

Holroyd High School



NEW STUDENT HANDBOOK

2013

WELCOME TO HOLROYD HIGH SCHOOL



It gives me great pleasure to welcome you to Holroyd High School. I know that you will enjoy your time at Holroyd High School; you will make new friends, some for life; you will learn new things and develop skills in a wide range of areas; and you will grow to adulthood in the time you are here.

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, chess, concert and rock bands, Tournament of the Minds, Environment Club, SRC, peer mediation - apart from your normal lessons and sport. You can take part in any of these activities but you must remember that your learning and school work is of vital importance and has to come first.

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.

Read this booklet carefully, and we extend a warm welcome to our school community in 2013.

Dorothy Hoddinott

Dorothy Hoddinott AO FACE
Principal

YOUR FIRST DAY

Students will need to bring **writing materials** (book and pen).

Schedule of Events on Day 1

1. Student must report to A block office and advise staff that it is your first day. They will arrange for the year adviser to meet you.
2. Student will be assigned to a student who will take them around the school and meet the classroom teachers.
4. Normal classes will commence once classes have been allocated.

The School Day

School commences at 8:40 a.m. and ends at 3:00 p.m.

Refer to Bell Times for each day. This can be found on page 11.

HOLROYD HIGH SCHOOL

WHO WAS ARTHUR TODD HOLROYD?

Arthur Todd Holroyd was born in London in 1806, the youngest of seven children. He studied medicine and law in London and travelled extensively until 1845, when he arrived in Australia.

After setting foot in Australia he pursued a diverse career as doctor, lawyer, politician, public servant, farmer and businessman. He was, by all accounts, a determined, hard working man who sought to better the lives of people around him and it was said he was "treated with some awe" by his contemporaries.

In recognition of his contribution to the Merrylands district, he was elected Mayor of the Prospect and Sherwood Municipality in 1872, a position he held until 1874. In 1927, the Prospect and Sherwood Municipality was renamed Holroyd Municipality in honour of its first Mayor.

THE SCHOOL BADGE

Open in 1968, Holroyd High School seeks to carry on the best traditions of Arthur Todd Holroyd. Striving to better oneself, to do one's best, to work hard and to contribute to the community were some of Arthur Todd Holroyd's aims in life and are also some of the aims of Holroyd High School.



The school badge sums up what Holroyd High School is about. "Progrediamur" means "Let us progress". The badge urges the school community to progress in everything it does - in study, in sport and in our relationships with others. The "torch of progress" at the centre of the badge symbolises the school motto and shows that striving to achieve the best should be the centre of everything we do. The open book symbolises progress through learning and

knowledge.

The decorative motif of Waratah and Wattle around the edge of the badge reminds us that Holroyd High School is part of a larger community - that of New South Wales and Australia.

School colours are green, white, black and grey.

HOLROYD HIGH SCHOOL

7 Cumberland Road

Greystanes 2145

Website: www.holroyd-h.schools.nsw.edu.au

Ph: 9631 9410

Fax: 9896 3074

Attendance SMS: 0429 456 348

Principal

Mrs Dorothy Hoddinott AO

Deputy Principal

Mrs Denise Carrick

Deputy Principal-IEC

Mr Javier Sampedro

Head Teachers

English/Languages	Mr Jonathon Hay
Mathematics/Music	Mr David Watson
Science	Mrs Nirupma Kumar
HSIE	Mr Timothy Adams
Industrial Arts/Visual Arts	Mr Andy Munns
Home Economics/PD/H/PE	Ms Julie McBride
Intensive English Centre	Mr Seelan Nair

Year Advisers

Year 7	Mr Matt Fields and Ms Lisa Fajou
Year 8	Miss Shakti Chetty and Mrs Neslihan Atmali
Year 9	Mrs Louise Ciano and Ms Kathy Stratis
Year 10	Mrs Sally Flores and Mrs Amy Birungi
Year 11	Mr Jatinda Gill
Year 12	Mr Bhoophinder Masawan and Ms Amy Ly

Careers Adviser	Ms Ellie Apostolopoulos
Librarian	Ms Nathalie Govinden
Student Representative Council Co-Ordinator	Ms Paula Tohmeh
Sports Co-Ordinator	Ms Paula Tohmeh
English as a Second Language Teachers	Ms Kathy Stratis Ms Maria Sikaras Mrs Evelyn Lettice Ms Louise Kleinbergs
Support Teacher Learning Assistance	Ms Louise Ciano and Ms Rochelle Rees
Student Welfare Co-ordinator	Mrs Sylvia Petreski
School Counsellor	Ms Jale Dilek
Community Liaison Officer Arabic/Turkish	Ms Rana Asmaro Call Monday & Thursday only
Community Liaison Officer Farsi/Kurdish/Persian	Mr Sayed Zobair Call Wednesday & Friday only

Administration Staff

School Administration Manager	Mrs Susan Mackay
A Block Office	Mrs Sandra Hutchinson/ Mrs Kathy Shahmatov/ Ms Rose Azzopardi
E Block Office	Mrs Sharon Kershaw/ Mrs Therese Hansell
Library	Mrs Jenny Nagy
Science	Mrs Glynnis Gillard
Home Science.....	Mrs Jenny Nagy
General Assistant.....	Mr Chris Massey
Teachers' Aides	Mrs Leonie Knight/Mrs Afaf Dikha

School Telephone Numbers	9631-9410 / 9631-9969
School Fax Number	9896-3074
IEC Telephone Number	9896-1057
Email Address	holroyd-h.school@det.nsw.edu.au
School Website	www.holroydhs.nsw.edu.au
SMS number.....	0429 456 348



THE STAFF

THE PRINCIPAL - Mrs Dorothy Hoddinott AO FACE

The Principal is responsible for all aspects of the school's administration, finance, curriculum and teaching. She is concerned with the progress, conduct and well-being of all the students at school.

The Principal is accessible to all students and parents. She maintains ultimate authority with regard to welfare and discipline within the school.

The Principal's office is located in A Block. Appointments to see the Principal or any of the teachers may be made through the school administration staff.

THE DEPUTY PRINCIPAL - Mrs Denise Carrick

Mrs Carrick is responsible for the day-to-day organisation of the school and has a particular interest in the welfare of students in all Years. Mrs Carrick's office is located in E Block.

THE DEPUTY PRINCIPAL - Mr Javier Sampedro

Mr Sampedro is responsible for the Holroyd Intensive English Centre. His office is located in the IEC Demountable building.

THE 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, counseling of students, maintaining records of student progress and acting as a liaison between students, staff and parents.

Specific tasks performed by the Year Adviser include the following:

1. Counseling students who need guidance with respect to academic, emotional and personal problems.
2. Keeping records of student progress and conduct over the years that they are enrolled at the school.
3. Preparation of school reports each half year as well as the co-ordination of School References when students have completed their studies at the school.

