

Georges River College

Peakhurst Campus



HANDBOOK FOR STUDENTS, PARENTS & CARERS
2020

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Georges River College

Peakhurst Campus

ADMINISTRATIVE INFORMATION

Address:	Rona Street, Peakhurst, NSW, 2210
Telephone:	(02) 9153 9966 or (02) 9153 7495
Facsimile Number:	(02) 9534 6346
School Office Hours:	8:00 a.m. to 3:15 p.m.
College Motto:	Creating Your Future
College Colours:	Red, Gold, Light Blue, Dark Blue
School Email Address:	peakhurst-h.school@det.nsw.edu.au
School Website Address:	www.peakhurst-h.schools.nsw.edu.au
Careers Adviser:	Phone: (02) 9533 4103 Fax: (02) 9534 6490
Canteen Manager:	(02) 9533 5951



HISTORY OF GEORGES RIVER COLLEGE

Georges River College (GRC) was formed in the year 2000. It is a secondary college whose activities are focused around our motto ***Creating Your Future*** to ensure we deliver a quality education to all students and strive towards excellence through academic achievement, sport and the arts.





GRC provides an exciting learning community with four years of specialist 7 – 10 education and welfare in the three middle schools (Hurstville Boys Campus, Peakhurst Campus and Penshurst Girls Campus) followed by two years of preparation for living, studying and working in a coeducational learning environment at Oatley Senior Campus. We pride ourselves on the GRC way and fostering the core values of respect, responsibility and excellence.

GRC is recognised in the community for its strong academic achievement and professional, vibrant education based on modern teaching and learning pedagogy and andragogy in stimulating and challenging educational environments where young people fulfill their potential and future ambitions.



Our logo, shown above, is very symbolic.

- The tree trunk represents our teachers
- The leaves are the students, represented as stars, because all students star at our school.
- The four different stars within the tree represent each of the campuses:

	Hurstville Boys Campus	(Dark Blue)
	Peakhurst Campus	(Red)
	Penshurst Girls Campus	(Light Blue)
	Oatley Campus	(Gold)

- The tree trunk, leaves and stars all come together as a tree to represent the unity of the college campuses.

PRINCIPAL'S WELCOME

WELCOME TO GEORGES RIVER COLLEGE PEAKHURST CAMPUS 2020

We are pleased to welcome new students to Georges River College Peakhurst Campus for Years 7 – 10 and Oatley Campus for Years 11 & 12.

As an established coeducational and comprehensive Years 7 – 10 middle school, we provide a quality learning environment that:

- Promotes academic excellence where all learners are supported, motivated and challenged to excel academically and achieve their personal best at all times.
- Specialises in making the academic and social transition from primary to secondary education successful.
- Focuses on providing unique and wide ranging opportunities for all students to participate and excel in programs promoting leadership and citizenship skills.
- Develops students to always demonstrate the core values of respect, responsibility and excellence.

We look forward to working in partnership with parents and carers to make each student's school years at Peakhurst Campus, an enjoyable and productive learning experience.

Mr Terry Vallis
School Principal



STUDENT ADVISOR'S MESSAGE TO YEAR 7 (2020)

Welcome to Georges River College Peakhurst Campus!

This is the beginning of a new phase in your life and the progression towards adulthood. At first you may feel a mixture of uncertainty and excitement as you leave old friends and begin to make new ones. Allow yourself some time to settle in. Remember, you are not alone.

As you familiarise yourself with the new routines and layout of the school, you will become more confident and enjoy the new opportunities that Peakhurst Campus has to offer.

In this handbook, you will find valuable information to assist both you and your parents/carers. Always remember, that the staff are here to help you and if, at any time, you feel you require assistance, they are eager to point you in the right direction – just ask!

At Peakhurst Campus, Years 7 and 8 have the opportunity to study a variety of interesting subjects and to become involved in many other extra-curricular activities. You should begin to identify what you enjoy most so that you can begin to make wise elective choices as you progress through to your major credential, the Higher School Certificate (HSC). Start thinking about your future from day one and work hard to achieve your own goals.

You will find that you settle into high school life well, however, any concerns of any nature can be brought to me, your Student Advisor. Examples of concerns may relate to your health, family, peers, school work, attendance or personal problems. My responsibility is to ensure the wellbeing of Year 7 students. At all times, there is a professional network in the school of specially trained staff to help and advise you. I am located in the CAPA staffroom (in C Block) during recess and/or lunch.

I wish each and every one of you success and happiness in the years that you spend with us at school. I encourage you to participate in all the great learning experiences provided and ask you to be ready to accept the learning challenges and opportunities we offer.

Have a safe and happy holiday and I look forward to meeting you.

Ms Michelle Seinor
Year 7 (2020) Student Advisor



TERM DATES (2020)

TERM	FIRST DAY FOR YEAR 7 STUDENTS	LAST DAY FOR STUDENTS
1	Wednesday 29 th January 2020	Thursday 9 th April 2020
2	Tuesday 28 th April 2020	Friday 3 rd July 2020
3	Tuesday 21 st July 2020	Friday 25 th September 2020
4	Monday 12 th October 2020	Wednesday 16 th December 2020

Note: Staff resume one day earlier in Terms 1, 2 & 3



YEAR 7 (2020) ENROLMENT – DAY 1

Year 7 pupils are to report for enrolment **Wednesday 29th January 2020 at 8:40 a.m.**

Parents/Carers are most welcome to accompany their children. There will be a short assembly in the School Hall after which children will be enrolled and placed in their classes.

Payment of 2020 **school contributions** may be finalised at the School Office on this morning.

SCHOOL HOURS

School hours are from 8:40 a.m. to 3:00 p.m. From 8:10 a.m. students in need of assistance may contact the teaching staff in D-Block.

Students are not permitted to leave the school premises without the permission from the Principal or Deputy Principal. Loitering on the school grounds before and after school, or over the weekend and school holidays, is not permitted.

BELL TIMES

BELL TIMES	Monday	Tuesday	Wednesday	Thursday	Friday	Friday Assembly
Peak Learning / Assembly	8:40 a.m.	8:40 a.m.	8:40 a.m.	8:40 a.m.	8:40 a.m.	8:40 a.m.
Period 1	9:00 a.m.	9:00 a.m.	8:55 a.m.	9:00 a.m.	9:00 a.m.	9:25 a.m.
Period 2	10:00 a.m.	10:00 a.m.	9:52 a.m.	9:54 a.m.	10:00 a.m.	10:20 a.m.
Recess	11:00 a.m.	11:00 a.m.	10:49 a.m.	10:48 a.m.	11:00 a.m.	11:15 a.m.
Period 3	11:30 a.m.	11:30 a.m.	11:09 a.m.	11:18 a.m.	11:30 a.m.	11:45 a.m.
Period 4	12:30 p.m.	12:30 p.m.	Lunch 12:06 p.m. Sport 12:45 p.m.	12:12 p.m.	12:30 p.m.	12:40 p.m.
Lunch	1:30 p.m.	1:30 p.m.		1:06 p.m.	1:30 p.m.	1:35 p.m.
Period 5	2:00 p.m.	2:00 p.m.		1:36 p.m.	2:00 p.m.	2:05 p.m.
Final Bell	3:00 p.m.	3:00 p.m.	2:30 p.m.	2:30 p.m.	3:00 p.m.	3:00 p.m.

