

PRINCIPAL'S WELCOME .....	2
SEEK TRUTH WITHOUT FEAR.....	3
ABOUT THE SCHOOL.....	4
MIDDLE SCHOOL - YRS 8, 9, & 10 .....	5
TRADE SCHOOLS FOR THE FUTURE .....	5
PARENT PARTICIPATION.....	5
GOVERNING COUNCIL .....	6
GOVERNING COUNCIL COMMITTEES .....	6
ABORIGINAL EDUCATION.....	6
SAASTA CONNECT:.....	6
STUDENT PARTICIPATION .....	7
THE STUDENT LEADERS AND PREFECTS.....	7
MOUNT GAMBIER EXCHANGE .....	8
JAPANESE HOMESTAY.....	8
INFORMATION FOR 2018 .....	9
BOOKS, STATIONERY, SCHOOL FEES.....	9
GETTING TO SCHOOL .....	10
HOME GROUPS .....	11
PEER SUPPORT PROGRAM .....	11
STUDENT WELLBEING LEADERS .....	11
PASTORAL CARE WORKER .....	11
NEWSLETTER / WEBSITE .....	11
MONEY COLLECTION AND BOOKROOM SALES.....	11
SCHOOL ORGANISATION .....	12
INTERVIEWS.....	12
SCHOOL ATTENDANCE EXPECTATIONS.....	12
YOUTH ALLOWANCE REQUIREMENTS .....	13
MIDDLE SCHOOL HOMEWORK POLICY .....	13
LEAVING SCHOOL DURING THE DAY.....	13
EMERGENCY FIRST AID AND ILLNESS .....	14
HEALTH FACTS .....	14
BEHAVIOUR MANAGEMENT .....	17
CYBER SAFETY .....	17
BULLYING AND HARASSMENT.....	17
GLOSSOP HIGH SCHOOL GRIEVANCE PROCEDURE FOR BULLYING.....	18
UNIFORM EXPECTATIONS .....	20
WHAT TO DO IF.....	21
RESOURCE CENTRE – MIDDLE CAMPUS .....	22
CANTEEN .....	23
CARE OF PROPERTY.....	24
MAP .....	25
NOTES.....	26

## PRINCIPAL'S WELCOME

Dear Parents and Students

It is my pleasure to welcome you to Glossop High School, a wonderful place for young people to grow and learn.

A range of information about our school is provided in this booklet, on our website and from our staff.

Regular updates are provided through our newsletters usually issued every second Wednesday.

At Glossop High School we aim to provide all our students with a comprehensive education to prepare them for active citizenship. We have high expectations within a safe supportive environment.

We are a two-campus school - with Years 8-10 (Middle School) students enjoying facilities on the original Glossop site and Years 11 and 12 students in the Senior Campus in Berri.

The involvement of parents in our school is welcomed and appreciated. Education is a partnership between students, families and the school within a community.

If your child should have any difficulties at school or experience problems, which might affect his/her school work, please let us know. Initial contact should be made through your child's Home Group Teacher.

I look forward to working with you to provide your child with a wonderful education in an innovative and caring learning environment.

Yours sincerely

Alistair Williams  
PRINCIPAL  
GLOSSOP HIGH SCHOOL





## SEEK TRUTH WITHOUT FEAR

### ➤ **School Philosophy**

At Glossop High School we aim to provide the best possible educational opportunities for all of our students.

### ➤ **Our Vision**

Our school's pride, innovation and excellence will lead to learning, independence and success for all of our students.

### ➤ **Our Mission**

Our mission is to provide quality care and educational services.

### ➤ **Our Principles**

- We continue to improve as a dynamic and responsive learning community
- Equity and Access
- Community partnerships continue to be valued and developed
- Accountability
- The protection of staff, students, information, property and reputation

### ➤ **Our Values**

**SAFETY RESPECT LEARNING DETERMINATION**



## ABOUT THE SCHOOL

The school accommodates around 700 students from Year 8 to Year 13. These students come from a diversity of backgrounds and cultures that enrich our school community.

Students entering Year 8 have the opportunity to study a wide range of subjects that meet the learning outcomes of SACSA and the Australian Curriculum. These enable them to select subjects in future years, which will meet Department requirements and qualify them for the SA Certificate of Education (SACE).

We are proud that our Year 12 results have regularly been well above the state average with some excellent individual scores. Our Senior School (Year 11 and 12) offers a wide range of courses developed to cater for the diverse abilities and interests of this group. Students select courses of study to meet the requirements of the SA Certificate of Education (SACE) at both Stage I and Stage II - and to achieve University and Tertiary Entrance. Since the Senior Campus opened in 1998 we have worked closely with the TAFE College to develop Vocational Education options. The Riverland Trade School of the Future is also located at the Senior Campus in Berri.



