students are introduced to the basic skills involved in metal technology. These skills include the introduction of how to create and apply a design brief for designing and making a small item of jewellery or other suitable project. Students are introduced to the various properties of metals to improve their understanding of metal as a material. They learn how to use the appropriate tools for measuring, marking, cutting, filing, soldering and polishing metal and other resistant materials.
<b>TECHNOLOGY STUDIES</b>	Year 7 students study electrical energy and are introduced to some of the basic concepts and principles of energy systems and information and communication technology. A range of information processing and editing systems are used to compile a report on the activity. In Year 8 students are introduced to some the basic principles of electrical circuits through the application of a design brief. They implement this knowledge in the construction of various circuits with a focus on the recognition and function of basic electronic components.
<b>TEXTILE TECHNOLOGY</b>	Year 7 students learn how to safely and competently set up and use a sewing machine for basic construction skills and as well as decorative stitching based on the application of a design brief. They learn a variety of practical hand and machine sewing techniques as well as a selection of fabric decoration techniques which are to be used to produce an aesthetically pleasing and competently sewn item.
<b>WOOD TECHNOLOGY</b>	Year 7 students are introduced to design and basic wood-working construction skills including marking, measuring, sawing, planing, drilling, filling and gluing. Students learn how to apply a variety of surface finishing techniques such as staining, painting and varnishing of the finished products. Year 8 students continue to further develop their skills with a broader range of tools. They are introduced to a variety of joining techniques and surface applications to improve the aesthetics of the finished products.

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## ACCELERATED PROGRAMS

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Parents elect to have their student tested for inclusion in both or either of the English or Mathematics Accelerated Programs. Students are formally tested for inclusion in the programs when they are in Grade 6.

In Year 7 students complete the Year 7 curriculum and are extended into the Year 8 curriculum. They participate in studies and activities designed to both extend and enhance their knowledge and skills.

In Year 7 to 10 they complete four years of study in three years, allowing them to study two VCE 1&2 Units in Year 10 and two VCE 3 & 4 Units in Year 11.

We aim to:

- Provide a choice of accelerated subjects for highly talented students;
- To provide studies that 'best position' the student to attain the highest possible ENTER (a score of English plus best 3 subjects [with some bonuses for select subjects]) in Year 12.

<b>ACCELERATED ENGLISH</b>	Students study curriculum materials specifically for this program. There is a focus on skill development in thinking methods, study, research and complex and abstract theories leading to the development of independent learning skills.
<b>ACCELERATED MATHEMATICS</b>	This course aims to develop high level mathematical skills and knowledge in a challenging environment that includes problem solving, open ended tasks, critical thinking and decision making. It provides students with the stimulation and motivation of working with a "high ability group".

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## DISCIPLINE POLICY

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The school rules are published in the student organisers and will be addressed with the students as part of their transition program. These rules are based on common sense to protect educational rights, physical and emotional well-being and personal safety.

### STUDENTS HAVE THE RIGHT TO:

- Access a comprehensive curriculum
- Expect regular scheduled classes
- Expect a written statement of assessment and set tasks, the dates they are due and the standard expected
- Have their efforts acknowledged
- Work without disruption and interference
- Be equally valued and respected as individuals, free from prejudice and discrimination
- Have respect shown for their privacy and property
- Feel free to express themselves in a supportive harassment free environment
- Be represented in the decision making processes of the school
- Be treated as maturing individuals according to their year level
- Know the school rules and consequences of breaking those rules

### STUDENTS HAVE THE RESPONSIBILITY TO:

- Attend school to become life long learners
- Know and obey the school rules and accept consequences
- Wear school uniform at all times including travel to and from school
- Make informed choices from the curriculum offerings
- Attend school and classes on time and remain within the school as required by the school rules
- Complete their work assessments and set tasks, to the best of their ability by the due date
- Make the most of their individual abilities in all school activities and always strive to do their best
- Value the individual differences of others, free from prejudice and discrimination
- Respect the property and privacy of all members of the school community
- Create and maintain a safe, clean and attractive environment
- Use the school's decision making process for issues of concern
- To behave in a manner appropriate to their maturity and year level

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## WHAT HAPPENS WHEN BEHAVIOUR IS UNACCEPTABLE?