Note: All lessons are 60 minutes for Monday, Tuesday and Friday. On Wednesday, lessons are 57 minutes and on Thursday, lessons are 54 minutes. Outdoor assemblies are held on Monday and Wednesday mornings each week and formal assemblies are held 3 times per term on Fridays, with a focus on student recognition.



CANTEEN OPERATING HOURS

Before School 8:15 a.m. – 8:30 a.m.	Recess Refer to Bell Times above.	Lunch Refer to Bell Times above
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STAFF INFORMATION

In addition to the normal class/subject teaching, many teachers within the school have special duties.

PRINCIPAL

Mr T. Vallis

DEPUTY PRINCIPALS

Mr S. Wilson (Year 7 and Year 8)
Ms K. Osborne (Year 9 and Year 10)

HEAD TEACHERS

ENGLISH

Mr N. Zouroudis

MATHEMATICS & COMPUTING

Mrs C. Keir

SCIENCE

Mr S Smith (Acting)

HUMAN SOCIETY & ITS ENVIROMENT

Ms H. Diamond

PDHPE/LANGUAGES

Mrs N. Hill

CREATIVE ARTS

Ms T. Rydstrand

TAS

Mrs R. Gualtieri / Ms M. Seidel

SPECIAL EDUCATION & SUPPORT UNIT

Ms P. Holm

ADMINSTRATION

Mrs S. Favuzzi

WELLBEING

Ms J. Picone

STUDENT ADVISORS

YEAR 7

Ms M Seinor

YEAR 8

Ms G Testa

YEAR 9

Mr A Morley

YEAR 10

Mr P Fisher

SCHOOL ADMINISTRATION MANAGER

Ms C. O'Shea

SCHOOL COUNSELLOR

Mrs C. Tsekas
Mrs S. Bradford

CAREERS ADVISOR

Mrs A Arfanis

LEARNING & SUPPORT TEACHERS

Mrs J. Jarman / Mrs M. Van de Pol

EAL/D TEACHER

Ms K. Nguyen

SPORTS ORGANISER

Ms S Yates

COMPUTER COORDINATOR

Mrs M Altaie

STUDENT REPRESENTATIVE COUNCIL ADVISOR

Ms L. Osmond

TEACHER LIBRARIAN

Mrs S. Baker

GIRLS' SUPERVISOR

Ms M. Seidel

DEBATING COORDINATORS

Mr P. Fisher / Ms L. Osmond

GENERAL ASSISTANT

Mr R. Thurlow / Mr B. Antoniou

SPECIAL DUTIES OF STAFF

The Principal and Deputy Principal should be asked for assistance when the following teachers are not available.

Head Teachers help with general school matters and are directly in charge of school subjects and specialised faculties.

Student Advisors are special teachers responsible for a particular year group and can assist students, especially with questions relating to progress and student wellbeing.

School Counsellors provide assistance to all students in relation to progress and wellbeing issues. Students are often referred by staff and/or parents/carers. This should not be seen as a punishment and is not a reflection on the student's behaviour but an example of staff concern for a student's wellbeing. Students may also request to see the counsellor via a self-referral.

Careers Advisor provides school to work programs to assist students in their future pathway planning, make the successful transition to senior study at the Oatley Campus and exploration of future employment prospects and opportunities.

SRC Coordinator supports the activities of the SRC, develops leadership skills and the meaningful involvement of students in school decision-making.

Girls' Supervisor has a responsibility to ensure that all girls are happy and safe within the school. She can be contacted at any time in her office in the CAPA Staffroom in D Block to assist with any problems girls may be experiencing.

Sports Organiser is in charge of all matters relating to grade sport and recreational sport. All questions regarding these activities should be directed to the sports organiser who can be found in the PDHPE staffroom in the Hall.

Librarian is responsible for overseeing the Library.

Learning and Support Teachers are available to assist all students in developing skills and strategies to achieve their potential.

EAL/D (English as an Additional Language/Dialect) Teacher is available to help students who have a non-English speaking background and can be found in E Block.

School Administrative Manager supervises all non-teaching administration requirements of the school.

School Administration Officers work in the School Office, Library, Science and TAS faculties.

School Learning Support Officers assist students in both support and mainstream classes.

General Assistant carries out general maintenance and cares for the school grounds and buildings.

Cleaning Staff are valued and appreciated for their efforts in keeping our school clean. Students are encouraged to act responsibly by placing all litter and rubbish in the bins provided in classrooms and the playground.

SCHOOL INFORMATION FOR PARENTS & CARERS

Please read the contents of this handbook so that you can participate fully in the education of your child.

Expect the following:

- Notices (in the form of letters, emails, SMS and push notification alerts) concerning meetings, social functions, special days, fund-raising activities and any unpaid contributions etc.
- Advice from the school on your child's progress, homework and behaviour.
- The school newsletter, The Peak, is published and emailed to you near the beginning of each month, to keep up-to-date on what is happening.

You are asked to:

- Telephone the school if your child is absent; **OR**
Reply to the Absence SMS; **OR**
Send your child with any explanatory note on the first day back after an absence;
- Join other interested parents/carers in social, leisure and fund-raising activities at the school;
- Offer your help and assistance in areas where you have special knowledge or skills which may be useful to our students;
- Respond promptly with payments, fares for excursions, money for swimming and life-saving programs etc.
- Visit the school as required. You are always welcome, however, please do so through the School Office.



EMERGENCY CONTACT DETAILS

All new students will be given the relevant enrolment/data entry form prior to enrolment which should be completed and returned to the school.

If, during the year, the information provided to the school changes (e.g. change of address or telephone number, new doctor, new place of employment, etc.) parents/carers are required to inform the school so that records can be updated.

HEALTH & FIRST AID

SICK OR INJURED STUDENTS AT SCHOOL

Parents/Carers must realise that the school cannot provide first aid for injuries incurred at home. We will, however, assist in cases of injury at school. It is requested, that **sick children are NOT sent to school**. We do not have the staff or facilities to cope with large numbers of sick children.

Students who are ill are required to report to the School Office with a permission note from their teacher.

It is school policy to **telephone and request someone to take sick children home**. Problems may arise if there is no one at home or we cannot contact parents/carers at their place of work. Please provide an alternative person to contact to enable us to send children home if they become ill during the day.