For over 50 years Glossop has developed a strong tradition in academic and sporting achievement. It is one of the top ten schools in the State in Athletics and Swimming, having enjoyed successes in State Championships for:

- ❖ Year 8/9 Girls Football, Soccer, Netball & Tennis
- ❖ Year 8/9/10 Girls Basketball & Volleyball
- ❖ Open Girls Netball, Hockey - (Marg Daly Cup), Soccer, Basketball & Volleyball
- ❖ Year 8/9 Football, Soccer & Tennis
- ❖ Year 8/9/10 Basketball and Volleyball
- ❖ Open Boys Football, Soccer, Basketball, Hockey, Volleyball and Cricket.

We have also achieved highly in other year levels for Football, Soccer, Basketball and along with a range of other sports through Knock-Out Cup competitions.

We hold our school Sports Day during Term 1 as well as competing in Interschool Competitions and the State Athletics Championship. The annual exchange with Mount Gambier High School, where students participate in sporting and academic challenges, as well as social and cultural activities, is a highly successful event in the school's programme. It occurs at the end of Term 2 and staff and students look forward to it with enthusiasm.

The school also offers students the opportunity to be involved in a wide range of Arts activities including Music, Exhibitions and Drama productions. Students also have the opportunity to participate in community events, such as the Barmera Pageant.

## **MIDDLE SCHOOL - YRS 8, 9, & 10**

Each home class in our Middle School is overseen by a Home Group Teacher. Our aim is to make each child's education more personalised. Communication between mentors, students, staff and parents increases the opportunity for students to have their educational and personal needs met. This collaborative approach to teaching and learning is encouraged.

## **TRADE SCHOOLS FOR THE FUTURE**

The Riverland Trade School for the Future is based at Glossop High School Senior Campus in Berri and services all schools in the Riverland and Mallee.

Trade Schools for the Future enable young people, to gain practical skills for work while they are still at school. This could be within a traditional trade or a traineeship.

At the same time, young people will be able to achieve their South Australian Certificate of Education (SACE) while learning skills and working toward industry-accredited qualifications.

Apprenticeship Brokers, Chris Marks and Kerry Woolston are on hand at the facilities in Berri and they link students and employers into school-based apprenticeships and traineeships.

## **PARENT PARTICIPATION**

A school is often a strange place for parents, stranger than it is for students. It can become even more so unless you take the opportunity to become acquainted with it and its teachers. There are occasionally 'open nights' and 'visiting days' but staff enjoy meeting parents informally as well.

You are invited to be involved in a range of information giving, and decision making activities as we believe it is absolutely essential that you learn about your school's operation - and that we learn what you want for your child's education. Only by forming such a partnership can we do the best for our students. Teachers are available to discuss any queries you may have regarding the work the students are doing, or any problems you may have regarding your child's progress at school. In the first instance the Home Group Teacher is the person to contact as they know your child best.

Without you the school can only do so much, and it is important that you take the initiative to become involved in the school - please take advantage of the opportunities available. Those opportunities include joining:

- The Governing Council
- Governing Council sub-committees
- Volunteering to help in the classroom, canteen, during camps and excursions

## GOVERNING COUNCIL

The Governing Council is comprised of parents, staff and students who are elected each year at the Annual General Meeting. These Councillors are concerned with school finances, facilities and long-term strategic direction.

The Annual General Meeting is held each year in February and this provides an important opportunity for all parents to come along and find out more about our school. We urge you to attend so that you can contribute in our decision making.

## GOVERNING COUNCIL COMMITTEES

Governing Council sub Committees including Finance and Canteen offer opportunities for parents to be involved in making decisions about school policies and operation. People who are interested in any of these areas are encouraged to offer their services when nominations are called.

## ABORIGINAL EDUCATION

Glossop High School has formal and informal relationships with the community who support our students in many ways such as:

- Riverland Youth Theatre (RYT)
- Aboriginal Health
- Aboriginal Tutorial Assistance Scheme (APAS Tutoring)
- South Australian Aboriginal Sports Training Academy (SAASTA)
- TAFE SA
- Statewide Group Training
- Headspace
- Aboriginal Sobriety Group (ASG)
- Riverland Trade School
- Aboriginal Employment within Glossop
- Riverland Aboriginal Community Education Officers (ACEO's)
- AC CARE

**Our full time ACEO is Sheryl Giles.**

## SAASTA CONNECT:

The South Australian Aboriginal Sports Training Academy (SAASTA) is a unique sporting and educational program that provides Aboriginal & Torres Strait Islander high school students with the skills, opportunities and confidence to Dream, Believe and Achieve in the areas of sport, education, employment and healthy living.

In addition to the educational outcomes achieved by our students we place a strong emphasis on enabling them to grow as people, connect with their culture and gain an understanding and attitude towards the importance of becoming independently resilient.

Glossop Middle Campus will be offering 'SAASTA Connect' for Year 8/9 students in 2018. This course will be run as normal subject line and have students completing similar tasks to senior school SAASTA. For students who meet expectations around learning, behaviour, respect and work ethic there will be camp in the middle of the year.