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What happens will depend on:

- What was done
- How serious it was
- The number of times the student may have broken school rules

At Upwey High School one or more of the following consequences may occur when behaviour is unacceptable in the classroom

- A warning
- Second warning and/or possible changed seating environment
- A third offence will lead to a recess, lunch or after school detention
- A fourth offence or severe offence a student will be sent to the Year Level Coordinator

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If the student is sent to the coordinators' office by a teacher one or a number of the following actions may occur .....

- A serious discussion and a consequence
- An apology to the teacher
- A serious discussion with the Principal or Assistant Principal
- A phone call to parents
- A letter to parents
- Community service (eg: yard duty, assisting with a garden area)
- Lunch time detention
- After school detention
- Saturday detention
- Conduct, Homework or Attendance Card
- Confiscation of an article
- Attendance on a student free day
- Required to pay restitution for damage caused
- Referral to Student Welfare Coordinator
- Contract – agreement in writing to behave or work in a certain way
- Case conference between student, parents, Sub-School coordinator and a member of the Principal Team
- Withdrawal from class for one or more weeks
- Internal suspension from classes
- Banned from camps or excursions
- External suspension
- Expulsion

## DETENTION

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A student can receive a detention for a range of misdemeanours. The detention may be given to the student by the Coordinator, class teacher, or by the Coordinator on behalf of the teacher. The period of time the detention runs for can be 30 minutes upward to 60 minutes.

Detention days are Monday, Tuesday and Wednesday. Students are to do schoolwork in silence for the duration of the detention.

Students receive a letter of notification that is to be signed by a parent / guardian and returned on the date of the detention and given to the supervising teacher.

Coordinators and Principals also are able to give after school detentions on Thursday and Friday and on Saturdays.

Students attend school to learn and we will provide every opportunity for them to achieve their personal best. We expect that they will behave, strive to do their best, establish positive and lasting relationships with our teachers and enjoy their learning. When this occurs, positive and mature behaviour is a natural experience.

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## COMMUNICATION

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### FOR STUDENTS

#### Noticeboards

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Noticeboards are located around the school for the posting of timetables, class lists, sports information and general notices. A Junior School noticeboard is located outside the coordinator's office and there is a general noticeboard in your locker area.

#### Daily Bulletin

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A Daily Bulletin is published and read to students each day at the commencement of Period 1.

#### Assemblies

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A weekly assembly of all students in each year level is held to communicate information and celebrate student achievement.

### FOR PARENTS

#### The Newsletter

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A newsletter is posted home to parents each fortnight. It is a major source of information for students and parents. It gives notice of special events, dates and news of events within the school community.

#### Contact with the Junior School Team or the Principal Team:

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You are encouraged to phone or write to us if you have information that you need to share, if you need to clarify an issue or if you have any queries. We aim to have a shared understanding with you of the progress being made by your son / daughter and of school expectations. We look forward to speaking with you.

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## HOW CAN STUDENTS HAVE A SAY IN WHAT HAPPENS AT SCHOOL?

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### Home Group Representatives

At the start of the year every class or home group elects a boy and a girl to represent the concerns and ideas of their home group at regular meetings with the Year level coordinator.

### Student Representative Council

The SRC provides a forum for student participation in the policy and decision making of the school. One male and one female are elected from the home group representatives of each year level and these students form the SRC. The SRC usually meet every week at lunchtime. They represent student's views on School Council and on various sub-committees, organise Out Of Uniform days to raise money for charity and student activities, organise lunchtime activities and are involved in decision making on matters such as uniform.