STUDENTS REQUIRING MEDICATION

Parents/Carers of students who have any illness (or may need to take prescription medication during the school day) are asked to **advise the school**. A special form will be issued in these instances. We would especially like to be advised regarding such conditions as anaphylaxis, asthma, diabetes, heart conditions and epilepsy. There is space on the student's enrolment form for this purpose. **Please regard this as of vital importance.**

Teachers and office staff are not trained medical personnel. In general, teachers will not give medication or treat cases other than render first aid. Panadol and similar medication, will not be dispensed. **This is in accordance with the policy of the Department of Education.**



ICT POLICY & BYOD GUIDELINES

At GRC Peakhurst Campus, students are afforded every opportunity to excel in a safe and conducive 21st century learning environment where we strive to cater for individual learning needs, in preparation for students' future endeavours.

To support this endeavour, the NSW Department of Education (DoE) has provided students with e-mail and Internet services to facilitate their educational and administrative needs, and expects that all resources and services are used in a responsible manner. Members of staff may choose to incorporate the use of Information and Communication Technologies (ICT) to supplement and enhance the delivery of the curriculum.

GRC Peakhurst Campus' ICT (Information and Communication Technologies) policy reinforces the Department of Education's policy regarding school owned devices and extends this policy to include student provided devices ('Bring Your Own Device' or BYOD) by providing guidelines and expectations to students, parents/carers and staff for the responsible usage of ICT, within and beyond the school context.

Our ICT policy also includes a User Agreement and Consent Form which must be returned to the school at the beginning of each calendar year.

A copy of our ICT policy is available on our school website, however, a copy of our ICT & BYOD fact sheet is included towards the end of this information booklet.

PARENTS & CITIZENS ASSOCIATION

The Parents & Citizens Association (P & C) would like to welcome new students and parents/carers. All parents/carers are invited to participate in the activities of the Parents and Citizens Association.

The P & C meet on the **second Tuesday of each month at 7:00 p.m.** in the **Board Room in D-Block** (with the exception of those dates which fall over the school holidays).

The P & C endeavour to raise funds for the school, act as a lobby group seeking assistance from the government and provide a forum where parents/carers can be informed about school activities and participate in discussions relating to the support of the school.

The P & C Executive for 2019 – 2020 (current until the next AGM) are:

President:	Mr Mark Bancroft
Senior Vice President	Mrs Leanne Iverach
Secretary:	Mrs Carolyne O'Brien
Treasurer:	Mrs Tracy Breen

Enquiries relating to the P & C can be directed to: peakypandc@yahoo.com

WE HOPE TO SEE YOU AT OUR MEETINGS IN 2020!

SCHOOL FEES & CONTRIBUTIONS

FINANCE IN STATE SCHOOLS

The Department of Education provides our buildings, teachers, administrative staff and some resources. We rely on your school contributions and assistance from P&C initiatives to help us provide additional textbooks, sporting equipment, prizes, examination material, stationery, projectors, electronic devices, copier and computer maintenance, supply of paper, software, etc., the sound system and other items necessary to make a school function smoothly. Receipts are issued for all contributions and all school accounts are regularly audited.

The school has EFTPOS facilities for payment and accepts, MasterCard and Visa. Parents/Carers are also able to access an **online payment facility** through the school website: www.peakhurst-h.schools.nsw.edu.au/

SCHOOL CONTRIBUTIONS

The school charges an annual General Contribution and P & C Contribution. Please note:

Extra-Curricular charges cover bus and entry costs to school swimming and athletics carnivals as well as venue hire.

Subject charges are specifically outlined on the Year 7 – 10 school contributions invoices which are available upon enrolment. These fees are necessary to pay for resources used by students.

Special Circumstances: In some instances families experiencing financial hardship may apply to the Principal (in writing) for student assistance. It is the responsibility of parents/carers to ensure that contributions are paid in full or to request special consideration.

THE PEAK SCHOOL NEWSLETTER

'The Peak' school newsletter is published monthly to inform parents/carers about school activities. The 'Peak' contains important information on activities happening in the school and is an important form of communication between the home and school.

Parents/carers are requested to provide the school with a current email address to receive Peak online. The Peak newsletter is also available through the Skoolbag app and on the school website: www.peakhurst-h.schools.nsw.edu.au/



THE GRC WAY

FOSTERING LEARNERS WHO ARE RESPECTFUL, RESPONSIBLE AND AIM FOR EXCELLENCE



At GRC, we value:

Respect

We value everyone in our diverse community and treat others with politeness and dignity. We work to enhance the good name of our school at all times.

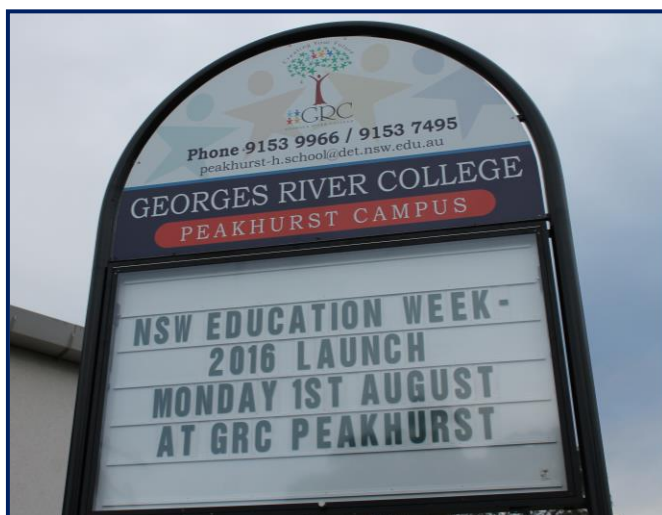
Responsibility

We expect all members of the GRC school community to be accountable for actions towards self, others and the environment. We accept the importance of acting responsibly in every circumstance.

Excellence

We expect all members of the GRC school community to strive to achieve their best in everything we do.

This is the GRC way!



THE GRC WAY



The GRC Way

-  **Be Respectful**
-  **Be Responsible**
-  **Aim for Excellence**

SCHOOL EXPECTATIONS



OUR SCHOOL EXPECTATIONS

- ♦ **RESPECT** others and their property.
- ♦ **LISTEN** to instructions.
- ♦ Be **MOTIVATED** - Always try to do your best.
- ♦ **HANDS OFF.**
- ♦ Be **ORGANISED** and on **TIME.**

FOSTERING LEARNERS WHO ARE RESPECTFUL, RESPONSIBLE AND AIM FOR EXCELLENCE.