**David Binney ~ Riverland SAASTA Coordinator ~ PE Teacher Glossop High School**





## STUDENT PARTICIPATION

### SCHOOL HOUSES

Students and staff are placed in one of four Houses.

<b>DEAKIN:</b>	<b>Red</b>
<b>HUGHES:</b>	<b>Blue</b>
<b>McINTOSH:</b>	<b>Green</b>
<b>PARKES:</b>	<b>Yellow</b>

Various house-based competitions are held throughout the year, with shields being awarded in each event.

Methods by which these events are won are:

- Swimming Carnival - Highest points gained
- Athletics Day – Highest points gained
- Cross Country – Highest points gained

Competition between the houses is always very strong and it provides valuable opportunities for students to acquire and develop leadership and group skills.



### THE STUDENT LEADERS AND PREFECTS

The Student Leaders Council (SLC) provides a forum for student opinion and decision-making. The students elect their representatives from Years 8, 9 & 10 and all students are encouraged to take part in its activities.

In the Senior School the Prefects are our student representatives. In the Middle School there are Year Level representatives elected each year. The Prefects and the SLC work together to express student voice and operate a number of sub-committees which address specific issues such as Social Activities, Sports, Environmental and Health Issues, School Issues, Fundraising and assemblies.



## MOUNT GAMBIER EXCHANGE

One of the traditions of Glossop High School is the Annual Exchange visit with Mount Gambier High School.

Begun in 1947, these exchange visits include competitions for a Sports Cup and Debating Shield. The visits alternate between the two schools from year to year and are highly regarded by staff and students of both schools. Students are billeted by those from the host school and benefit from the social and family interaction.

Students can participate in many ways: socially, culturally, educationally and through representing their school in sports teams.

These exchange visits are well supported by parents and the community in both Mount Gambier and the Berri, Barmera districts.



## JAPANESE HOMESTAY

Early in Term 3 Glossop High School is involved in the hosting of Japanese students. This program began in 1998 and has quickly established itself as an important part of our school year. Japanese students are usually with us for between 2 and 3 weeks. During this time they attend English lessons and a variety of other classes. A number of activities and excursions are also planned and involve the Japanese students and their hosts. Weekends are spent with host families. The Homestay program is a wonderful opportunity for families to get involved in school life and to experience firsthand the language and culture of a student from another country.

As an extension of this program Glossop High School now offers students the opportunity to visit Japan in December for a two-week stay. This occurs every second year. During the first week we visit Kyoai Gakuen High School in Maebashi (about an hour from Tokyo) where students attend school and live with a Japanese family. During the second week the students travel using the bullet train and visit Tokyo, Kyoto and Hiroshima before heading home. This opportunity is a very valuable learning experience and certainly an enriching one for our students.



## INFORMATION FOR 2018

### TERM DATES FOR 2018

TERM 1	Monday 29 January	~	Friday 13 April
TERM 2	Monday 30 April	~	Friday 6 July
TERM 3	Monday 23 July	~	Friday 28 September
TERM 4	Monday 15 October	~	Friday 14 December

### STUDENT ALLOWANCES

A range of allowances is available to students whose parents experience financial hardship or who live in an isolated area. Application is made through the school. Please contact the administration staff.

### STUDENTS AGED 16 YEARS AND OVER

**Youth Allowance:** is paid to people, 16-24 years of age, who are full-time students. Parental income and own income is taken into account on application.

**Independent Youth Allowance** applies to people 16 years of age, or older, and has specific criteria. More information is available through Centrelink. A Tax file number and three pieces of ID are required (ID – can include a report and birth certificate). Anyone wishing to test their eligibility should make a claim through Centrelink as they acknowledge extenuating circumstances.

### STUDENTS UNDER 17 YEARS OF AGE

#### School Card or Abstudy

Applications must be made each year for families who meet the income criteria.

**Abstudy** is for full-time students, 14 years or older.

**Applications are available from Centrelink, phone 132317.**

## BOOKS, STATIONERY, SCHOOL FEES

School commences on Monday 29 January 2018. The school is open for the week prior to this for Fee payment and Stationery Pack collections.

In all schools the Education Department of South Australia provides a per capita allowance for each student and this combined with extra fees paid by parents provides the funds to operate the school.

The **Materials and Services** fees for 2018 are \$310. These fees provide funds for consumable items in all learning areas. Glossop High School Diary, Student ID Card and Stationery pack are provided. The fees have been set in line with 2018 School Card allowance.

**School Card Assistance** is available to parents dependent upon the level of family income. All parents/students applying for school card will be required to fill in an application form. A new application form must be lodged each year at both primary and secondary schools if you have students in both schools. Information regarding the school card application process will be published when available.

A **School Magazine**, which consists of the school year's events and achievements, is produced. Students have the option to purchase the magazine and all students will be invoiced at the start of the year.

All students will be provided with a basic back-to-school stationery pack, which consists of items that will cover most core subjects and includes a USB data storage system. Students maybe expected to purchase additional subject-specific stationery, either from the school book room or from a retailer of their choice.

