



# *Holroyd High School* Student Handbook



# *Welcome!*

Welcome to Holroyd High School!

We are very excited to welcome you to part of the Holroyd family! The way to get the most out of your high school years is to take part fully in the life of the school - to participate in all your class activities to the best of your ability, to take advantage of the school's extra-curricular programs, to follow our school rules, to be involved.

We expect that you will be with us until you complete your schooling, so you will have plenty of time to make your own contribution to shaping the school into the type of learning environment that best meets the needs of our students. We value the ideas of students at Holroyd High and the contribution you can make to making this school a better place in which to learn.

There is a wide range of extra-curricular activities in which you can participate - English, Mathematics, Science and Computing competitions, debating, vocal ensembles, band, drama, SRC, peer mediation plus external programs with ABCN and our university partners, UNSW Aspire, UWS Fast Forward and University of Sydney's Compass - apart from your normal lessons and sport. Secondary school is a special period of your life, spanning the time between childhood and adulthood, laying the foundation for a happy and successful adult life. By taking advantage of all that Holroyd High School can offer you, you will find out how you learn best, you will achieve your goals in learning, and you will establish a lifelong commitment to learning.

Parents and carers – if you have a question or concern about your child's health or wellbeing, or you want to know how they are settling in, please contact school and ask to speak to your child/ward's year adviser. If you have a question about your child's learning in a subject, please contact the school and they will direct you to that subject's Head Teacher. Any other concerns please feel free to contact the Principal or Deputy Principal at the school on 9631 9410 or by email at [holroyd-h.school@det.nsw.edu.au](mailto:holroyd-h.school@det.nsw.edu.au).

# *Executive Staff and Head Teachers*



Ms Kylie Adams  
**Principal**



Mr Matthew Fields  
**Deputy Principal**  
Years 7, 9, 11



Mrs Rebecca Franklin  
**Deputy Principal**  
Years 8, 10 and 12



Ms Lilian Joseph  
**Deputy Principal**  
Innovation & Learning



Mr Jef Mok  
**Rel. Deputy Principal**  
Intensive English Centre



Mr Tony Diaczok  
**Head Teacher Coaching**  
and Mentoring



Ms Clancy Childs  
**Admin Co-ordinator**



Ms Louise Ciano  
**Head Teacher Learning**  
and Enrichment



Ms Veronique August  
**Head Teacher Wellbeing/ Transition**



Mr Farid Awad  
**Head Teacher Maths/Music**



Ms Niru Kumar  
**Head Teacher Science**



Ms Rosy Montana  
**Head Teacher L.E.E.D.**  
Languages/English/EALD/Drama



Mr Matthew Condon  
**Acting Head Teacher HSIE**



Mrs Paula Lopreiato  
**Head Teacher PDHPE**



Mrs Sylvia Petreski  
**Head Teacher TAS**



Ms Kerrie Kimes  
**Head Teacher Support Unit**

# Teaching Staff 2021

In high school, each teacher specialises in particular subject areas and each belongs to a particular Faculty. Here is a staff list for 2021, divided by faculty:

Faculty	Teacher	Role
<b>L.E.E.D</b> (Languages, English, EALD, Drama)	<b>Ms Rosy Montana</b>	<b>Head Teacher</b>
	Ms Nikola Anderson	EAL/D Teacher
	Ms Jane Dela Cruz	EAL/D Teacher
	Ms Amy Ly	English Teacher
	Md Rashmie Chandra	English and EAL/D Teacher
	Ms Maria Sikaras	EAL/D Teacher
	Ms Melissa Paskoski	Drama Teacher
	Ms Suzanne Safi	Languages Teacher
	Ms Bonnie Pham	EAL/D Teacher
	Ms Frishta Shirzai	English Teacher
Ms Kathy Stratis	EAL/D Teacher	
<b>Mathematics, Music</b>	<b>Mr Farid Awad</b>	<b>Head Teacher</b>
	Ms Shonia Dean	Maths Teacher
	Mrs Sally Flores	Maths Teacher
	Mr Arshad Aziz	Maths Teacher
	Mr Ben Fracarossi	Maths Teacher - Year 7 Adviser
	Mr Lyal Loughnan	Music Teacher
<b>Science</b>	<b>Ms Niru Kumar</b>	<b>Head Teacher</b>
	Ms Anu Ganesh	Science Teacher
	Mr Jatinder Gill	Science Teacher
	Mr Franklin Lamin	Science Teacher
<b>HSIE</b>	<b>Mr Matthew Condon</b>	<b>Acting Head Teacher</b>
	Mrs Christine Diaczok	HSIE Teacher
	Mr Tony Diaczok	HSIE Teacher - Head Teacher Coaching and Mentoring
	Ms Zarifa Dowran	HSIE Teacher - Year 8 Advisor
	Ms Anita Heng	HSIE Teacher
	Mr Arvind Maharaj	HSIE Teacher
<b>TAS</b> (Technology)	<b>Ms Sylvia Petreski</b>	<b>Head Teacher</b>
	Mr Bhoopinder Masawan	TAS Teacher
	Mrs Dianne Meilak	Visual Arts Teacher
	Ms Joanne Menezes	TAS Teacher - Year 9 Advisor
	Ms Natalie Tipene	Learning and Support Teacher
	Ms Mont Thong	Visual Arts Teacher
<b>PDHPE</b> (Personal Development, Health and Physical Education)	<b>Mrs Paula Lopreiato</b>	<b>Head Teacher</b>
	Mr Joel Jasmin	PDHPE Teacher - Year 10 Adviser
	Mr Mohammad Moussa	PDHPE Teacher - Year 12 Adviser
	Ed Pearce	PDHPE Teacher – Year 11 Adviser
	Ms Horia Razban	PDHPE Teacher
<b>Wellbeing</b>	<b>Ms Louise Ciano</b>	<b>Head Teacher</b>
	Mrs Patricia Brown	Learning & Support Teacher
	Mrs Rochelle Rees	Learning & Support Teacher
	Mrs Wafa Saboune	Learning & Support Teacher
	Ms Natalie Tipene	Learning & Support Teacher
	Ms Winnie Tan	Best Start Teacher

*\*Please note that this list is subject to change*

# Year Advisers

Overall, the Year Adviser would be best described as an 'in-school guardian'. They are primarily concerned with the general welfare of students and work in conjunction with advisory group teachers. Areas covered in their role include:- facilitation of general school management, counselling of students, maintaining records of student progress and acting as a liaison between students, staff and parents.

Year assemblies will run on alternate Tuesdays and will be a valuable time for students to receive information concerning their year group.

## Check In

















Because we know, value and care for every student at Holroyd High School, every day will begin with 'Check-in'.

This is an opportunity for students to 'check in' with their teacher mentor every morning for 20 minutes in small groups. During 'check in', students will:

- connect with each other
- connect with teachers
- plan for the future
- reflect on their emotions
- reflect and appreciate on who they are and where they're going

<i>Year Group</i>	<i>Year Advisers</i>	<i>Assembly Location</i>
7	Mr Ben Fracarossi	E14
8	Ms Zarifa Downr	Perf Space
9	Ms Joanne Menezes	Wellbing Hub
10	Mr Joel Jasmin	Gymnasium
11	Mr Ed Pearce	Flex
12	Mr Moussa	PL Lounge

# Bell Times

 <b>LEARNING FRAMEWORK</b> <b>HOLROYD HIGH SCHOOL</b>	 <b>LEARNING FRAMEWORK</b> <b>HOLROYD HIGH SCHOOL</b>
<b>LEARNING TIMES - MONDAY, WEDNESDAY, THURSDAY, FRIDAY</b>	<b>LEARNING TIMES - TUESDAYS</b>
<b>CHECK-IN</b>  <b>8.40AM - 9.00AM</b> • ST O ARRIVE BELL WILL RING EVERY MORNING AT 8.35 AM • COLLECT LAPTOPS FROM CHECK-IN ROOMS	<b>SESSION 1</b>  <b>8.40AM - 10.20AM</b> TUESDAYS - NO CHECK-IN - ATTENDANCE CHECK • ST O ARRIVE BELL WILL RING EVERY MORNING AT 8.35 AM
<b>SESSION 1</b>  <b>9.00AM - 10.40AM</b>	<b>BREAK</b>  <b>10.20AM - 10.50AM</b>
<b>BREAK</b>  <b>10.40AM - 11.10AM</b>	<b>YEAR MEETING / ASSEMBLY</b>  <b>10.50AM - 11.40AM</b>
<b>SESSION 2</b>  <b>11.10AM - 12.50PM</b>	<b>SESSION 2</b>  <b>11.40AM - 12.30PM</b>
<b>BREAK</b>  <b>12.50PM - 1.20PM</b>	<b>BREAK</b>  <b>12.30PM - 1.00PM</b> • SENIORS SIGN-OUT AT 12.30PM • SIGN-OUT LOCATION: E BLOCK OFFICE • STUDENTS LEAVE FOR GRADE SPORT
<b>SESSION 3 &amp; CHECK-OUT</b>  <b>1.20PM - 3.00PM</b> • BELL WILL RING AT 2.55 PM FOR CHECK-OUT • STUDENTS RETURN LAPTOPS TO CHECK-IN ROOMS • END OF SCHOOL DAY BELL RINGS AT 3.00PM	<b>SESSION 3</b>  <b>1.00PM - 2.30PM</b> SPORT PASSION PROJECTS
<b>ROUTINES</b>  <ul style="list-style-type: none"> <li>TUES - THURS SESSION 1 SENIORS RETURN TO FACE TO FACE TEACHING</li> <li>MONDAY SESSION 1 SENIOR EXTENSION CLASSES ONLY</li> <li>FLEX TIME FOR YEARS 11 &amp; 12</li> <li>WEDNESDAYS 3.00PM - 4.00PM</li> <li>HOMWORK HELP YEARS 7 - 12</li> <li>THURSDAYS 3.00PM - 4.00PM</li> <li>SENIOR STUDY SUPPORT</li> </ul>	<b>ROUTINES</b>  <ul style="list-style-type: none"> <li>NO CHECK-IN OR CHECK-OUT ON TUESDAYS</li> <li>YEAR MEETINGS: WEEK 1, 3, 4, &amp; 9</li> <li>SCHOOL ASSEMBLIES: WEEK 2, 4, 5, 7, 8 and 10</li> <li>LAPTOP FREE TUESDAY YEARS 7 - 10</li> <li>YEAR 11 &amp; 12 LEAVE AT LUNCH</li> <li>AFTER SCHOOL DETENTION: 2.30PM - 4.00PM</li> </ul>
#greatthingshappenatholroyd	HOLROYD HIGH SCHOOL