THE GRC WAY		RESPECT	RESPONSIBILITY	EXCELLENCE
SETTINGS	ALL SETTINGS	I will: <ul style="list-style-type: none"> ★ use appropriate language and tone ★ follow instructions ★ say no to bullying ★ care for others and their property ★ treat everyone as I want to be treated ★ be accepting of others ★ be a positive and ethical digital citizen 	I will: <ul style="list-style-type: none"> ★ wear my school uniform with pride ★ be organised and prepared for all lessons ★ act safely ★ communicate safely and appropriately when using social media ★ ensure my mobile phone is switched off and out of sight ★ keep my hands off others ★ be in the right place at the right time 	I will: <ul style="list-style-type: none"> ★ try my best at all times ★ attend school on time every day ★ be proud of my achievements and strive for success ★ take pride in the appearance and culture of my school ★ participate in activities beyond the classroom
	CLASSROOM	I will: <ul style="list-style-type: none"> ★ put my hand up and wait my turn ★ listen attentively ★ encourage others ★ speak and ask questions politely 	I will: <ul style="list-style-type: none"> ★ be prepared ★ bring and look after equipment ★ be on time ★ remain on task ★ seek assistance when needed 	I will: <ul style="list-style-type: none"> ★ complete all my work to the best of my ability ★ continue to improve ★ submit all set work and assessment tasks
	CORRIDORS	I will: <ul style="list-style-type: none"> ★ be on time ★ respect other students' learning ★ be considerate of others ★ make way for others ★ maintain personal space ★ speak quietly ★ use appropriate language 	I will: <ul style="list-style-type: none"> ★ line up and wait quietly ★ keep corridors clean and tidy ★ be punctual to class ★ calmly walk inside buildings ★ keep to the left 	I will: <ul style="list-style-type: none"> ★ know my timetable ★ arrive prepared for classes and practical lessons

SETTINGS	ASSEMBLIES AND ROLLCALL	I will: ★ listen to all announcements ★ move quickly and quietly ★ have all equipment displayed as requested ★ congratulate the achievements of others appropriately	I will: ★ follow procedures ★ be prepared	I will: ★ always follow staff instructions ★ participate appropriately ★ sit quietly ★ complete all booklets to the best of my ability
	PLAYGROUND	I will: ★ respect others and their property ★ listen to others ★ clean up when requested	I will: ★ be inclusive ★ keep my school clean ★ be considerate of others ★ look after my belongings ★ be water-wise	I will: ★ always follow staff instructions ★ be in the right place at the right time ★ be proud and appreciate my surroundings
	TOILETS	I will: ★ respect all facilities ★ respect others and their property ★ keep the area clean	I will: ★ keep my school clean ★ report all problems to a member of staff ★ be considerate of others ★ look after my belongings ★ be water-wise ★ be hygienic	I will: ★ conserve water and paper ★ use toilets during break times ★ always follow staff instructions
	CANTEEN	I will: ★ wait my turn ★ maintain personal space ★ only purchase items for myself ★ be polite to the canteen staff	I will: ★ wait quietly in two lines behind the yellow line ★ always follow staff instructions	I will: ★ only be in the canteen if I am purchasing items ★ smile and say 'please' and 'thank you'
	TRANSPORT	I will: ★ stand up for members of the public ★ wait in line ★ speak politely and quietly ★ maintain personal space ★ stand to the side while members of the public enter or exit the bus	I will: ★ keep food and drink off the bus ★ keep my belongings with me at all times ★ have my travel pass or money ready	I will: ★ follow instructions ★ be respectful and responsible ★ be a good ambassador for my school
	COMMUNITY AND PUBLIC PLACES	I will: ★ use polite language and tone ★ act safely ★ care for others and my surroundings	I will: ★ take pride in my uniform and appearance ★ lead by example ★ assist others and be helpful	I will: ★ be a responsible member of the community ★ be a good ambassador for my school ★ strive for success ★ be proud of myself

STUDENT MANAGEMENT & ENGAGEMENT

BEHAVIOUR

Students are expected to be respectful, responsible and aim for excellence whilst at school and in the community. At all times, students should behave in a way that enhances their own reputation and that of the school. Peakhurst Campus is a place where we endeavour to ensure that all students will feel happy and safe.

MERITS AND POINTS

Positive behaviour is rewarded through a system of merits and awards. Each student begins the year on 0 points and is able to gain points when they receive Merit Certificates or Principal's Awards for excellent effort, participation and/or performance. Students who continue to gain sufficient merit awards will be promoted to a higher level and receive subsequent rewards. At the end of each term, students who have displayed positive behaviour, and have not had any negative incidents recorded, may be eligible for bonus points.

Students behaving inappropriately may be placed on yellow or red levels. In this case, parents/carers will be notified so that we may work together to help resolve the problem. The onus of responsibility is on students to correct their behaviour. Students placed on a yellow or red level will be closely supervised by the Deputy Principals and are required to complete a program of daily monitoring over a number of weeks.

Level	Points
Gold	50+
Silver	40 – 49
Bronze	30 – 39
+2	20 – 29
+1	10 – 19
0	0 – 9
Yellow	Formal Caution
Red	Return from Suspension

MOVEMENT

Students are expected to walk and behave sensibly and quietly around the school. They should:

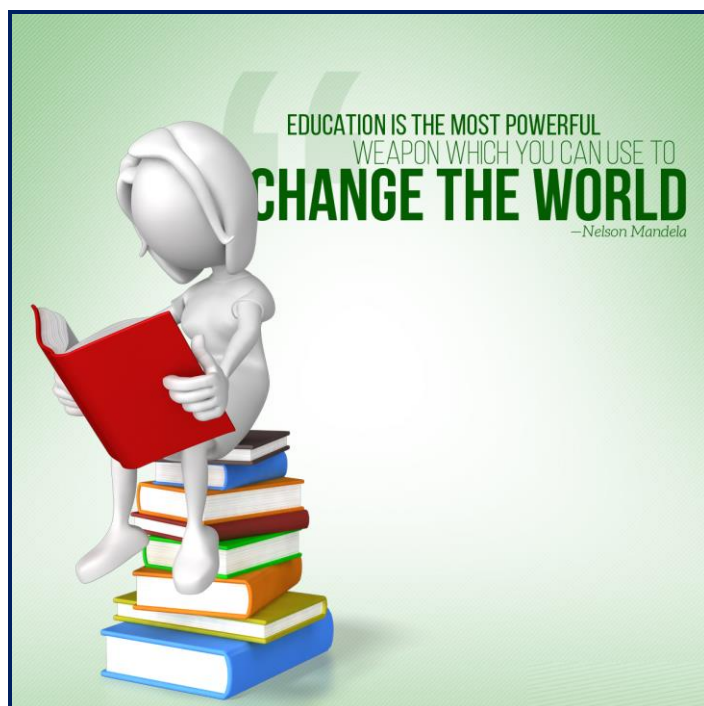
- Avoid congestion by keeping to the left where necessary.
- Line up outside the classrooms quietly.
- Carry their bags on their shoulders and behave in a responsible manner as they walk from class to class.