Students are strongly recommended to wear a Glossop High School hat with emblem at all times when outside during Terms 1 and 4.

Students have the option of purchasing a Glossop High School Sports polo shirt for Physical Education. These are available from Admin or Student Services.

## GETTING TO SCHOOL

**BUSES** - The majority of Glossop High School students travel on either Private Contractor's Bus or a Departmental School Bus.

**Parents please note:** Only those students, who live **further than 5 kilometres** from the school, are eligible for school bus travel. However, **where room exists on a bus, students living closer to the school may be allowed to travel on the buses.**



**Students are allocated to buses** using the following two priorities:

- Where possible students will be placed on the bus route and stop that is closest to their residential address
- All members of the **same family** will be allocated to the same bus wherever possible

Allocation to buses for the following year takes place in the last few weeks of the current school year. Year 7 students in Primary Schools are placed on the basis of the residential address given on their enrolment / bus travel form.

When students move to a new address they must request a change to their travel arrangements in writing. The purpose of providing bus transport to students is to ensure students are able to travel from home to school and return to their home at the end of the school day. Consideration will be given to transport students to other destinations on special requests **subject to the availability of seats.**

**All requests for bus changes must be in writing and signed by a parent or guardian of the student concerned.** Please remember that free travel on school buses is a privilege and should be valued. **Responsible behaviour is expected of students at all times in the interest of their own safety and that of others.**

Students are expected to behave safely and respectfully at all times:

- Unruly behaviour either on buses or at bus stops will not be tolerated
  - Students travelling on buses must move to the side of the road adjacent to the bus when they alight and remain at the roadside until the bus has left. This will give students a clear view of both sides of the road
  - The maximum legal speed for overtaking a stationary bus is 25km hour
  - When a bus breaks down or is late, students should remain at their bus stop until a bus arrives to transport them to school
  - Under no circumstances should students attempt to cross the road or touch the vehicle as it moves off
- Students are responsible for their personal items on the bus

**SHOULD YOU HAVE ANY CONCERNS ABOUT THE BUSES  
PLEASE DO NOT HESITATE TO CONTACT THE SCHOOL.**



## HOME GROUPS

Each student is assigned to a home class with a Home Group Teacher who is primarily responsible for the care of the student at school. Each day, students meet their teacher who records their attendance. The Mentor is the first point of contact for parents in all matters of your child's schooling. In the Senior Campus groups of students within one year level are organised into 'Home Groups'.

## PEER SUPPORT PROGRAM

At Glossop High we believe that students learn best when they are feeling secure and happy. Coming to a new environment is sometimes a bit 'scary' and threatening and, because we want everyone to feel happy and confident, we have the Peer Support Program.

Year 10 Peer Support Leaders are part of the Year 8 Home Group classes in the first semester. The leaders are there to help make the transition from Primary School to High School easier, to help the Year 8 students feel at home and to give them someone to talk to if they have any problems. Peer Support Leaders accompany their Year 8 Home Group on their orientation activities at the start of the year, and conduct regular activities during semester one.

## STUDENT WELLBEING LEADERS

Glossop High School has two Student Wellbeing Leaders, one at each campus.

Duties include:

- Enrolling new students to the school; organising subjects, classes and buses; discussing uniform, books, fees and school rules; settling new students into class
- Being available to counsel students experiencing problems. These problems may be related to subjects, careers, relationships with other students or home problems
- Enlisting the services of outside agencies where applicable eg DECD Guidance Officer, Speech Pathologist, Community and Mental Health Service, Centrelink, Family And Youth Services, Riverland Interagency Team
- Contacting parents with concerns on students' progress
- Being the point of contact for parents with concerns about their child's progress academically; their relationships; or personal matters

## PASTORAL CARE WORKER

A Pastoral Care Worker is available for appointments and organises regular weekly and term events that are available to all students. For more information please contact the Student Services office.

## NEWSLETTER / WEBSITE

Through newsletters, our website [www.glossophs.sa.edu.au](http://www.glossophs.sa.edu.au) and notices we try to keep you informed what is happening at the school. We urge you to read notices carefully and if there is a 'tear off sheet', complete and return this to the school promptly.

The Newsletter will be available fortnightly - normally on Wednesdays - and is our main means of communication. If you wish to have articles included, please send them to the school the week before publication is desired. Newsletters are available on our website.

## MONEY COLLECTION AND BOOKROOM SALES

If students wish to purchase stationery, they can do so during recess and lunch time from Student Services. Students who are making payment for excursions or any school accounts are advised to make their payments at the Administration office.

The school and staff cannot be held responsible for money or other valuables held by a student in a bag or locker.