In keeping with the need for school/community dialogue and relationships, the Year Adviser welcomes contact with interested or concerned parents. Parents should feel free to contact the school if they wish to discuss their child's progress or to enquire about aspects of the organisation of the school. The Year Advisers are teachers, so please contact the school administration office to make an appointment

HEAD TEACHERS

There are Faculty Head Teachers for the following subjects: English/ESL/Languages, Mathematics/Music, Science, HSIE, Home Economics/Health/Personal Development/Physical Education; Industrial Arts/Visual Art, there is also a Head Teacher for the Intensive English Centre.

The Faculty Head Teacher is responsible for all matters concerning his or her department such as curriculum, classes, assessment, textbooks and student conduct. Information about the subject and its requirements or difficulties with the subject is best dealt with by the Faculty Head Teacher.

CO-ORDINATOR STUDENT WELFARE – Mrs Sylvia Petreski

The Co-ordinator of Student Welfare is responsible for the welfare and well-being of all students at the school. She is a person whom students can approach about any personal, social, emotional or school problem and one whom students may trust to listen, show concern and maintain confidentiality. She is also there to encourage an attitude of self reliance and confidence in each student's individual ability. She also arranges special seminars and lectures relevant to the personal development of our students. Mrs Petreski is in the PE/Home Economics Staffroom downstairs in B Block.

THE SCHOOL COUNSELLOR – Ms Jale Dilek

If you feel you need someone to talk to about a problem you have either at school or at home, the School Counsellor is specially trained to talk about personal or educational needs. In secondary school, students may make their own referrals to the Counsellor. This may be done by seeing her personally or by writing your name and class on a sheet of paper and placing it in the box provided on the door of the Counsellor's Office. The office is located in A Block. Parents may see the Counsellor by making an appointment through the school administration office.

THE CAREERS ADVISER – Ms Ellie Apostolopoulos

The school has a Careers Adviser who helps students who wish to enquire about their career paths. She also assists in organising work experience, the TAFE delivered Vocational Education & Training (TVET) and School to Work Programs. The Careers Advisers' office is located upstairs in E Block.

ADMINISTRATION STAFF

In addition to the teaching staff there are a number of people who help in the smooth running of the school: these are the Administration Staff, teachers' aides and the General Assistant.

There are two main offices. The office in **A BLOCK** is the main reception area where students should report to if they have bus and train pass, concession pass, collection of money and the care of sick students. The office in **E BLOCK** handles late notes, early leavers' notes, leavers' forms, enrolment forms and timetables.

Students who are sick must get a note from their classroom teacher and report to A Block Office to be entered into the sick bay register. Office staff will then telephone a parent, or if they are unavailable the emergency contact person, and make arrangements for the student to be taken home. Students are not permitted to contact parents prior to reporting to Sick Bay.

TEACHING STAFF

In secondary school, each teacher specialises in particular subject areas and each belongs to a particular Faculty. These are set out below:

English	English & Drama
History	History: Modern and Ancient
Mathematics	Mathematics
Science	Science, Biology, Chemistry, Physics, and Senior Science
HSIE	Geography, Business Services, Commerce, Economics, Business Studies, Legal Studies & Work Education, Retail Services, Australian Cultural Services
Languages	Arabic, French, Community Languages
Industrial Arts	Design & Technology, Industrial Technology Timber, Industrial Technology Engineering, Metals & Engineering, Construction, Industrial Technology Wood, Information Technology, Information Processes & Technology, Information & Software Technology, Information Technology VET
Home Economics	Textiles & Design, Exploring Early Childhood, Hospitality, Food Technology, Community & Family Studies
Physical Education	Personal Development, Health & Physical Education & Sport, Lifestyle & Recreation, Physical Activity & Sports Studies, Sport Coaching VET
Art	Visual Art & Photography
Music	Music
Learning Support	The learning support teacher assists students and teachers to ensure improved learning outcomes.
English as a Second Language (ESL)	Holroyd High School is a multicultural high school with a student population of 78% from Language Backgrounds other than English (LBOTE). English as a Second Language (ESL) teachers are responsible for providing English language support across the curriculum to students who require language assistance.
Careers	Careers advice, work experience, TAFE delivered Vocational Education & Training (TVET) and School to Work Program.

Each student is taught by a number of specialist teachers. The teachers are responsible for student assessment and progress in their subjects. Each teacher is interested and willing to help at all times.

THE STUDENTS

Our main feeder primary schools are Widemere, Sherwood Grange, Greystanes, and Ringrose. There may also be students in year 7 from other schools so if you feel a little strange at first, you should remember that there are many other students with similar feelings.

In 2013 we expect about 500 students (including IEC) to be enrolled in the school. Holroyd High enjoys good parent community relationships and excellent support for special events.

At this school student's work, play and become friends with others from many different backgrounds, thus learning perhaps the most important lesson in life - to cooperate and live tolerantly and harmoniously with others. Every student is expected to make a special effort to understand and get along with others.

IEC (Intensive English Centre)

Holroyd IEC is an annex of Holroyd High School. There are currently approximately 200 students enrolled in the IEC. These students are new arrivals in Australia who do not have sufficient English to go straight into secondary school.

The students stay at the IEC for approximately 3 terms before going to secondary school. Some students come to Holroyd High. They study English in the IEC, and also study Mathematics, Science, History, Geography, PDHPE, Art, Food Technology, Wood Work, Computers and Music. The IEC students also participate in all Holroyd High School activities such as swimming and athletics carnivals, sport, excursions and extra-curricular activities.



THE STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council is the voice of the student body in the school. Students from Years 7 to 12 are elected each year by the whole school. The Student Council for 2013 has already taken office, with the exception of Year 7 representatives who will be elected in first term, 2013.

Student Councillors are involved in school committees and decision-making and provide services for the school: organising functions for students, fundraising and school service. Their most important function however, is that they represent students' interests in the school. It is vital that students know who represents them and students should contribute their views through speaking to their representatives on the Student Council.

Student Councillors will also undertake leadership programs and assist local primary schools in developing their SRCs.

SRC REPRESENTATIVES 2013

School Captains

John Makuer
Sharen Yuvialis

Year 12

Abdul Youssef
Mohsen Hussaini
Kerrie Ly
Albert Barkpei

Year 10

Michael Reyes
Pauline Acierda
Sina Karimi
Tahereh Jafari

Year 8

Tia Zammit
Rhiannon Skene
Laura Halcomb
Chantelle Hazell

School Vice-Captains

Ateeq-Ur Rahman
Priya Pradhan

Year 11

Peter Hong
Maheen Bhutta
Winta Isaak
Bashir Yousufi
Mohadaseh Jafari

Year 9

Scott Hong
Rayeema Shams
Raihana Rahimi
Riya Ann George

HOLROYD HIGH SCHOOL CODE OF BEHAVIOUR

*Respect for self
Respect for others
Responsibility for my actions*

CODE OF BEHAVIOUR	WHAT IT LOOKS LIKE FOR STUDENTS
<i>Respect for self</i>	<ul style="list-style-type: none"> • Wear full school uniform • Arrive on time for school • Have good attendance • Be punctual and prepared for lessons • Always try our best • Behave honestly and fairly at all times • No illegal substances and activities • Keep a clean school environment
<i>Respect for others</i>	<ul style="list-style-type: none"> • Respect individuals and treat everybody equally • Cooperate with all staff and follow instructions • Respect the property of others • Respect the rights of others to learn without disruptions • No swearing at any time • Wait your turn in lines • Do not harass, bully or tease others • Act peacefully and resolve conflict in non-violent ways • Do not bring weapons to school • Respect school property
<i>Responsibility for my actions</i>	<ul style="list-style-type: none"> • Accept the consequences of your actions • Act safely at all times • Use a diary and complete all your homework