Check-In will run for 20 minutes.

The timetable is different on Tuesday because of assembly and sport:

Students will wear the school sports uniform on Tuesday.

Alternate whole school and year assemblies will run in the gymnasium on Tuesdays. Year 11 and 12 students will leave at lunch time and the remainder of students will finish at 2.30pm.

# Routines

## **MONDAY, WEDNESDAY, THURSDAY & FRIDAY ROUTINES**

- 5 TO ARRIVE BELL WILL RING EVERY MORNING AT 8.35 AM
- COLLECT LAPTOPS FROM CHECK-IN ROOMS
- TUESDAY - THURSDAY: SESSION 1 SENIORS TO FACE TO FACE TEACHING
- MONDAY SESSION 1 SENIOR EXTENSION CLASSES ONLY FLEX TIME FOR YEAR 11 & 12
- WEDNESDAYS 3.00PM - 4.00PM HOMEWORK HELP YEARS 7 - 12
- THURSDAYS 3.00PM - 4.00PM SENIOR STUDY SUPPORT
- BELL WILL RING AT 2.55PM FOR CHECK- OUT STUDENTS RETURN LAPTOPS TO CHECK-IN ROOMS.
- END OF SCHOOL DAY IS AT 3.00PM

## **TUESDAY ROUTINES**

- NO CHECK-IN OR CHECK-OUT ON TUESDAYS
- YEAR MEETINGS
- SCHOOL ASSEMBLIES
- LAPTOP FREE TUESDAY: YEARS 7 - 10
- YEAR 11 & 12 SIGN OUT AT LUNCH
- AFTER SCHOOL DETENTION: 2.30PM - 4.00PM

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# Uniform

Wearing a school uniform promotes a sense of belonging for students and creates a positive identity for the school community. School uniforms also contribute to the personal safety of students by allowing easier recognition of students within school grounds and in the community. **Students at Holroyd High School are expected to wear their full school uniform during school hours and when travelling to and from school.**

## School Shoes

Students must wear **black leather school shoes** on **Monday, Wednesday, Thursday, Friday.** This is so students' feet are protected in practical subjects such as Technology and Science.



School uniforms can be purchased at *Merrylands West School & Workwear Centre (The Uniform Shop)* at 455-457 Merrylands Road, Merrylands (9637 4502).