## SCHOOL ORGANISATION

### DIARIES

All students in the school are required to keep a school diary and to use it effectively

- The diary may be checked by the Mentor and initialled to show that it has been checked. We encourage students to use it effectively. Parental checking of diaries will provide students further encouragement in their personal organisation
- The diary is to be carried to **ALL** lessons so that homework can be entered, and student movement monitored

**The student is responsible for completing the following aspects of the diary.**

- The diary is to be maintained in a good condition throughout the year – no graphic or offensive words
- A timetable of lessons are to be placed in the diary
- Each weekly section is to be completed as the information is obtained
- Teachers may wish to communicate information to parents and this can be done in the “Notes” section. Teachers expect a separate signature from the parent (near the note) and will check this.
- Students may wish to make a note of special reminders
- At Senior School, students who have learned to use their diaries when in Years 8 - 10 will find time management and assignment deadlines easier to meet
- The diary is a formal organisational and communication tool and should only be used for these purposes.

### INTERVIEWS

We firmly believe that students gain most from their education when parents and teachers work closely together to support and encourage them.

To facilitate this partnership we provide opportunities at various times during the year for parent-teacher interviews that we encourage all parents to attend. These will enable you to meet and get to know your child's teachers and to discuss his/her progress.

Parents are invited to contact the school at other times of the year to discuss issues relating to their child. Please phone the school to make an appointment to meet with the appropriate staff member.

Visitors to the school are asked to arrive at the Student Services office and speak to staff who will assist you in signing in.

### SCHOOL ATTENDANCE EXPECTATIONS

All students, regardless of their age, are expected to attend school every day, except where sickness or other unavoidable circumstances arise. Research has clearly established that one of the most important factors in student progress is regular attendance.

If your child is away, on their return, please send a written note with him/her explaining the reason for absence. This note should be on paper, so that it can be kept for reference by the Mentor. Slips for this purpose are printed in the school diary. It is essential that **ALL** absences are explained.

If you have prior knowledge that your child will be absent from school for any reason, please assist by communicating with the teacher before that date, so that appropriate arrangements can be made. When a student will be absent for a period of more than 5 school days, e.g. a family holiday, an **Exemption** from school may be granted by the Principal. Please contact the school to organise.

## **YOUTH ALLOWANCE REQUIREMENTS**

Students who receive a Youth Allowance are reminded that unexplained absences of more than ten days in any term may result in a deduction from their allowance. Centrelink monitors attendance of those students on Youth Allowance.

**NOTE:** Attendance is required by law until a student turns 17 years of age.

## **MIDDLE SCHOOL HOMEWORK POLICY**

Homework is an integral part of secondary schooling. At Glossop High School Middle Campus, it is used in the main for catching up missed work, completion of class work, reading and revision for tests. Long-term assignments may be set over a period of time. This develops a student's organisational skills and allows flexibility of time to cater for outside commitments.

The school recognises that many Middle School students have after school commitments such as playing sport, work, family commitments, volunteer work, dance, music etc. and consequently homework can be affected. At the Middle School level it is expected that students will spend approximately 1-2 hours per night.

**Year 11/12 Students are expected to spend between 3 - 4 hours on each subject per week.** This is considered essential for a student to successfully complete a subject. These times will vary according to the competence and diligence of the student, although if parents are concerned that a student is spending either insufficient, or too much time on homework, they should contact the school.

## **LEAVING SCHOOL DURING THE DAY**

**To ensure that students who leave the school during the day are collected by the appropriate person, a student is asked to**

- Provide a note (in diary) which will be signed by the Home Group Teacher and entered on the daily absentee list
- Report to Student Services with the note from classroom teacher
- Present a note from parent / guardian explaining why student is being collected
- Sign out using the Absences Monitor
- Bring your diary and ID card with you
- Wait in Student Services until collected by the appropriate person
- Ensure your correct Emergency contacts are maintained

### **LATE FOR SCHOOL**

- Report to Student Services office
- Sign in using the Absence Monitor
- Present a note from parent / guardian explaining reason

### **LEAVING THE SCHOOL PERMANENTLY**

- Bring a note from a parent to the Mentor
- Fill in details on a green Leaver's Form available from student services
- Return all books to the Resource Centre, Book Loan Room (within Resource Centre), and Science Laboratory. Return all sports equipment and uniforms, and obtain clearance signatures
- See all subject teachers and get signatures
- Return the form to the Student Services when all signatures have been obtained



## EMERGENCY FIRST AID AND ILLNESS

If a student feels unwell during the day or has an accident, they should report to the Student Services and speak to the School Services Officer responsible for First Aid. The student may be allowed to rest in the sick room for one lesson before returning to the classroom if they feel better, or parents will be contacted and the student sent home. In an emergency an Ambulance will be called.

## HEALTH FACTS

Community and Mental Health Service, is the largest community based health service for children and young people in South Australia. Their mission is to work in partnerships with individuals, families and communities:

- To enhance the health status of children and young people in South Australia, focussing on the promotion of health and prevention of ill health, and
- To support those parents and families who are the primary carers of children and young people.

If you have any concerns regarding your child's health, please do not hesitate to contact one of the following organisations and they should be able to put you in touch with appropriate support services.