### YEAR LEVEL ACTIVITIES

To get the most out of your time at Upwey High School, it is a good idea to get involved in some of the extra curricular activities that are offered.

### YEAR LEVEL ACTIVITIES & CAMPS

#### Go on a school camp

- Year 7            Orientation Camp at Mt Eliza
- Year 8            Green Warriors
- Year 9            UN Conference
- Year 9            Night of the Notables
- Year 9            Challenge Medal
- Year 10           Central Australia Camp
- Year 10           Peer Support & Leadership Camp
- Year 10           Surf Life Saving Camp
- Year 11           Physical Education Camp
- Year 11           Queensland Camp
- Year 10/11/12   Advance Surf Camp
- Year 12           Arts Tour to Canberra / National University

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## OTHER ACTIVITIES TO CONSIDER

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Become a member of the Instrumental Music Program. Join a school band, we have three bands Junior, Intermediate and Senior. If you already play an instrument, which is played in the band, you can join the Intermediate or / Senior Band. We also have a choir and the following:

- Jazz Quartet
- Swing
- Many other ensembles

There are performances through-out the year and also a music camp

- ◆ Attend the biannual Ski Camp which is open to all year levels.
- ◆ Audition for the school production
- ◆ Go on a LOTE Tour to Japan or Germany or host a student from these countries. We have sister-school arrangements and regular exchanges.
- ◆ Join a team in any of the sports offered. Most of these teams practise during lunch times and it is a great opportunity for you to get to know other students.
- ◆ Join the debating team.
- ◆ Join a club:
  - Amnesty
  - Computers
  - Student Focus
- ◆ Participate in:
  - The English Festival
  - Subject based competition eg. The Westpac Maths Competition
  - The Volleyball Program and Volleyball Camp at the State & National Titles
  - Cross-age Tutoring at two Primary Schools
  - Lunchtime activities conducted by the Welfare Team

## LUNCHTIME ACTIVITIES

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At lunchtime, students may be involved in sports training. They can play on the basketball rings around the school, hire a rehearsal room in the Performing Arts Centre and “jam” or use the music facilities, reserve a court in the stadium, attend a club meeting - Computers, Amnesty, Student Focus or have a special time in the library or be with their friends.

Sporting equipment can be borrowed from the Junior School Office at lunchtime at recess.

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## PEER SUPPORT PROGRAM

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To assist the transition between Primary and Secondary School we run a Peer Support Program. In the program, Year 11 students work with small groups of Year 7 students in Term 1. The program aims to develop friendships between Year 7 students from different home groups as well as self confidence and self esteem. It also aims to develop a bond between Year 11 and Year 7 students that sees the Year 11 students act as mentors after the program has finished. The program has been successfully running for 12 years and the benefits for both Year 7 and Year 11 students are notable.

## SCHOOL COMMUNITY SERVICE

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### YARD DUTY

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It is the responsibility of the school to organise for groups of students to assist with the cleanliness of the school grounds by tidying areas, picking up papers, etc. The Education Department does not provide cleaners to pick up litter dropped by students in the grounds, nor do we expect they would. Each student is expected to take personal responsibility for not littering.

### MONITORS

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Students are rostered to act as a daily monitors. Every student is required to participate. The main role of these monitors is to assist with daily office operations as required.

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## CELEBRATING STUDENT ACHIEVEMENT

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### YEAR LEVEL ASSEMBLIES

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A weekly assembly of all students in each year level is held to communicate information and celebrate student achievement.

### WHOLE SCHOOL ASSEMBLIES

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These are held once or twice a term. Their main purpose is to celebrate the achievement of students who bring honour and recognition to the school and themselves.

### MID YEAR AWARDS

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Academic and encouragement awards are presented at a late afternoon ceremony in July. These awards encourage and recognise student endeavour and achievement and align with the school value of "EXCELLENCE".