RECESS, LUNCH & AFTER SCHOOL REFLECTIONS

- At times, students will be asked to reflect on their behaviour during recess and/or lunch or after school. In general, these reflections will be given because students have neglected to fulfil their responsibilities.
- Parents/Carers will be informed if their child receives an after school reflection via a reflection slip which will be issued to their child. Students are responsible for providing this slip to their parents/carers to sign. Parents/Carers are requested to ask their child to return the signed slip to the issuing teacher.
- Please note that the reflection advice is for communication and information purposes only. The student is expected to attend the reflection.
- All after school reflections:
 - Faculty reflections are run by Faculty Head Teachers in their respective blocks from 3:00 p.m. to 3:30 p.m. (Monday – Friday)
 - Whole school reflections are run by Deputy Principals in D1.10 on Tuesdays from 3:00 p.m. to 4:00 p.m.

INTERVIEWS

If parents/carers wish to discuss their child's work, progress, conduct or any other aspect of their wellbeing with any of the members of staff, an appointment must be made through the School Office. When making such an appointment, an outline of the problem should be given to the staff member taking the call, so that the teacher concerned can have all the necessary information on hand at the time of the interview. When arriving for such an appointment at the school, parents/carers should report to the School Office in D-Block.



STUDENT EXPECTATIONS & CODE OF BEHAVIOUR

The expectations for all students at Peakhurst Campus are:

- Be proud of your school.
- Wear the correct school uniform with pride, both at school and on your way to and from school.
- Arrive to school on time.
- Remain at school during normal school hours.
- Attend all of your classes and be on time to lessons.
- Do your best to be successful at your school work.
- Cooperate willingly with everyone at all times.
- Be polite and respectful when you speak to others.
- Always be responsible and productive in contributing to your school.
- Model your best behaviour in public, when travelling to and from school, on excursions and at sport.
- Listen to, and/or carefully read, all messages.
- Bring all necessary material to class and complete set work on time.
- Always be willing to work with people and assist in/with the learning of others.
- Accept advice and counselling without argument.
- Act in a courteous, respectful and responsible manner at all times and use your common sense when making decisions and choices.
- Participate in harmony with others.

*** EVERY STUDENT HAS THE RIGHT TO BE SAFE, HAPPY AND COMFORTABLE IN OUR SCHOOL ***

ATTENDANCE REQUIREMENTS & PROCEDURES

ATTENDANCE

At GRC Peakhurst Campus, student attendance is a high priority. We know that students who attend school regularly are more likely to be successful, both academically and socially. To help ensure our students' safety, we will be informing parents/carers of any unexplained absences for their child.

After 10:30 a.m. an SMS message will be automatically sent out to the mobile phones of parents/carers explaining that their child has not yet arrived at school. The message will read as follows:

GRC Peakhurst Campus records show <STUDENT NAME> has not signed in by 10:30 today <DATE>. Please provide reason by return SMS, or by calling (02) 9153 9966 or by note.

Parents/Carers can then reply using SMS, by phone or sending a note with their child upon their return. A sample note is shown below. Families without a mobile phone contact recorded will receive absentee letters in the post.

Example:

Student's Name	Year	Roll Class	Date
<hr/>			
Mr T. Vallis Principal GRC Peakhurst Campus			
Reason for Absence:			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
Signed:			
<hr/>			
Parent/Carer			

If you know you are going to be absent, please bring a note in advance.



LATECOMERS

If parents/carers are aware that their son/daughter will be late arriving to school, a note should be written by that person explaining the reason for the lateness. This note should be clearly marked at the top with **student's name, year and date printed in block letters**.

Between 8:40 a.m. and 9:00 a.m. students should go directly to the Late Arrivals room near the Deputy Principals' offices in D-Block and hand in their note, whereby their lateness will be recorded onto the school system.

After 9:00 a.m. students should go directly to the School Office located in D-Block. A late note will then be issued which will enable the student to enter their class, after it is signed by the Deputy Principal. Students are not permitted to enter class (when late) unless they have the late note issued by the School Office.

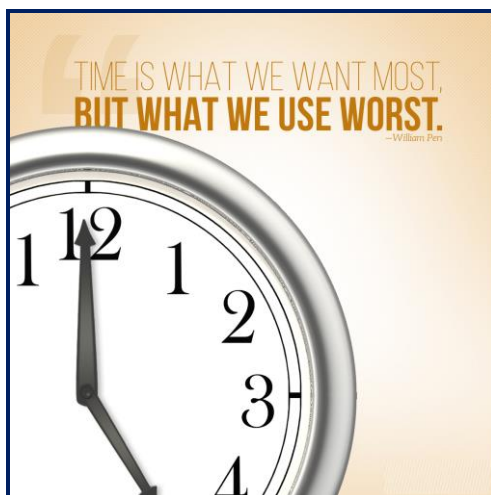
The same procedure applies if a student is late to school (e.g. bus delay) and **does not have a note**. The late note that is issued under these circumstances has a section where a parent/carer needs to sign and an explanation given for their child's lateness. This note should be returned the next day to the School Office.

EARLY LEAVERS

When it is necessary for a student to leave school early, a written note is required from parent/carer. Students should present this note (indicating the **student's name, year, roll class date and time**) to the Deputy Principal for authorisation and then take it to the office to receive an early leave pass. The Deputy Principal will ring parents/carers to confirm the time of departure.

OUT OF CLASS/GOING TO THE BATHROOM DURING CLASS TIME

If you are out of class, at any time, you must carry your student diary with written permission from your teacher or member of staff. Students are encouraged to use the bathroom at recess and lunch, and avoid leaving lessons.



EVERY DAY COUNTS....

A day here or there doesn't seem like much, but...

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means that the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ a years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Give your child every chance to succeed...

Every day counts!



Compulsory School Attendance

Information for parents

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

What are my legal responsibilities?

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

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

The importance of arriving on time

Arriving at school and class on time:

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

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

What if my child has to be away from school?

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

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

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

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

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

Travel

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

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





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

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

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

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

Some of the following actions may be undertaken:

- Compulsory Schooling Conferences

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

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

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

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

- Prosecution in the Local Court

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

What age can my child leave school?

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

Working in Partnership

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

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

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

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

Policy, information and brochures:

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

The school leaving age:

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

Do you need an interpreter?

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

For further advice and questions contact your educational services team

T 131 536

Learning and Engagement

Student Engagement & Interagency Partnerships

T 9244 512

www.dec.nsw.gov.au

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NSW Department of Education and Communities

PEAK LEARNING (ROLL CALL)

Peak Learning (Roll Call) is held every morning at 8:40 a.m. on assembly (Monday, Wednesday) and in allocated Roll Call rooms (Tuesday, Thursday, Friday). The roll is a very important document. Students' attendance must be correctly shown and students must provide notes to explain absences. Teachers also monitor school uniform during Roll Call and conduct diary checks. A Peak Learning – Social and Emotional Learning initiative is implemented in the classroom on Tuesday, Thursday & Friday for all years 7 – 10.

STUDENT DIARY

All students are issued with a Student Diary at the beginning of each year and remains the property of Peakhurst Campus. It must be treated with respect and brought to school each day. Lost diaries must be replaced and are available from the School Office for \$5.00.