## CONTACTS

Alcohol & Drug Info. Service	1300 131 340
Beyond Blue	1300 224 636
Child Abuse Report Line	131 478
Child & Adult Mental Health	8582 4290
Crisis Care	131 611
Emergency	000
Families SA	8595 2400
Headspace – Riverland	8582 4422
Kids Help Line	1800 551 800
Lifeline	131 114
Parent Help Line	1300 364 100
Police Assistance	131 444
Riverland Regional Health	8580 2400
Sexual Health Line	1300 883 793
Shine SA	1800 188 171

Quit Line	131 848
Youth Help Line	1300 131 719

Your family Doctor .....

### Websites:

Beyond Blue	<a href="http://www.beyondblue.com.au">www.beyondblue.com.au</a>
Headroom	<a href="http://www.headroom.net.au">www.headroom.net.au</a>
Headspace	<a href="http://www.headspace.org.au">www.headspace.org.au</a>
Kids Help Line	<a href="http://www.kidshelp.com.au">www.kidshelp.com.au</a>
Quitline	<a href="http://www.oxygen.org.au">www.oxygen.org.au</a>



The **DECD Communicable Diseases Guidelines** recommends minimum periods of exclusion from Schools. 'Infectious Diseases Cases and Contacts' states **students who are unwell should not be allowed to attend school**. The guidelines have been drawn up on the premise that students who have been ill with infectious diseases will not return to school until they have fully recovered. The only exception to this rule is that students with certain skin diseases may return once the appropriate treatment has commenced.

Exclusion days refers to calendar days. Exclusion periods are minimum periods based on National Health and Medical Research Council recommendations. (Although a medical certificate may be produced to show earlier recovery). Students should be kept home from school for the recommended period in order to protect others in the school from the infection. More information can be obtained from the DECD Website at [www.decs.sa.gov.au](http://www.decs.sa.gov.au) or phone DECD on 8226 1000 or 1800 088 158.



# GLOSSOP HIGH SCHOOL MIDDLE CAMPUS

## School Values

### BE DETERMINED...

- ❖ **Attend** school regularly and follow up with notes for unforeseen absences (slips are available in the back of your diary)
- ❖ **Be organised** with the books and required equipment for all lessons
- ❖ **Focus** on learning tasks and make good use of class time
- ❖ **Follow up** with homework tasks
- ❖ **Follow up** with work missed due to absence
- ❖ **Seek clarification** from others when unsure on any school matter
- ❖ **Show perseverance** and set personal goals for success
- ❖ **Aim high in all you do**

### BE SAFE...

- ❖ **Hats** are to be worn by students and staff during breaks and outdoor lessons in Terms 1 & 4.
- ❖ **Mobile phones & other electronic devices** are to be turned off and out of sight during lessons, unless teacher permission is given for a specific purpose. They cannot be used to take photos or videos or be used to harass or bully others. When requested, students are to hand over phones to staff. Confiscated phones may be collected from Student Reception at end of the day.
- ❖ **Aerosol spray-on deodorants** are not to be used as students or staff may have an allergic reaction. Roll-on / pump deodorant is recommended.
- ❖ **Ball games** may only be played on designated areas (e.g. handball courts, basketball ring, grassed areas) – no other ball games or running on hard surfaces.
- ❖ **Chewing gum** is banned at school because it is left under desks or dropped on carpets or paving where it becomes unsightly and is difficult to remove.
- ❖ **Hats or sunglasses** are **not** to be worn in class or at assemblies.
- ❖ **Sit on chairs** properly (4 legs on the floor). No feet or sitting on tables.
- ❖ **Keep our environment alcohol, cigarette and drug free.**
- ❖ **Stay out of buildings or out of bounds areas** during breaks, unless a teacher or SSO is present to supervise.
- ❖ **Stay within school boundaries** – ensure you know what areas are out of bounds.
- ❖ **Students are to remain in class** (indoors or outdoors) until teacher dismisses students.
- ❖ **Use the School Harassment Policy** to guide caring behaviour and use the **Grievance Procedure** if you have any issues with others.

## BE RESPECTFUL...

- ❖ **Be honest and trustworthy** to show you respect yourself and others.
- ❖ **Be polite** - using 'please' and 'thankyou' are expected norms.
- ❖ **Courtesy and respect** to students, staff and visitors are expected at all times
- ❖ **Follow instructions** of all staff, including teachers, Library, SSOs, Canteen, Grounds staff.
- ❖ **Inappropriate language, harassment, bullying or unsafe behaviour** (e.g. swearing, put downs, physical or verbal harassment, intimidation) is unacceptable and will be acted upon.
- ❖ **Line up** when waiting to enter the **Canteen**. Behave sensibly and respectfully to others in the Canteen. No inappropriate or offensive pictures, writing or graffiti on cover or inside
- ❖ **Rooms are to be left tidy** at the end of every lesson – including chairs under desks (or on desks if the last lesson of the day), rubbish in bins, no graffiti on desks, chairs or walls.
- ❖ **Speak politely** at all times – this includes **no offensive language in the yard or class**
- ❖ **Rubbish** is to be put in a garbage bin or orange recycle bin to ensure a clean environment.
- ❖ **Take care of own and other's property** – including school property. Students are **not to interfere** with anyone else's belongings or person.
- ❖ **Uniform** is to be worn at all times including when students go on excursions outside the school. A note is required if unable to wear uniform for an unavoidable reason. Sports uniform is to be worn during PE lessons and must include sleeves – no tank tops.