### PRESENTATION NIGHT

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An awards night is held for the whole school in December. Excellence Awards, in the form of certificates, are presented in recognition of achievement in all areas of academic achievement, sport and service to the school. A book prize is presented to the DUX of each year level and we celebrate the achievement of the DUX of the school.

### YEAR LEVEL COMPETITIONS

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Competitions rewarding good work and behaviour are held each term. The focus may be on individual achievement or on the class as a whole.

### MUSICAL PERFORMANCES

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Regular performances by the bands and musical groups for parents, students and other schools are held throughout the year.

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## REPORTS / STUDENT PROFILE FOLDER

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### REPORTS

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Students are assessed frequently on their class work, assignments and tests. In 2008 a progress / interim report will be issued at the beginning of Term 2 and the end of Term 3. Parent teacher night coincides with the issuing of the Interims. Parents are asked to come to the school with their student to collect this report and speak to their student's teachers about their progress. A full descriptive report is issued at the end of Term 2 and Term 4. We encourage you to contact the coordinators if you have any queries regarding your students learning.

### STUDENT PROFILE FOLDER

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At the end of Term 2 students in Year 7 will be given a folder in which to keep the reports, certificates, letters and important documents that they are given during their 6 years at Upwey High School. This folder should be kept in a safe place as it is an important record of school achievement and participation.

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## AND ALSO.....

### LOCKERS

All students are allocated a locker and Year 7 students are given combination locks. At all times they should be the only one who knows their combination code. Lockers must be kept locked and must not be misused or damaged. Student valuables should not be kept in lockers or bags. They may be left at the Junior School Office for safekeeping.

### MOBILE PHONES / IPODS / DISCMANS AND VALUABLES

We do not encourage any student to bring a mobile phone to school. Students are not permitted to carry them around or have them in class. The school will not take responsibility for mobile phones. Teachers will confiscate phones that are carried or used by students. All students have the right to learn in an uninterrupted environment just as teachers have the right to teach free from interruptions. If a mobile phone, iPod, discman or other like items are confiscated, parents may be required to collect the item from the Year Level Coordinators or Principals' office.

### BOOKS AND FEES

Books and School Council Levy lists are issued at the end of the year. The school has an arrangement with Concept Books (Monbulk) to supply all the necessary books and equipment. The Second Hand Book Sale is held in December. Please contact Ms Val Doyle if you still require textbooks, in case some are still available.

### HOUSE SYSTEM

There are 4 houses. They are:

- Knox - Red
- Crow - Blue
- Bleazby - Yellow
- Chandler - Green

Year 7 students will be placed in a house according to their home group at the start of the year. If you have an older brother and sister in the school, let Ms Carmen Timms know and she will put you in the same house. Competitions between houses include a Swimming and an Athletics carnival.

### OUT OF BOUNDS AREAS

- Front of school (Burwood Highway)
- All carparks and gardens
- Under the music building
- Behind P3 and P4 and the storage shed area
- Upwey Primary School grounds and oval
- Upwey Football oval and Chosen Avenue
- Bush area on the north side of the oval (private houses)
- Embankment
- Between the DRMC building and Science Technology Block
- Behind the Stadium / Canteen
- In the Bike Arena – adjacent to P4 (excepting before & after school)
- NB: The school oval and pathways along the embankment may periodically be placed out of bounds due to bad weather conditions in winter

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## ACCESS TO BUILDINGS AND CLASSROOMS

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- Students are not permitted to enter the buildings before 8.30am
- All students must move out of the buildings during recess and lunchtime
- Wet Day rooms operate during inclement weather
- No student should leave a classroom during lesson time unless they have a note from the teacher (usually placed in their organiser)
- No students are permitted in classrooms without a teacher being present.

## THE CANTEEN

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The school has a canteen, which is privately run. Lunches and refreshments may be purchased from the canteen before school, at recess and lunchtime. Lunches may be ordered before school and collected at the beginning of lunchtime.