### What is not part of the Holroyd High School uniform?

- ✗ Leggings or tights
- ✗ Jeans
- ✗ Hoodies or jackets that are not uniform
- ✗ Black hijabs/ scarves
- ✗ Trackpants (except for the school sports trackpants worn on sport days)
- ✗ Branded clothing (such as Nike, Adidas)
- ✗ Branded caps or hats (such as Nike, Adidas, sports teams)



## Girls Uniform

Girls uniform	Junior (years 7-10)	Senior (years 11-12)
<b>Shirt</b>	White polo shirt with school crest, or plain with collar	White polo shirt with school crest, or plain with collar
<b>Skirt/shorts</b>	Bottle green	Choice of plain Black or a Grey/Black/White/Red Plaid Skirt
<b>Pants</b>	Bottle green	Black
<b>Socks</b>	Plain white	Plain white
<b>Shoes</b>	Black leather lace-up	Black leather lace-up
<b>Hijab/scarf</b>	Plain White, Cream or Bottle Green	Plain White or Cream
<b>Jumpers/ sloppy joe</b>	Bottle green	Black Jumper or Black Sloppy Joe
<b>Jacket</b>	Green/white spray jacket	Charcoal/white spray jacket
<b>Tie (optional)</b>	Bottle Green School Tie	Red School Tie
<b>Hat</b>	School Cap/Beanie – Bottle Green	School Cap/Beanie – Black

## Boys Uniform

Boys Uniform	Junior (years 7-10)	Senior (years 11-12)
<b>Shirt</b>	White polo shirt with school crest, or plain with collar	White polo shirt with school crest, or plain with collar
<b>Pants/shorts</b>	Grey – King Gee	Black – King Gee
<b>Socks</b>	Grey or plain white	Grey or plain white
<b>Shoes</b>	Black leather lace-up	Black leather lace-up
<b>Jumpers/ sloppy joe</b>	Bottle green	Black Jumper or black sloppy Joe
<b>Jacket</b>	Green/white spray jacket	Charcoal/white spray jacket
<b>Tie (optional)</b>	Bottle Green School Tie	Red School Tie
<b>Hat</b>	School Cap/Beanie – Bottle Green	School Cap/Beanie – Black



## Sports Uniform – Tuesday and for practical PDHPE lessons

Tuesday is sports day, and students will arrive to school wearing their full sports uniform.

On a day where a student will have a **practical PDHPE lesson, students will wear their normal uniform to school, and bring their sports uniform to change into.** Students will then change back into their normal uniform after the practical lesson.

Boys and Girls Sports Uniform	
Shirt	Sport polo shirt with school logo. Girls can wear white long sleeves under their sports shirt.
Pants/shorts	Black shorts with school logo
Track pants	School track pants for sport only
Socks	Plain white
Shoes	Sneakers
Hijab/scarf	Plain white, cream or bottle green
Jumpers/ sloppy joe	Bottle green
Jacket	Green/white spray jacket
Hat	School Cap/Beanie – bottle green



# Attendance and SMS messaging

At Holroyd High School, student attendance and safety is a high priority. Personalised SMS text messages sent direct to and from parents and carers' mobile phone are the best solution for student safety attendance management and are also fast, effective and discrete.

## Benefits for You and Your Child

You have the right to know that your child is safe.

## What Parents Must Do

Holroyd High School is taking important steps to benefit your child. This is a shared responsibility, and parents/ carers must also help the school. In order to do this we ask that parents or carers

- **Keep your mobile phone details up to date. Make sure the school has your current mobile phone number, and notify the school immediately if this number changes.**
- **Notify the school in advance when your child is away or absent.**
- **Respond to messages from the school.** If you receive an absence message from the school, please respond via return SMS. The school needs to know why your child is absent.

## Absences

- Students are required to produce a **signed and dated note from a** parent or carer, stating the reason for the absence.
- Notes are to be presented to Check In teachers on the day following the absence.
- In cases of **extended absence** an early telephone call to school giving details would be advisable. A note must still be sent when the student returns. The school is required to send a reminder note after 2 (two) days of unexplained absence.
- **If notes or medical certificates are not received within 7 days of return to school, the absences officially becomes unexplained.**

# HOLROYD HS MOBILE PHONE POLICY

## MOBILE PHONE

### EXPECTATIONS

Make your learning a priority



#### 1 SWITCH OFF PHONE

Every student has the right to learn and every teacher has the right to teach without interruption. Switch off or turn your phone to silent.



#### 2 REMOVE EARPHONES

Take your earphones out of your ears and disconnect from your phone.



#### 3 CHOOSE YOUR BAG

Your first choice is to place your phone and earphones in your bag before you enter the room.



#### 4 ...OR THE BOX

The other choice is to put your phone in the box as you enter the room and collect it at the end of the lesson.



#### 5 BE READY TO LEARN

Once you enter the room get your book and equipment out of your bag and place it on your desk.



#### 6 SWITCH ON YOUR FOCUS

Now you have switched off your phone switch on your focus to learning.

## MOBILE PHONE

### PROCEDURES

Make positive choices



#### 1 PHONE USED IN CLASS

Student uses phone in anyway or the phone interrupts learning.