## BE A LEARNER...

- ❖ **Diaries** are an essential form of communication for students and parents and are used to record timetables, important dates, homework & movement around school
- ❖ **Drinking water** in class is encouraged. Water bottles are to be re-filled during allocated breaks (recess / lunch) not during class time.
- ❖ **Food** is not permitted in classrooms without teacher permission.
- ❖ **Move to lessons promptly** as soon as the bell goes.
- ❖ **Visits to the toilet, office, counsellor** etc. should be made during BREAKS provided (recess & lunch).
- ❖ **Leaving class** to go to toilet, library etc. requires teacher permission and a diary note or permission slip **must** be taken with the student.

Students enrolled at Glossop High School are part of our school community and are expected to

- ❖ Know our school values and expectations
- ❖ Comply with them all
- ❖ Show **determination** in their endeavours

so that we can have a **safe, respectful, learning** environment where all students can succeed.





## BEHAVIOUR MANAGEMENT

Staff have participated in 'Restorative Justice' training. Our aim is to support students to respond in an appropriate manner when dealing with a myriad of situations.

### KEY POINTS FOR PARENTS AND STUDENTS TO BE AWARE OF:

- Our school has a zero tolerance in regard to possession, distribution or sale of illegal substances. Copies of the school Drug Policy are available on the school website.
- Smoking is not allowed on any property that is owned by the South Australian Government.
- Physical assault is totally unacceptable and will not be condoned at school.
- A refusal to follow the student behavior code or threats to the wellbeing of staff and or students will not be tolerated.

## CYBER SAFETY

Technology is a very powerful and positive tool when used responsibly. Just like in real life, it is important to exercise good decision-making when online and to treat others with respect. Cyber safety guidelines should be followed at all times.

Remembering these key tips will help you keep control online, both now and into the future.

- REMEMBER to keep your personal details private. Don't post information about yourself that strangers might read, and don't share your password with anyone at all. Be careful who you trust online and don't accept friend requests if the person is not a real life friend.
- REMEMBER to think twice about what you say and post. Don't post anything you don't want others to see or know about or anything that you wouldn't be prepared to say face to face or in front of other people (the potential online audience is huge).
- REMEMBER - it's forever. Posts on the internet can remain there for a long time and might be read by future employers, partners and even your own children!
- REMEMBER to respect other people. Treat others as you would like to be treated. Never post pictures or images of others that may cause them harm or embarrassment. Once they are uploaded, it's almost impossible to remove them completely. You may even be breaching copyright or breaking the law by sharing property that is not yours.
- REMEMBER if someone writes something rude or offensive, do not respond. Block this person immediately and speak to a trusted adult about the situation.

## BULLYING AND HARASSMENT

**Bullying is a deliberate effort to hurt, threaten or embarrass another person by an individual or group.** It can be:

- **Verbal:** including name-calling, put downs, making hurtful, sexist or racist remarks, making threats, laughing unkindly
- **Physical:** including hitting, tripping, bumping, kicking, punching, throwing objects, stealing possessions, pulling faces, invading personal space
- **Social:** including ignoring, hiding from, excluding others, sending offensive or threatening text or internet messages or images, prank phone calls
- **Psychological:** including stalking, dirty looks, spreading rumours, hiding or damaging possessions, ganging up, offensive or threatening gestures, intimidation

## GLOSSOP HIGH SCHOOL GRIEVANCE PROCEDURE FOR BULLYING

Bullying is repeated verbal, physical, social or psychological behaviours that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies. Conflict or fights between equals and single incidents are not regarded as bullying. Bullying in any form or for any reason can have long-term effects on those involved, including bystanders.

**How is Bullying Reported?** If you are bullied or you know someone who is being bullied, please report it. Early detection gives the school the best opportunity to follow up the incident and intervene. When bullying is ignored it may get worse.

### **If you are bullied:**

1. Tell the person who is bullying you to stop. State clearly that the behaviour is unwelcome and hurtful.
2. Seek help. Talk about it with someone you trust. This may include parents/carers, friends or a SLC member.
3. Report it to a teacher (Home Group Teacher, Subject Teacher, School Counsellor, Year Level Leaders, Deputy Principals, Principal).
4. If bullying continues after you have reported it to a staff member please fill out an Harassment Form. These forms are available in Student Services, from your Home Group Teacher and Student Wellbeing Leader.
5. Give this form to your Home Group Teacher or a Student Wellbeing Leader.

**If you know someone is being bullied:** A bystander who observes or hears a bullying incident is considered part of the problem if they do not act. Care enough to do something about it whether or not it affects you personally.