Sensible use of homework diaries will assist in the development of correct study habits. Homework needs to be completed each evening that it is set, to avoid too much work accumulating. Each student is expected to review work completed in class that day. Parents/Carers are encouraged to check homework and discuss work covered at school.

HOMEWORK & STUDY

Students are expected to complete additional school work at home to consolidate what has been learnt during lessons at school. It will most often take the form of additional practice exercises or reading, however, may also consist of project work where there is scope for the student to show individual interests and excellence.

On occasions where official tasks have not been set, students should spend their time revising past topics in preparation for formal examinations. No pupil is ever in the position to say: "I have no homework to do tonight!"

Suggested times for homework each night are:

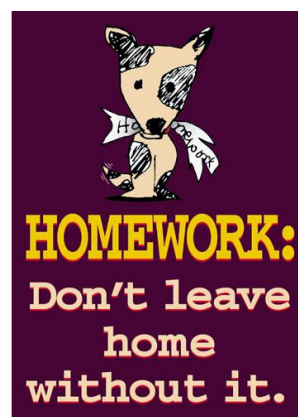
- Year 7: One hour
- Year 8: One hour
- Year 9: One and a half hours
- Year 10: Two hours or more

HOMEWORK CENTRE

Our Homework Centre operates most Monday and Tuesday afternoons in the School Library from 3:00 p.m. – 4:00 p.m.

Students are provided with light refreshments from 3:00 p.m. and begin work by 3:15 p.m. Students are given the opportunity to complete homework or assignments under the supervision of staff. Students are required to bring homework or assignments to the centre.

The Homework Centre is **not** an after school supervision service.



ASSESSMENT TASK PROCEDURES & HANDBOOK

It is the expectation of the school that all students will take responsibility for their learning in order to aim for excellence in each year they are enrolled at GRC Peakhurst Campus.

Student assessments can take many forms and students should use their results and feedback from their teachers to help them revise and improve their future assessment planning and preparation.

The Assessment Tasks section of our school website contains a guide to assessment for all year groups and has been developed to help students plan and prepare for assessments in order to maximise their learning.

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

The document is a guide to the timing and type of assessments that will be used to meet the outcomes of each course in each academic year. It also serves as a guide for parents/carers to help them support their child throughout the year. It is important that parents/carers ask their child for the specific assessment notification that will be provided prior to all assessment tasks.

The specific assessment notification will also be available on the school's web site once issued to the students and a push notification alert will be sent via the Skoolbag app.

SCHOOL STUDENT REPORTS

Our school follows a semester-based (half yearly) assessment system in all year groups. Reports will be available at the end of each semester and these will include information relating to student attitude, progress, behaviour and attendance.

A variety of methods of assessments will be used by the faculties and students' achievements will be recorded on their reports.

Parent/Teacher evenings will be arranged with appointment times for individual teachers to discuss individual student progress with parents/carers. Detailed information for instructions on how to make interview bookings online will be made available via the school website, newsletter, SMS and school app as the dates for these evenings approach.



SCHOOL LIBRARY

Peakhurst Campus has a modern and well equipped library. Each year many books are added to the existing library collection to support the Key Learning Areas. Fiction and recreational reading (i.e. books on hobbies, sports etc.) are also purchased regularly. All student reading levels are catered for in the choice of resources. The reference collection is large and supplemented by an extensive computer network and access to the Internet.

The library opening hours are from 8:15 a.m. to 3:00 p.m. each day. It is open all day except during lunch on Wednesday (sport day).

All students are issued with a free personalised library card which may also be used as a form of ID, or as proof of age. This card must be produced to borrow a book. The student whose name appears on the card is responsible for all items borrowed on the card. Damaged or lost books must be replaced and paid for. Lost or damaged library cards must be reported to the Librarian. A replacement card will cost \$4.00.

Students are allowed to borrow up to four books at any given time. The loan period for all books is two weeks. Books may be renewed if you need to use them for longer than two weeks. Books may be reserved if you enquire at the Loans Desk.

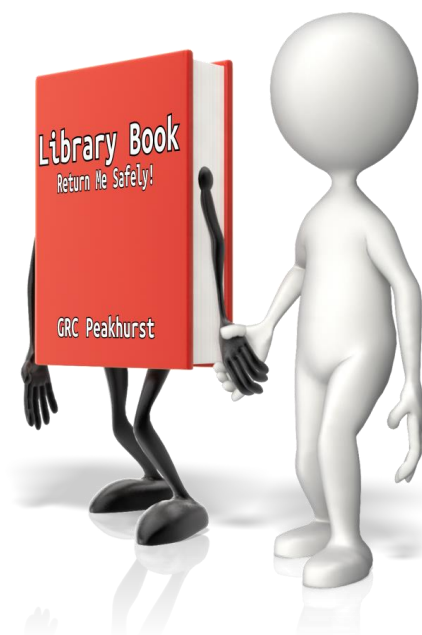
Each student is responsible for returning books by the due date. The system won't allow students to borrow additional books if they have overdue loans. Reminder notes may be issued and should not be ignored. Please see the library staff if you have any queries about these notes.

Printing facilities are also available in the School Library. Students are able to print from library computers for 10 cents per A4 sheet (black and white) and 30 cents per A4 sheet (colour). The Teacher-Librarian is always available to help if you need any information or assistance.

When using the library, you must be actively engaged in reading and writing for study purposes. Please observe the following rules so that the library can function efficiently and fairly for everyone:

- Return your books promptly.
(Other students may be waiting to borrow them.)
- Be as quiet as possible.
(So you don't disturb students trying to study.)
- Don't bring any food into the library at any time.
(Accidents with food damage books.)

We hope students make the most of their time spent using our School Library.



STUDENT REPRESENTATIVE COUNCIL



The Student Representative Council (SRC) is a body within the school which represents students, promotes their views and acts on their behalf in school decision making. SRC members represent the school at college, district and regional community events and activities, aimed at further building and developing their leadership skills.

The SRC is involved in fundraising for various charities and making improvements to the school environment. Sponsorship is also provided for students representing the school at sporting and cultural events. School assemblies are coordinated by the SRC and meetings are held during roll call. The SRC functions effectively as a forum for students' opinions and liaison between staff and students.

Leadership skills are enhanced by attendance at the annual Leadership Camp. SRC members act as role models for the rest of the student body and promote a positive image of our school in the community.

LOST PROPERTY & SECURITY

All students must be careful with their personal property. Marking of school uniform and personal equipment, such as calculators, textbooks, etc. with a student's name, is essential to avoid loss.

Students are advised not to bring jewellery or other valuable items to school, however, if such items are brought to school, they remain the responsibility of the student, as it is quite difficult to retrieve valuable items which are stolen.

Students must keep their bags in a supervised area for their own safety. Money and other valuables must **not** be left in bags or anywhere else where thieving may occur. The school cannot accept responsibility for items that may be lost, damaged or stolen.

All lost property, which is turned in to staff, is placed in the lost property box located in the School Office. Students should speak to the office staff and check the lost property box in the first instance.