BELL TIMES

MONDAY & FRIDAY			TUESDAY, WEDNESDAY & THURSDAY		
8.40am	9.00am	Roll Call & Year or Merit Assembly	8.40am	8.48am	Roll call
9.00am	9.50am	Period 1	8.48 am	9.40am	Period 1
9.50am	10.40am	Period 2	9.40am	10.32am	Period 2
10.40am	11.00am	Recess	10.32am	10.52am	Recess
11.00am	11.50am	Period 3	10.52am	11.44am	Period 3
11.50am	12.40pm	Period 4	11.44am	12.36pm	Period 4
12.40pm	1.00pm	Lunch 1	12.36pm	12.56pm	Lunch 1
1.00pm	1.20pm	Lunch 2	12.56pm	1.16pm	Lunch 2
1.20pm	2.10pm	Period 5	1.16pm	2.08pm	Period 5
2.10pm	3.00pm	Period 6	2.08pm	3.00pm	Period 6

GENERAL INFORMATION

SCHOOL ATTENDANCE

a) **Roll Call:** The school day begins at 8.40 a.m. with roll call. This is held on the quadrangle except when it rains. If it is raining, roll call is held in rooms. On Monday there is a year assembly and Friday a merit assembly after roll call on the quadrangle.

b) **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/guardians.

c) **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 the Office **just prior to leaving** 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.

d) **Absences:** Students are required to produce a signed and dated note from a parent or guardian stating the reason for the absence. Notes are to be presented to roll 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**. Please disregard this reminder if you have already sent a note to the school. If notes or medical certificates are not received within 7 days of return to school, the absences officially becomes unexplained.

e) **Attendance Messaging System:**

Holroyd High School has a text messaging system to let parents know when:

- (i) their child is absent from school
- (ii) their child is late for school
- (iii) their child will be leaving school before the end of the school day
- (iv) their child has truanted from class

As part of our shared responsibility it would assist the school if parents would do the following:

- (i) Keep your mobile phone and address details up to date
- (ii) Notify the school in advance when your child is absent
- (iii) Respond to messages from the school

Please see the separate section on **“Attendance and SMS Messaging”** on page 15.

BEFORE SCHOOL SUPERVISION - Students' presence on school grounds before 8.15 a.m. or after school is not permitted unless they are engaged in authorised supervised activities. From 8.15 a.m. on school days the Principal, Deputy Principals or a Staff Member will be available and can be located in A or E Block in case assistance is needed. Students are not permitted to play ball or team games before school as specific teacher supervision is **not** available.

BULLYING - If you have knowledge of bullying or intimidation, contact the Year Adviser immediately so that swift action may be undertaken.

DETENTION - Lunch time and after school detention will be given to students for persistent misbehavior or a serious misdemeanor. A letter will go home to parents informing them that their child will be detained on a particular day, so that alternate arrangements may be made for the student to get home. After school detentions are held in the E Block hall on Wednesday afternoons from 3pm to 4pm.

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.

EXCURSIONS – Excursions form a valuable part of the course work in most subjects. Permission notes must be completed by parents or guardians for all excursions (except timetabled sporting activities).

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 read over and revise that day's lesson. If homework is not completed a student may be placed on detention for the homework to be completed.

ILLNESS - Please do not send your son/daughter to school if they are ill as the school has no special facilities to cater for illness. If your son/daughter becomes ill at school we will contact you. Students are not permitted to contact parents and are not sent home without permission.

It is important to notify the school of any changes to addresses and contact/work phone numbers so that contact can be made with you if necessary.

INTERVIEWS - Parents are welcome to make appointments with Classroom Teachers and the Year Adviser. The Year Adviser maintains records on the progress and behaviour of all students and is available to arrange contacts with appropriate staff. You may also wish to contact the School Counsellor who specialises in adolescent problems.

INFECTIOUS DISEASES EXCLUSION – To minimize the risk of infection to other students and staff, there are a number of illnesses/conditions that require a period of exclusion from school. Your doctor will assess your situation.

LIBRARY – The library staff extends a warm welcome to all new students and hopes that the library will become an important part of your life at the school.

The library occupies a separate building on the Eastern side of the school and features a leafy internal courtyard with outdoor chess set which is available for use by all students.

The library has much to offer students with its resources, internet access and research advice. The Library is open from 8.00am to 3.00pm. Students are able to borrow books, and use the reference and internet facilities for assignment work. Mrs Govinden, the School Librarian, is available to help students with their research work.

We look forward to meeting you soon in the Holroyd High School Library.

When using the library:

- Bags are left outside on the shelves provided, but students are asked to bring valuables inside with them.
- Food, drink and chewing gum are not permitted.
- Books may be borrowed for two weeks and loans may be renewed. Books must be returned on time – borrowing privileges are suspended for overdue books.
- Students are expected to respect the library as a quiet study area.
- Students must handle all books with care, report lost or damaged items to the library staff and leave the library in a tidy state.
- Students may use the photocopying facilities: cost – 10 cents per sheet or 50 cents for colour sheet.

PARENT TEACHER NIGHT – Parent/Teacher afternoon is held in the first week of Term 3 each year. It gives parents and opportunity to discuss with teachers, students' progress and effort in each subject area. If at any other time during the year parents are concerned about their child's progress, the school may be contacted on 9631 9410 to arrange an interview with the Year Adviser.

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

RELIGIOUS INSTRUCTION – Every student has the opportunity to receive religious instruction (scripture) in either Christian or Muslim faith on Monday mornings.

SCHOOL SERVICE - Throughout the year, Year 7 and Year 8 students are required to undertake school service. This involves assisting the staff and students by delivering messages from either A or E Block Offices, distributing notices and the distribution and collection of daily attendance sheets. Each student will be required to undertake the service on a number of occasions throughout the year. This service assists in the smooth operation of the school and is also a method of assisting the Year 7 students to become more rapidly oriented and integrated into the school. Each student is expected to make up work missed during the time on school service.

VALUABLES - Do not allow your son/daughter to bring valuables or electronic equipment to school (mobile phones, ipods, cameras, skate boards, large amounts of money). If for any reason your son/daughter must bring large amounts of money to school, the money should be placed in an envelope with the student's name and class written clearly on the outside and left at the A-Block Office for safe keeping. Valuables and money should not be left in school bags.

UNIFORMS – Uniform items can be purchased by paying at A Block office. Receipt is then taken to the Library. The Library is open for uniform sales on Monday, Thursday and Friday only.

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 your 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

If your child has not arrived at school, you need to know immediately.