#### 2 TEACHER REMINDER #1 BAG OR BOX?

Teacher gives student BAG or BOX option as well as time and space to correct behaviour.



#### 3 TEACHER REMINDER #2 BOX OR OFFICE?

Teacher gives student BOX or OFFICE option. Final warning that if instructions aren't followed then phone will be confiscated and taken to the front office.



#### 4 PHONE PLACED IN BOX STUDENT COLLECTS

Teacher places phone into box and student collects it at the end of the lesson.



#### 5 PHONE TAKEN TO OFFICE PARENTS CONTACTED

Phone is taken to front office and if student is co-operative they can collect it at the end of the school day. Parents contacted by teacher.



#### 6 PARENTS COLLECT FORMAL WARNING

Phone is taken to front office. If student is not co-operative parents are contacted to collect the phone. Warning of suspension issued.

# Important Information

## Late Arrival

If students miss roll call they must report to 'E' Block Office. If students know they will be late a note of explanation is expected from their parents/carers.

## Early Departure

If students must leave school before 3.00 p.m. a note must be presented to 'E' Block Office BEFORE school. An "Authority" Slip is to be completed by the student and attached to his/her note. The student is to return to E Block office just prior to leaving the school grounds to collect the signed authorisation form. It is expected that whenever possible appointments will be made outside school hours so that the normal involvement of students in lessons and sport will not be disrupted.

## Diary

Each year every student in the school receives a school diary. The diary is to be used to list timetable, homework and important dates/events and can be used as an effective form of communication between teachers and parents.

## Homework

Every student is expected to complete a reasonable amount of homework each night. If no written homework is given for a subject, it is suggested that a student reads over and revises that day's lesson. If homework is not completed a student will have to complete homework in their own time.

## Payments

Payments are accepted at A Block office before school, during recess and lunch times. Payments are not accepted during class time.

## Sick Bay

The Sick Bay is situated in A Block. If a student is feeling unwell they should see their teacher first to obtain a note before registering at A Block office to enter the clinic. Anyone needing to go to the clinic must be signed in and then out by the A Block admin staff.

Parents are contacted by administration staff if the student is considered too sick to stay at school. Students are not permitted to contact parents as this should be done by school staff. Sick or injured students are placed in the clinic until a parent or authorised person arrives to take them home. No student is permitted to walk home unattended or go home to an empty house. Sick students are not able to be effectively supervised at school. If a student is ill before school, he/she should be kept at home.

**Asthmatics must carry their puffer sprays at all times.**

**Students with other medical conditions, including allergies and diabetes, must carry their prescribed medication at all times.**

# Important Information - Subjects

## Homework Diary

All students will receive a free homework diary to record all homework, tests, assignments, examinations and other school events. This diary is useful as it assists in students' organisation of their school work.

## English

Each student will need to have his/her own dictionary. This should be covered, with name clearly marked and brought to school daily. Suggested Dictionaries: The Little Oxford Dictionary, Collins Australian Gem English Dictionary, Macquarie Dictionary.

## Mathematics

Students require the following instruments: protractor, compass, a ruler marked with millimetres and a calculator. These instruments should be basic - expensive equipment is not necessary. Calculator – fx-82AU It is desirable that all students use the same model of calculator. Students will be able to purchase a calculator through the school (cost \$23.00). The purchase or use of other similar calculators should be discussed with a mathematics teacher.

## Visual Arts

Students will need 1 woodless Graphite pencil 6B (eg. 'Progresso'). It may be purchased from the Holroyd Art Department. A container to protect pencils, such as a toothbrush box, is also needed. As well, a protective shirt is necessary. Students must have an ordinary, inexpensive scrapbook from supermarket or newsagency.

## Design & Technology

Students studying subjects in the technology key learning areas:

*Food Technology and Textile Technology* will need:

Protective Aprons (available from school - \$10.00)

Solid school shoes with firm soles and firm leather uppers to protect the feet.

**Students will be informed by their classroom teachers in 2021 what other equipment will be required for their subjects.**



# Term Dates 2021

**TERM 1:** Wednesday 27 February, 2021 - Thursday 1 April, 2021

**TERM 2:** Monday 19 April, 2021 - Friday 25 June, 2021

**TERM 3:** Monday 12 July, 2021- Friday 17 September, 2021

**TERM 4:** Tuesday 5 October, 2021 - Friday 17 December, 2021

## Contact us

### Address

7 Cumberland Road  
Greystanes NSW 2145

### Phone Number

02 9631 9410

### Email

[holroyd-h.school@det.nsw.edu.au](mailto:holroyd-h.school@det.nsw.edu.au)

### Social Media



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# Map of Holroyd High School