TRAVELLING TO AND FROM SCHOOL INFORMATION

TRAVELLING

Behaviour whilst travelling to and from school must meet school standards. Students who misbehave on buses or trains risk the loss of their Opal Cards and other consequences that are a part of the school's welfare and discipline policy.

BICYCLES

Bicycles are not to be ridden on the school grounds. Students should walk their bikes to the bike enclosure and ensure it is securely locked. The school takes no responsibility for loss or damage.

Students are advised:

- Not to bring bike extras as they may attract thieves
- Bring a reliable lock and chain and secure the bicycle to the correct racks
- Wear a safety helmet

BUS TRAVEL

The majority of students who travel home by bus assemble in groups at the bus bays in Isaac Street, Samuel Street or Pindari Road before boarding the bus.

Bus numbers:

- 117 – Roselands/Riverwood
- 942 – Lugarno/Riverwood/Roselands/Lakemba/Campsie
- 943 – Lugarno/Peakhurst/Penshurst/Hurstville
- 944 – Mortdale/Roselands/Bankstown



SUBSIDISED TRAVEL PASSES

Subsidised Travel Passes/Opal Cards are issued through NSW Government Transport.

To be eligible for free travel under the School Student Transport Scheme, students must reside more than 2.0 km radial distance from GRC Peakhurst Campus.

Parents/Carers of students who are deemed ineligible by this criterion may appeal to the Department of Transport by providing details to support a review of the original decision.

Applications for private bus, government bus and train passes are all completed online. Please visit www.transportnsw.info/school-students to apply online.

SPORT & PHYSICAL EDUCATION

Sport is a compulsory component of education and as such, must be treated as a normal subject. Sport afternoon for all students is on Wednesdays. Parents/Carers are requested **not to make appointments for doctors, dentists, etc. on sport afternoons.**

Any student unable to participate in sport must have a note to explain the reason and will spend the afternoon studying, under teacher supervision, in a classroom.

Unexplained non-attendance at sport can jeopardise successful completion of years 7 – 10.

Students are offered a very active program in the many areas of physical education. Games, gymnastics and dance are all taught at various times throughout the year. For the successful implementation of this program, students are required to observe the following rules:

- **P.E. uniform** must be worn at all times for both **P.E. lessons and sport.**
Please refer to the uniform section of this booklet.
- If, for some reason, a student cannot wear correct uniform, they should wear other suitable sporting attire and provide their teacher with a note explaining the reason for not wearing correct uniform on that day.

In the event of injury or sickness, the student must bring a note signed by a parent/carer requesting they be excused from that particular lesson.

Students are expected to bring their sport uniform for PDHPE practical activities. Students are to change into their P.E. uniform at the beginning of the lesson and change back into standard uniform at the end of their P.E. lesson.

Students without a change of clothes will not be able to participate and will be given a writing activity instead.



SCHOOL UNIFORM

The Department of Education and the Georges River College Peakhurst community supports the wearing of school uniform through its School Uniform Policy.

Our school believes wearing a school uniform will:

- Define an identity for our school within our community
- Promote and develop a sense of belonging for students and creates a positive identity for the school community.
- Build school spirit
- Enhance the health and safety of our students
- Promote a sense of inclusiveness, non-discrimination and equal opportunity
- Contribute the personal safety of students by allowing easier recognition of students inside the school and in the community
- Promote positive community perceptions of public education

Our school uniform policy takes into account the following uniform requirements to ensure the safety of all students. We require:

- Students to wear appropriate footwear. This includes fully enclosed black leather lace up shoes on Monday, Tuesday, Thursday and Friday (shoes with mesh / fabric inserts do not fit this criteria)
- Students are required to wear supportive sporting footwear on Wednesdays. (Fashion trainers do not meet this criteria)
- Students to wear appropriate eyewear or other protective clothing so as to avoid injury
- Students to wear a school hat for outside activities when appropriate
- That only discreet jewellery is worn. Items that have the potential cause an injury are to be left at home.

Our school expects that each student will wear their uniform:

- Every day during school hours
- While travelling to and from school
- When engaged in school activities out of school hours

Students who are not wearing full school uniform will be issued with a uniform note at the beginning of the day and will not be permitted on the playground for a period of time during recess or lunch.

SCHOOL UNIFORM

SPECIAL NOTES REGARDING GIRLS' AND BOYS' UNIFORMS

- Sport uniform is to be worn on Wednesdays by all students.
- Plain navy rainproof jacket or Parka may be worn outdoors during inclement weather.
- A GRC cap is available for students to wear whilst at school. It is the only acceptable cap to be worn at school and may only be worn in the playground. The GRC cap is available from the School Office.
- Students are to be neatly dressed and well groomed in their school uniform.
- Plain black school shoes must have covered leather uppers to satisfy safety requirements in specialist rooms.
- Only school approved styles and colours are permitted.
- Clothing bearing logos or slogans are not permitted.
- Hoodies, denim, jeans, thongs and casual sandals are not permitted.
- Emergency clothing may be borrowed in the event of an accident.
- Jewellery, makeup, fingernails and hair colour must be discreet.
 - Jewellery: Sleepers or studs are the only acceptable type of earrings to be worn. One discrete neck chain is considered sufficient for religious purposes. Facial piercings are not allowed. Bangles are not allowed.
 - Make-up: It is school policy that minimal make-up may be worn. Only clear or light-coloured nail polish is acceptable. Please ensure that your child looks appropriate for school.
- Only white or flesh coloured undergarments are to be worn underneath the school blouse/shirt.

UNIFORM SUPPLIERS

Lowes Beare & Ley Pty Ltd
328 Forest Road, Hurstville
Phone: (02) 9157 2502

Lowes (Centro Roselands)
Roselands Dr, Roselands NSW 2196
Phone: (02) 9750 3771

Please refer to the following pages for the latest uniform guide provided by our uniform suppliers Lowes.

INSERT Uniform Display

INSERT Uniform Display

INSERT Uniform Display

A GUIDE TO APPROPRIATE FOOTWEAR (SCHOOL SHOES)

Students are expected to wear traditional black leather lace-up school shoes as part of correct uniform. Diagrams illustrating appropriate school shoes are provided below.

Covered + Leather + Supportive + Protective

ACCEPTABLE SCHOOL SHOES



UNACCEPTABLE FOOTWEAR



A GUIDE TO APPROPRIATE FOOTWEAR (SPORT SHOES)

On sport days (Wednesday) and for PDHPE lessons, students are expected to wear appropriate leather lace-up sport shoes that cover the top of the feet and are appropriate for physical activity. Diagrams illustrating appropriate sport shoes are provided below.

ACCEPTABLE SPORT SHOES



UNACCEPTABLE FOOTWEAR



BACKGROUND



What is ICT?

ICT (Information and Communication Technologies) incorporates both school resources and student-owned devices. As the future becomes more focused on ICT, the use of technology and the skills required to utilise ICT is becoming both central and critical.