- Your child deserves the best possible chance of success - regular attendance is a key factor in school success.
- You deserve the most responsive delivery system available. Letters are slow and can be intercepted. Phone calls can be intrusive and may not reach parents in time.
- You deserve a communication tool which fits your busy lifestyle. Sending a text message to the school is the most cost and time effective option for busy parents.

Working Together For Our Children: What Parents Must Do

Holroyd High School is taking important steps to benefit your child. This is a shared responsibility, and parents must also help the school.

- 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 absent. If you notify the school as soon as you know your child will be absent, the school will know your child is safe, and will not need to contact you. An SMS text message sent to the school is the best way to do this.

SMS Number: 0429 456 348

- 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.

What to do when you receive a message

On receiving a message parents/caregivers can simply reply by pressing the reply option and providing the following information

1. student's full name
2. roll call
3. date of absence
4. the reason for absence or lateness.

Eg. Shauna Smith, Year 8 was sick yesterday, Tuesday November 13
Text Version = Shauna Smith E12 sick Tues Nov 13

It is a **legal requirement that all student absences be explained** and whilst Text Messaging is our preferred method of communicating student absences, parents/caregivers also have the option of phoning the school office or sending a note explaining absences, lateness or early departure from school. If the school has not received an explanation of a student's absence within seven days of the absence then the system automatically records this absence as unexplained.

PLAYGROUND RULES AND BEHAVIOUR

General

- Students are expected to conduct themselves at all times in a safe and reasonable manner.
- Students are expected to follow all staff instructions without argument.
- Contact sports are not to be played and any dangerous or violent play on basketball courts, quadrangle, D Block lawn or any other location in the school is not permitted.
- Students are not to climb onto the covered walkways or roof of buildings to retrieve any item
- Students are reminded that toilets are not an area to socialise and students are expected to use the facilities and return to a supervised playground area.

Playground Areas

- The only ball games allowed in the quadrangle are games involving tennis balls, eg. Handball. Branding games are not permitted at any time.
- Touch football, soccer and cricket are only to be played on D Block active area.
- Basketball and handball games only are to be played on the Basketball courts.
- The Science lawn is a passive area only and no active games are to be played.

Canteen

- Students are expected to line up in an orderly manner when purchasing items at the canteen.
- Students are expected to speak politely to the canteen staff.
- Students are only to buy their own food and drink items and not buy items for their friends.

Out of Bounds Areas

- The top oval is out of bounds at all times, unless a teacher is present to specifically supervise this area.
- The staff car parks, top basketball courts and the front of the school are out of bounds to students at all times.
- The courtyard areas of all blocks are out of bounds except during wet weather. Students are only to be in A Block courtyard if they are going to the office.
- The northern bank of the top oval is out of bounds at all times.

Wet Weather

The following areas are to be used by students during wet weather

- E-block hall, Library and Canteen

The courtyards of A, B, D & E blocks remain out of bounds during wet weather.

TRANSPORT CODE OF CONDUCT

All students travelling to and from school on buses and trains are expected to behave in a manner that ensures their comfort and the safety and comfort of other passengers travelling on buses and trains.

To ensure student safety and the comfort of other passengers:

Students will:

- Behave safely at all times.
- Respect the needs and comfort of other passengers.
- Respect bus and rail property by not marking or damaging it.
- Always follow the instructions about safety on buses and trains.
- Show their bus/train pass and T-card to the driver or rail staff when boarding or on request.

Students will not:

- Distract the driver or staff except in an emergency.
- Smoke, eat or drink on the bus.
- Allow any part of their body to protrude from the bus or train.
- Fight, spit, use offensive language or place their feet on the seats.
- Throw any article inside, or out of, the bus or train.
- Alter, deface, misuse or fraudulently obtain a bus or train pass.
- Give lend or transfer their bus pass to another student.

Students should be aware that the issuing of free school travel passes is a privilege and any breaches of the Transport Code of Conduct may lead to the loss of free school travel privileges. This may incur additional costs to parents.

SCHOOL MOBILE PHONE POLICY

It is important that students develop good mobile phone etiquette. As a result of changes to the Privacy legislation and in order to protect the privacy of staff and students of Holroyd high School, the following will apply:

- Mobile phones may be brought to school but they should be switched off and in bags during class time, i.e., they are not to be visible (stored out of sight).
- Mobile phones are **not** be brought into any assessment or exam situation. They may be left in bags or surrendered to the teacher in charge.
- The school takes **no responsibility** for the safety or loss of mobile phones.
- Any contravention of this policy will result in a Redbook, confiscation of mobile phone and issuing of an after school detention. The mobile phone may be collected from the Principal at the end of the school day.
- It would be appreciated if parents who need to contact their children urgently do so through the school office rather than attempting to ring their child on their mobile phone.

RESPONSIBLE USE OF ELECTRONIC EQUIPMENT

This includes music players, mobile phones, etc.

There is no requirement for students to have these at school. The school takes **no responsibility** for the theft or loss of these items.

Personal electronic equipment such as mobile phones, iPods or anything that plays music through earphones is not part of normal class work.

Mobile phones may be bought to school but they should be switched off and in bags during class time, ie, they are not to be visible (stored out of sight).

Use of mobile phones in class disturbs the class and interferes with learning.

Any students found using any of the above during lessons will have the item confiscated and sent to the Principal's office.

Confiscated items will be available for collection from the principal's office at the end of the school day. An after school detention will be issued for breaching the school's code of conduct.

Mobile phones or any electronic equipment are not to be bought into any assessment or examination. They may be left in bags or surrendered to teachers.

Students who use a mobile phone or similar during examinations will have their examination cancelled.

If parents need to contact students throughout the day, it would be appreciated if parents contact the school office on 9631 9410.

DET networks are provided to help with your learning. It is not permitted to use the DET network for downloading files of a personal nature.

Student DET L4L laptops are also covered by this policy.

Internet browsing - Students must not search out or download any Internet supplied material that breaches published DET acceptable usage policies.

This includes offensive material such as hate, weapons, gambling or pornography. Students are advised that your searches are recorded and action can be taken if students breach these requirements.

Students must not access and view any material rated PG, M, MA15+, R18+ or RC or any not-rated material deemed unacceptable by school staff.

Cyber-bullying over electronic networks is absolutely forbidden and will be dealt with most severely. Such behaviour might be a breach of telecommunications legislation, for which the penalties might be severe.

HOLROYD HIGH SCHOOL COMPUTER NETWORK

Each student at Holroyd High School is issued with a login name and a password. Each student is responsible for the security of this information and should **not** share it with any other students. If you suspect another student has access to your login, tell your teacher or Mr Munns, Industrial Arts/Technology Head Teacher immediately.

Student login Procedures 2013

Year 7 2013

Name → SAMPLE STUDENT
Login name is → samplestudent.2014
Password is → abc123

Never give out login and password to anyone else.

If you suspect another student has access to your login, tell, school IT staff immediately. Click on 'My Documents' or 'My Computer' to see your personal home directory. Other students cannot see into your home directory.