Year 7 & 8 students have a designated window and special arrangements will be made for Year 7 students to access the canteen at earlier times until they are comfortable with the routine.

Food and drink is not permitted in classrooms.

## SCHOOL PROCEDURES DURING HOT WEATHER

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There are NO Education Department regulations allowing schools to send students home early on days of extremely high temperatures. Every attempt is made to keep rooms as cool as possible. Most classrooms are fitted with fans and a large number have air conditioners. Activities are also adjusted in keeping with the conditions.

Students are constantly reminded to bring hats (blue ones of course), sunscreen and water bottles and they are encouraged to stay in the shade during breaks. We would like to stress that students will not be permitted to make phone calls home requesting parents to collect them early. If there is a medical problem caused by heat, our first aid officer nurse will deal with it and keep you informed.

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## HOW CAN PARENTS BE INVOLVED IN THE SCHOOL?

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### SCHOOL COUNCIL

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The School Council is the governing body of the school. It makes all of the policies and approves the annual budget. There are parent, teacher and student representatives on the Upwey High School Council. School Council elections are held in March so please speak with the Principal or Assistant Principals if you are interested in nominating for a position.

### PARENTS CLUB

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With membership changing each year this club performs a variety of regular and 'one off' tasks and meets according to the wishes of its members on specific issues. For example, a group of these parents assist with the processing and mailing of out newsletters each fortnight, another group conduct the second hand book sale at the end of the year.

### PARENT HELPERS AND TUTORS

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Parents help in the school by taking part in our Parent Tutoring Program, by assisting in the library and by attending camps and excursions. There are also many other 'one off' activities that provide parents with opportunity to assist and be involved in the life of the school. For example, parents assist with the Year 11 Debutante balls. They also work closely with the Year 12 coordinator in the organisation of the Graduation ball.

### VOLLEYBALL PARENT SUPPORT GROUP

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Parents assist with daily, weekly and annual events in the areas of training and managing teams, providing transport, travelling with students to State, National and International Tournaments and fund-raising. It is a wonderful opportunity to be part of both school life and the activities of your student.

### THE MUSIC SUPPORT GROUP

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Parents assist with the planning and organising of band performances, transport, fundraising and social activities for students who have joined the extra curricula music program.

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# THE MANAGEMENT OF EMERGENCY SITUATIONS

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## EMERGENCY RESPONSE PLAN

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Upwey High School has a comprehensive response plan covering identified and possible risks. Staff are trained in response procedures and have set responsibilities should an emergency arise. Students will be trained to respond to the directions of their teachers and to move to safe areas if required.

Each year training is provided in the Year Level Groups before it is practised as a whole school. Requirements (eg. Sitting in home group lines, in alphabetical order) are practised each week at Year Level Assemblies.

Students may be asked to respond in the following ways.

LOCK DOWN	Teachers and students remain in their classrooms and external building doors are locked.
OVAL EVACUATION	Teachers and students may be required to evacuate to the oval should the need arise to move them away from the buildings. In the case of a prolonged need to remain on the oval, students would be taken to Upwey South Primary School where shelter, toilets and refreshments are available.
STADIUM EVACUATION	In the case of a bushfire or other emergency situation requiring teachers and students to be indoors, they will be evacuated to the stadium to await further instructions from the police and / or DEECD Emergency Management.

In other emergency situations, students will receive directions from their teacher. For example, if a student collapses, the other students would be asked to remain in their seats while the teacher assists and directs individual students to get assistance from a teacher in the next room and our first aid assistant.

- *At all times the safety of our students and staff is our priority*

## BUS PROCEDURES IN EMERGENCY SITUATIONS

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If an emergency situation exists within the school or local area at the end of the school day buses will not depart until given permission to do so by the Emergency Services responsible or by DEECD Emergency Management. In very serious conditions, buses may be required to return to the school with the students still on board. In these situations we would make every effort to contact you. This does highlight the fact that we should always be in receipt of your up to date contact details.