What is BYOD?

BYOD (Bring Your Own Device) is a school initiative that aims to give students greater access to 21st century utilities. BYOD is a privilege that provides students with the opportunity to utilise their personal devices in the school setting for educational purposes, in addition to the school's ICT resources.

Is it compulsory for students to bring a personal device to school?

Bringing personal devices to school is a privilege, not a mandate. Students will not be disadvantaged or penalised if they opt not to bring a device to school.

What facilities will students have available to utilise at school?

Students will be provided with free Wi-Fi access and select printing access.

What is Wi-Fi?

Wi-Fi is wireless connectivity that enables devices to connect to the Internet. Devices must have a 5 GHz wireless network adapter (802.11n or 802.11ac) to successfully connect to the school's Wi-Fi network.



RESPONSIBILITIES



What obligations need to be met before students are permitted to bring personal devices to school?

Parents are required to:

- sign the ICT Parent Agreement
- indicate their consent regarding:
 - the use of ICT resources
 - their child's use of personal devices at school
 - the publication of media/photography in relation to their child

Students are required to:

- read and sign the ICT Student User Agreement
- ensure their devices (if applicable) are safe and secure at all times
- back up their own data and ensure this is carried out on a regular basis

Is the use of 3G or 4G permitted within the school day?

All activities requiring ICT should be conducted offline or through the school's Wi-Fi. Teachers will not ask students to use their own data. Any costs incurred by the deliberate or unintentional use of 3G or 4G will not be covered by the school.

Will students be able to recharge devices during the school day?

It is not possible for students to recharge their devices at school as classrooms do not have the capacity to handle additional electrical demands for charging personally owned devices.

SECURITY



How can the students protect their devices?

Students are encouraged to set a passcode for their device and have their name and roll class as their home screen for ease of identification.

Will the wireless access be filtered?

The wireless Internet access available to students will be filtered as determined by DoE policies and guidelines.

To what extent does the school monitor Internet access?

Websites and search engines are filtered by a variety of classifications. The DoE monitors all website pages that are accessed by staff and students, regardless of which device they use.

How can parents/carers monitor their child's Internet usage?

Parents/carers can remove the default browser from their child's device, restrict the settings and ensure their child uses browsers such as SafeEyes, BSecure and Mobicip, which assist to restrict access.

Can data be retrieved if a personal device is lost?

Students are encouraged to back up their device daily at home in the event that they may later be required to retrieve missing or corrupted files.



E-LEARNING



How will BYOD be used?

Devices can be used to complete projects, research, collaborate, present, record, brainstorm and report. Students will utilise their devices differently in each KLA.

Can MOODLE be accessed on student devices?

MOODLE can be accessed on student devices across all platforms. Most functions can be utilised in a similar manner comparable to the desktop interface.

Will BYOD replace classwork, homework, assessment tasks, examinations or school diaries?

The use of personal devices is intended as a tool to further support student learning, not to replace procedures and processes.

Issued handouts and handwritten notes may be scanned or photographed and stored on personal devices in file managers or via cloud storage.

All homework and assessment tasks, including those completed electronically, must be submitted as a hardcopy, unless otherwise specified.

Since formal exams are handwritten, these skills will continue to be expected and emphasised.

Whilst the use of diaries on personal devices is encouraged, they will not replace the hardcopy of the school diary. Students must continue to bring the issued school diary with them to school each day.



BYOD SPECIFICATIONS



Compatible Devices

Students may bring a maximum of two devices which will meet their specific educational needs.

Due to ongoing advancement in technology and the number of devices released each year, it is not possible to provide a specific list of approved compatible devices. However, only devices which possess a 5 GHz 802.11n or 802.11ac network adapter will connect to the school's Wi-Fi. Devices possessing the 802.11 a/b/g adapter (2.4 GHz), will not be able to connect to the network.

As a general rule, devices released from 2010 onwards meet these specifications. Devices released after 2014 are likely to have an 802.11ac network card (latest technology) and should run significantly faster than 802.11n devices.

Platform and Operating System



The following minimum requirements are advised across the three platforms:

- Windows 7 or Windows 8 or newer
- Android 4.x.x or newer
- Apple MacOS X 10.6 or newer
- Apple iOS 6 or newer

Memory Requirements

To be able to store and process data effectively, a minimum of 16 GB storage for tablets and 1 TB of storage for laptops with 4 GB RAM is advised.

Battery Life

Devices need to be able to run for a minimum of 5 hours continuously.

EDUCATIONAL APPS



Useful Apps

The applications listed below are available for all three platforms and are utilised across various faculties.

- | | |
|------------------|-------------------------|
| ▪ Adobe Acrobat | ▪ Mathletics |
| ▪ Desmos | ▪ Mobicip |
| ▪ Dictionary | ▪ Pages |
| ▪ Evernote | ▪ Photoshop |
| ▪ Find My iPhone | ▪ Microsoft Excel |
| ▪ Flick | ▪ Microsoft PowerPoint |
| ▪ GarageBand | ▪ Microsoft Word |
| ▪ GoodReader | ▪ Puffin Browser |
| ▪ iBooks | ▪ Schools A-Z |
| ▪ iMovie | ▪ Scientific Calculator |
| ▪ Keynote | ▪ Skoolbag |

Other KLA-specific software and apps, in addition to those listed above, may also be helpful. Some activities may also require the use of cameras or microphones.



OTHER ESSENTIAL CONSIDERATIONS



Casing

Casing needs to be protective (tough and sturdy).

Weight

Devices need to be portable and light enough for students to carry each day.

Screen Size

The size of the screen must be suitable for the required activity and duration of use.

Insurance

It is recommended that personal devices are covered by an insurance policy. The school will not be held liable for loss or damage of personal devices.

Warranty

An extended warranty is advised for each personal device students opt to bring with them to school.

Anti-Virus Software

It is strongly advised that any personal device be protected by current anti-virus software suitable for the platform for each respective device.

CONSEQUENCES



What happens if students are found in breach of GRC Peakhurst Campus' ICT Policy?

Any student who is found to breach the ICT policy, including misuse of their personal device or malicious damage to another, will have all ICT privileges suspended. This will include the loss of privilege of bringing a personal device to school as well as access to school computers, the Internet and library resources.

In some situations, personal devices may be temporarily confiscated, and in the case of serious or illegal activity, will be handed over to the appropriate authorities for further investigation.



The ICT Policy will be distributed to all students during Week 1 of Term 1.

A copy of the ICT policy is available for download at <http://www.peakhurst-h.schools.nsw.edu.au>

Skoolbag App



Receive push notifications, alerts, calendar events, newsletters, parent information, school news and website links directly to your smart phone!

Search for **Peakhurst Campus**



Apple



Android



Windows

Available in Apple App, Google Play
and Windows Stores

*** FREE to download! ***

NOTES

NOTES