Please read and understand this Computer Usage Code of Behaviour

It is school policy that school internet and computer access is for educational purposes

- Students are personally responsible for all content inside their home directory.
- Never share or give out your personal login name and password. Personal home directories will be scanned - inappropriate content, viruses, malware and software will be removed. Loss of account and disciplinary action may follow.
- Students must not attempt to access any control panel setting, try to change backgrounds or screensavers, or alter any settings
- Students shall not download/install/run games, music and images not related to their schoolwork - this makes unfair demands on the capacity of the system to deliver IT services to all users
- Students must not download or install software, screensavers and other utilities not owned by the School, or essential for their studies.
- Communication through e-mail and messaging is treated as a form of publishing. Students must gain teacher approval for publication
- It is DSE policy that no student is to be identified by their full name and no student's contact details are to be published via the Internet
- Students will not knowingly access or attempt to access sites that are inappropriate or not of an educational nature.
- If an inappropriate site or image is displayed on a computer, the student must immediately turn off or minimise the screen and quietly report it to the teacher. (Report inappropriate sites to school IT staff for addition to the filter.)
- Any copyright material utilised from the internet must be acknowledged.

Breaches of the Code of Behaviour may result in loss of your access to the school computer system / internet and possible disciplinary action. You may be required to show cause why your account should be re-enabled.

When you commence using your login name and password, this school assumes you have read and will comply with the above Code of Conduct.

Students who do not wish to follow this Code of Behaviour must cease access to this school's computer network immediately and return their login and password.

CYBER BULLYING

New technologies present new problems! One of these is **cyber bullying**.

This is where a person is attacked, threatened, insulted or hurt using email, Internet, blogs, SMS, or similar.

Students who are victims of this sort of bullying need to discuss their situation with their parents. This sort of behaviour can be upsetting to anyone, and students in particular are urged to seek help.

If any form of bullying occurs via DET networks, the school must be contacted. You will need to talk with your year adviser, a deputy principal or a member of staff.

Cyber bullying might be a breach of telecommunications legislation and those who engage in this sort of behaviour could be in breach of this legislation.

Cyber bullying can also be a breach of DET acceptable usage requirements. Breaches of these might result in various sanctions.

Please remember that computer activity across DET networks is monitored and that records are kept.

CLINIC (SICK BAY)

The Clinic 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 they are 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.

CANTEEN

The school canteen provides lunches at a reasonable price as well as the usual range of items for school use. Lunches are ordered before school at the canteen. Write your name and order on a bag (available at window) and pay. Your order can be picked up at lunch time. As well as providing a service to students and parents the canteen is an important source of income for the school and helps purchase much needed items of equipment.

OUR UNIFORM

School requirements are as follows:

BOYS' UNIFORM	JUNIOR	SENIOR	SPORT (JUNIOR & SENIOR)
SHIRT	White polo shirt with school crest, or plain with collar	White polo shirt with school crest, or plain with collar	Sport Polo with school logo.
PANTS/SHORTS	Grey – King Gee	Grey or black – King Gee	Black shorts with school logo. Black trackpants with school logo
SOCKS	Grey or plain white	Grey or plain white	Plain white
SHOES	Black leather lace-up	Black leather lace-up	Sneakers
JUMPERS/ SLOPPY JOE	Bottle green	Black Jumper or Black Sloppy Joe	
JACKET	Green/white spray jacket	Charcoal/white spray jacket	
TIE	Bottle Green School Tie	Red School Tie	
HAT	School Cap – Bottle Green	School Cap – Black	School Cap
BEANIE/SCARF	Bottle Green polar fleece	Black polar fleece	
GIRLS' UNIFORM	JUNIOR	SENIOR	SPORT (JUNIOR & SENIOR)
SHIRT	White polo shirt with school crest, or plain with collar	White polo shirt with school crest, or plain with collar	Sport Polo with school logo Long sleeve PE shirt available for cultural groups
SKIRT/SHORTS	Bottle green	Choice of Plain Black or a Grey/Black/White/Red Plaid Skirt	Black shorts with school logo.
SLACKS (Winter)	Bottle green	Black	Black trackpants with school logo
SOCKS	Plain white	Plain white	Plain white
SHOES	Black leather lace-up	Black leather lace-up	Sneakers
HIJAB/SCARF	Plain White, Cream or Bottle Green	Plain White or Cream	
JUMPERS/ SLOPPY JOE	Bottle green	Black Jumper or Black Sloppy Joe	
JACKET	Green/white spray jacket	Charcoal/white spray jacket	
TIE	Bottle Green School Tie	Red School Tie	
HAT	School Cap – Bottle Green	School Cap – Black	School Cap
BEANIE/SCARF	Bottle Green polar fleece	Black polar fleece	

NB:

1. Merrylands Drapery at the Coolibah Shopping Centre, Merrylands West has the Senior Girls' Uniform.
2. Lowes, Merrylands also has a discount card available with credit facilities for approved applicants. Ezy-Way entitles customers to a 5% discount on anything in the store - not just uniforms - even if the article is on special.

Jumpers, sloppy joes, school shirts with embroidered school emblem, school spray jackets, PE shirts and shorts, school ties and school caps are available through the school (prices include GST).

These items must be paid for at A Block Office and the receipt taken to the Library where the student will be fitted out.

Please Note:

- Girls and boys pants are to be plain school pants. They are not to be three-quarter length, have zips, stripes, pockets (eg cargo pants) or obvious brand names.
- Track suit pants are not acceptable.
- School shoes must be worn each day regardless of whether the student has PE or sport. Sports shoes are to be brought separately.
- The Department of Education and Training has ruled that substantial lace-up leather enclosed shoes are to be worn in all practical classes such as Science, Technology, Home Economics, Art, etc.
- Students are to wear the school's sports shirt for PE.
- Only the school jacket may be worn.
- Jewellery to be kept to a minimum. Earrings are to be small sleepers or studs, one chain and a watch.

Families who have difficulty in providing uniform for their children may also apply for school assistance to the Principal.

Uniform Passes

If students need to be out of uniform for any reason, they need to bring a note from home and report to the Deputy Principal in E Block **before** ROLL CALL so they can be issued with a uniform pass.

Students who are out of uniform without a uniform pass **will** be issued with an after school detention. Students that are out of uniform twice in one week, without a note from their parents/guardians will have their parents/guardians contacted to provide an explanation.

THE SCHOOL CURRICULUM

The curriculum blends the traditional aspects of an academic curriculum with a wide range of other subjects and activities to provide students with a broad range of educational experiences.

In Years 7 and 8 every student studies: English, Mathematics, Science, HSIE, History, Languages, Physical Education, Music, Design & Technology, Visual Art and Health. In Years 9 and 10 there is a wide range of elective subjects including Visual Art, Music, Industrial Technology - Metal, Industrial Technology - Wood, Food Technology, Computer Studies, Textiles and Design, Commerce and a range of Languages. In the senior school additional subjects such as VET Metals and Engineering and Hospitality, Ancient History, Physics, Economics and PD/H/PE become available.

Sport is compulsory. It is an essential part of the total school curriculum and participation in sport is of vital significance to the health and well-being of all students.

ASSESSMENT AND REPORTING PROCEDURES

Assessment at Holroyd varies from subject to subject but some general principles apply.

Assessment is of a continuous nature throughout each school year. This means that **student progress is monitored on a regular basis** in all subjects. Assessment also covers a variety of areas including: class tests, regular marking of books, assignment work, practical work, spelling tests and class contribution.

Such a variety of assessment types gives students a chance to demonstrate a wide variety of skills and also ensures that each student will be recognised and commended for their talents and skills.

1. A school report is forwarded to parents **twice** a year, at the end of each semester. These reports are based upon all information gathered from different forms of assessment during each half year.

Depending upon the subject, students may be required to sit for **half-yearly and yearly examinations** prior to the reports being sent home. The school sets aside a **specific examination period**, each semester so that various subject departments can carry out testing if they wish.

2. Aside from school reports, special **conduct/progress reports** may be gathered on individual students. These reports may be initiated by the Year Adviser following: a parental request for an interim report, requests from other members of staff or an update on a student's progress, or through a pattern of poor behaviour/progress noticed by the Year Adviser. Parents will be informed of the contents of such a report.
3. Students are also periodically commended for excellent progress in specific subjects each term. Such commendations take two forms:-
 - (a) **Friday Merit Assemblies** where students receive **Academic Awards** for consistent progress and achievement.
 - (b) Teachers in all subjects have the option of sending home **Commendable Progress Certificates** at any time during the year.

If parents have any enquiries about school assessment they are encouraged to contact the school

OTHER REQUIREMENTS

Homework Diary

All students will receive a free homework diary to record all homework, tests, assignments, examinations and other school events. This diary is **compulsory** as it assists in students' organisation of their school work. Replacement diaries can be purchased from A Block office for \$6.00.

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 \$30.00). The purchase or use of other similar calculators should be discussed with a maths teacher.

Visual Art

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:-

Wood Technology, Metal/Plastics Technology, Textile Technology, Food Technology

will need:-

Protective Aprons (available from School approx \$13.00)

Navy for Workshop

White for Kitchen

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

Department of Education & Communities Requirements for all practical subjects

To minimise the risk of personal injury, the Department of Education and Communities has advised that students must wear footwear that is suitable and provides them some measure of protection. For your guidance, details of the Department of Education and Communities policy on footwear is set out below.

“Thongs, open sandals or shoes, canvas type shoes and/or gym boots, shall not be worn in practical classes where there is the possibility of injury through spillage of hot liquids, metals, or the dropping of heavy or sharp instruments, tools, etc.”

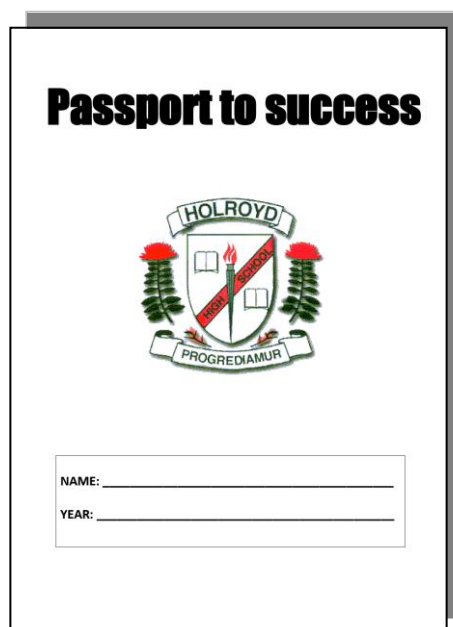
As such this school has decided black leather lace-up school shoes (in short, which meets school uniform requirements) is the minimum standard acceptable. We are **not** prepared to discuss with students the merits of all the various combinations of materials and styles of sport shoes.

All students must conform to this policy for practical classwork. Additional safety requirements for each course will be explained in class.

MERIT SYSTEM

At Holroyd High School we like to reward students who are doing the right thing or showing improvement with our “Passport to Success”. Students will be rewarded for;

- Classroom participation
 - Academic Achievement
 - School Performances and Projects
 - School Service
 - Involvement in School Life
 - School Representation
 - Initiative & Leadership
 - Excellent or Improved work
 - Improvement in Attitude
 - Perfect or Significantly Improved Attendance
 - Improving the School Community
 - Helpful Behaviour
- You will be given a “passport” which you are to keep with you in your diary. If you are doing the right thing or showing improvement in a number of areas, your teachers will reward you with a stamp or a sticker;
 - Ten stamps in your “passport” will result in a Bronze Certificate to be presented at year Assemblies;
 - Three Bronze Certificates will receive a Silver Merit Award which will be presented by the Deputy Principal or the Head Teacher at a Friday Assembly;
 - Two Silver Certificates will receive a Gold Award to be presented by the Principal on Presentation day. This award will consist of a medallion and certificate.
 - Four Gold Awards over a school career will earn the recipient a School Plaque and a place on the Honour Board.



EXAMINATION RULES

Be on time – if you are late for the exam, you will still be allowed to sit for the exam but you will not be given any extra time unless the lateness was outside your control. (For example, the school bus broke down or the roads were flooded)

Equipment – for all exams you need to bring:

- Pens (black is recommended)
- Pencils and erasers
- A ruler marked in millimetres and centimetres
- Other equipment as required for specific subjects

Conduct during the exam

You must:

1. Follow the school's code of behaviour – this includes full school uniform
2. Follow the supervisor's instructions at all times
3. Behave in a polite and courteous manner towards the supervisors and other students
4. Make a serious attempt at answering all the questions in the exam
5. Stop writing when instructed to by the supervisor
6. Write your name or student number on all sections of the exam paper
7. Raise your hand to gain the supervisor's attention if you have a question

You must not:

1. Take a mobile phone into the exam room
2. Eat in the exam room
3. Speak to any person other than a supervisor during the exam
4. Behave in any way likely to disturb the work of any other student or upset the conduct of the exam
5. Take into the exam room any books, notes, paper or any other equipment other than the equipment allowed
6. Take any electronic device such as an organiser, dictionary, music players or computerised watch into the exam room.
7. Remove any exam material from the exam room
8. Write before being instructed by the supervisor to do so
9. Copy someone else's work during an exam, or cheat in any other way

You will be reported to the Deputy Principal and removed from the exam room if you do not follow the rules outlined above. Penalties for such actions may result in a zero being awarded for this exam and formal notification to your family

ANTI-DISCRIMINATION POLICY

INTRODUCTION

The NSW Anti-Discrimination act (1977) makes it unlawful to discriminate against or harass a person on any of the following grounds – race, sex, marital status, disability, homosexuality or age.

Holroyd High School is committed to the provision of learning and work environments that are free from all forms of discrimination, harassment, bullying and teasing, and vilification.

Students have the right to bring a complaint about discrimination or harassment by other students. Any complaints on the grounds of race (including colour, nationality ethno-religious or national origin) will be dealt with by the Anti-Racism Officer. Any other complaint will be dealt with under the Anti-Discrimination procedures.

AIM

- To create a safe and happy school for everyone
- Prevent discriminatory behaviour by having this policy as part of the welfare and discipline policy
- Have every member of the school community play an active role in dealing with discriminatory behaviour as it occurs

IMPLEMENTATION

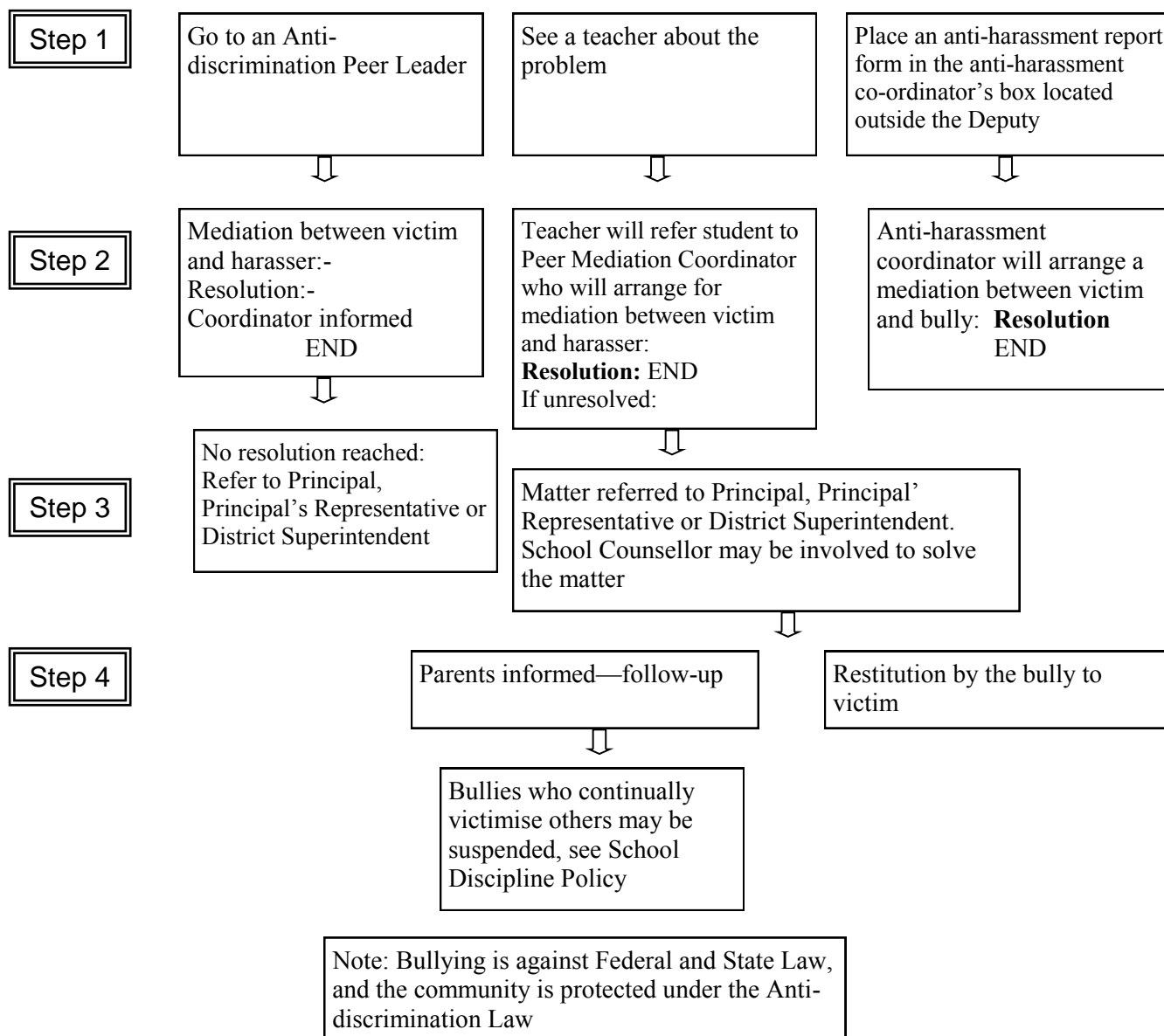
- Raise awareness of students of various forms of discrimination through workshops (to be revisited whenever the need arises)
- Inform students of their rights under the Act and that for the protection of every person at Holroyd High School discriminatory behaviour is not tolerated (including in community languages as part of School handbook)
- Advise students to report incidents to any teacher, Head Teacher, Counsellor, Head Teacher Student Welfare, Year Advisors, Deputy Principal, Leading Teacher, Principal, Anti-Discrimination Officer and /or Anti-Racism Officer
- Implementation of support systems which will prevent or deal with incidences of discrimination:- peer mediation, peer support, mentor programs, conflict resolution, building network of support amongst students (eg training of peer mediators in each of the language groups)
- Workshops/programs to train both victim and perpetrator how to cope with harassment, where possible, at the time of incident

RESPONSIBILITIES:

- Generally to be shared by all staff
- Anti-Racism Officer to deal with complaints based on race
- Anti-Discrimination Officer to deal with any other harassment complaint and to give student options
- Any referred official complaint must go to the Principal (or nominated Executive representative)

COMPLAINTS PROCEDURES

If you are HARASSED or DISCRIMINATED AGAINST, or you know of someone who is bullied, you can in confidence—follow these steps:-



INFORMAL OPTIONS AND PROCESSES

- Peer mediation
- Talk to a staff member
- Anti-harassment training of the students involved in incident

FORMAL PROCEDURE

- Gives formal complaint to principal (or executive nominee) in writing
- A copy of this must be given to the person accused of harassment or discrimination
- The accused should provide a response within 7 days
- Principal (or executive nominee) to apply conciliation procedures per Department of Education and Training policy

SCHOOL ADMINISTRATIVE CHARGES

The total school charges requested for students vary for each scholastic year.

The fee includes an Administrative Charge (refer part (a)), P & C contribution of \$5.00 per family (which is used by the P & C to provide essential equipment, ambulance insurance for every student, insurance cover for members attending P & C functions and for voluntary workers at the school), and subject charges (refer part (b)).

School charges are kept as low as possible, bearing in mind the need to maintain adequate educational provision. We recognise that some parents may have difficulty in paying the contribution all at once, so payments may be made through installments. Cheques should be made out to Holroyd High School. The School also has EFTPOS facilities, accepting Visacard and Mastercard.

Parents who wish to seek assistance with charges or uniforms are invited to make a request to the Principal on the application form provided at the end of this booklet. All such requests are confidential.

(a) **Administrative Charges**

The school provides, on loan, all textbooks and sporting equipment. An annual charge is requested for the use and replacement of these materials and to cover the costs of printing notes and certificates, examination material, paper for reports, references, school newsletters and magazines, sporting equipment, teaching aids, general equipment purchase and upgrade (including photocopiers and computers) and library books

(b) **Subject Charges**

This covers the cost of materials used and consumed by students in practical subjects.

This charge covers materials used throughout the year in producing art work. All subject fees are compulsory and it would be appreciated if fees could be paid on day of enrolment.

PARENTS' AND CITIZENS' ASSOCIATION

Welcome to Holroyd High School. I do hope that both your child and yourself enjoy your time at our school.

All parents are welcome to attend our meetings which are held once per term, **Monday evening** in the **A Block Common Room at 7.30 pm**. **Exact times and dates are advised prior to the meeting.**

Come along and hear how your school is run and find out what changes are happening in education and how they affect your son/daughter.

If you are unable to attend our meetings, you may keep up to date by reading our column *P & C News* in the monthly edition of our school newsletter *Spotlights*.

When you pay your child's school charges, you also pay a P & C levy. This is our main source of income. These funds are spent on equipment, ambulance cover, donations to the library and school activities.

Being a financial member of our P & C Association entitles you to vote on all P & C matters, which ensures that you have a say in how the P & C is run.

I extend to you a warm welcome to our school and look forward to meeting you at a P & C meetings in 2013.

Mrs Toni Ford
President

SPOTLIGHTS

Each month the high school publishes its newsletter *Spotlights*. The newsletter is distributed to every student on the Friday of the first full week. *Spotlights* contains informative Principal's and Deputy Principal's reports, upcoming school calendar events, photos and articles relating to the involvement of students at school. You can access *Spotlights* in colour on our school website - www.holroydhs.nsw.edu.au

2013 Term Dates	
<p>Term One</p> <p>Term 1 commences 30 January Term 1 concludes..... 12 April</p> <p>School development day 29 January</p>	<p>Term Two</p> <p>Term 2 commences30 April Term 2 concludes..... 28 June</p> <p>School development day 29 & 30 April</p>
<p>Term Three</p> <p>Term 3 commences 16 July Term 3 concludes 20 September</p> <p>School development day 15 July</p>	<p>Term Four</p> <p>Term 4 commences 8 October Term 4 concludes 18 December</p> <p>School development day 19 & 20 December</p>

Holroyd High School

APPLICATION FOR ASSISTANCE 2013

I wish to apply for assistance under the Student Assistance Scheme. I understand that this scheme is designed to assist parents who have ongoing or emergency needs and who need help with educational costs such as a school uniform, excursions, subject charges, stationery needs, etc.

Details in support of this application are as follows:

STUDENT: First Name _____ Family Name _____

PARENT: First Name _____ Family Name _____

ADDRESS: _____

TELEPHONE _____ MOBILE _____

WHAT YEAR IS THE STUDENT ENROLLED IN: _____

TYPE OF ASSISTANCE SOUGHT:

- School Uniform
- Subject Fees (*list subjects*) _____
- Excursions
- Stationery
- Other

Details _____

Number of Children in the family (a) attending this school _____

(b) attending other schools _____

I am in receipt of Social Service Benefits YES NO

If yes, Pension Number _____

I am in receipt of other assistance for one or more of my children YES NO

Visa Category _____

I declare that all the information which I have supplied in this application is accurate, and that I have not withheld any information which would jeopardise my claim.

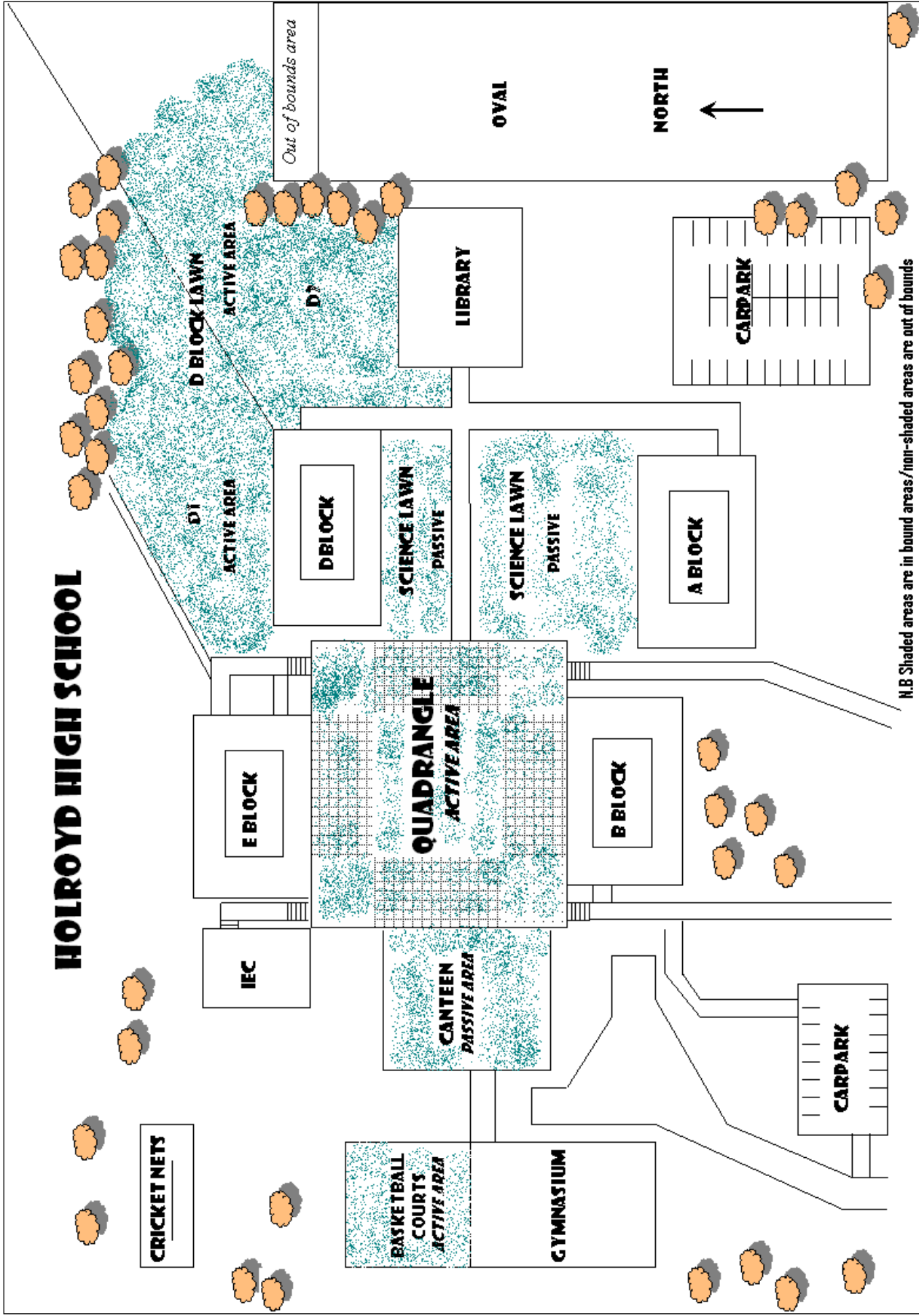
Parent/Guardian _____ (signature) _____ Date _____

Approved _____ (signature) _____ Date _____

The school will contact you regarding this application.

Do you require an interpreter YES NO Language Spoken _____

HOLROYD HIGH SCHOOL



N.B Shaded areas are in bound areas/non-shaded areas are out of bounds