1. Support the person being bullied.
2. Don't stand by and watch - get help from a teacher (Home Group Teacher, Subject Teacher, Yard Duty Teacher, School Counsellor, Year Level Leader or Principals).

### **Actions that will be taken**

**LEVEL 1:** e.g. a single incident  
Both bully and victim are spoken to in an attempt to reach shared understanding and mutual concern for the situation. Most issues can be resolved here.

**LEVEL 2:** e.g. repeated incidents with same or different students/teachers  
This is more serious. A formal warning in writing will be given, parents/carers will be contacted and a record goes on the student's file.

**LEVEL 3:** e.g. repeated incidents and/or an extremely serious incident  
Repeat offenders will be suspended.

### **Useful Links:**

<https://www.decd.sa.gov.au/supportingstudents>  
<https://bullyingnoway.gov.au>  
[www.decd.sa.gov.au/parentcomplaint](http://www.decd.sa.gov.au/parentcomplaint)

# GLOSSOP HIGH SCHOOL

## Uniform Guidelines



Our school dress code reinforces the pride in student appearance, instills recognition of themselves as an integral part of the school community and makes it easy to identify visitors on school premises. Our uniform also assists with the development of school pride when representing Glossop High School in the wider community.

It is expected that all students will wear the uniform as specified in the current Uniform Policy while attending school, at school functions, when representing the school and travelling to and from school.

### Summer

Shirt - Green or white polo shirt with GHS logo  
 Shorts - Charcoal grey  
 Skirt - Pleated bottle green  
 Shoes - Enclosed supportive black shoes  
 Socks - Grey, white or black  
 Hat - White, green or grey wide brimmed with logo

### Winter

Shirt - Green or white polo shirt with GHS logo  
 Pants - Charcoal grey  
 Jumper - Green polar fleece (unisex), Brown knit with green band (girls)  
 Jacket - Green microfibre with yellow trim  
 Skirt - Winter long (mid calf) check  
 Shoes - Enclosed supportive black shoes  
 Socks - Grey, white or black

### Physical Education

Shirt - Yellow with green trim  
 Shorts/Trackpants - Black  
 Shoes - Sandshoes



Physical Education

Summer

Winter

Prefect

## UNIFORM EXPECTATIONS

It is expected that all students will wear uniform as specified in the current Uniform Policy, while attending school, at school functions, when representing the school and travelling to and from school. Posters showing uniform are displayed in classrooms and offices (see previous page). Students are expected to be clean, neat and tidy at all times. We are a Sun Smart school and brimmed hats are to be worn for all outdoor activities in terms 1 and 4. Wearing is encouraged at breaks.

If for an unavoidable reason a student is unable to meet the uniform requirements on a particular day, then parents/carers are requested to forward a note in the diary with explanation to the Mentor.

When students' dress does not meet the school requirements and no explanation has been given, parents/guardians will be notified. Where ongoing non-compliance occurs, disciplinary action may take place, e.g. a student may not be able to attend some classes if incorrect footwear is worn and hence must go to the Reflection Room. Students must be in uniform when representing the school on outings or excursions.

- Jewellery should not be worn as it is a safety risk in practical areas. A watch, plain ring and plain ear studs/sleepers are preferred. No other visible body piercing is acceptable due to safety reasons
- Jeans are not part of the uniform and track pants or jeans are not to be worn under long skirts.

### Excursions

Students will only be able to attend excursions and events out of school grounds if wearing full school uniform or sports uniform.

### Casual Days – uniform free days

Approximately once each term the School and Student Leaders Council designates a 'Casual Day' in order to raise funds to support a charitable cause. On these occasions the following applies:

- Shoulders must be fully covered (no thin strap styles; sleeveless tops)
- No low necklines or very brief skirts or shorts permitted
- Bare midriffs not permitted (tops and bottoms must overlap)
- No inappropriate or offensive logos
- Footwear must meet safety requirements for entry into Science laboratories and Technical Studies areas
- Jewellery should be kept to a minimum.

**Physical Education** students are required to change into sports gear for ALL Physical Education lessons. Students must change back into school uniform at the end of the lesson – including at the end of the day.

**Pants** black sports shorts / black track pants

**Shirts** a GHS sport polo shirt is available for sale from the office

**T-shirt** in school or House colours is also acceptable

**Shoes** sandshoes and a change of socks is recommended

### Sports Uniform

This is compulsory for all events when representing the school. Uniform tops and warm up jackets are provided by the school, with the organizing teacher booking out the uniforms from the library for each student. Plain black shorts or plain black track pants should be worn.

School Uniform can be purchased from:

- ❖ **B & B's** - Barmera
- ❖ **Premier Sports** – Berri
- ❖ Glossop High School **Winter Skirts, Hats & PE Sports tops** available from the Admin Office



## WHAT TO DO IF...

**I am late to school?** Report to Student Services and sign in.

**I am absent?** Parent/Carer rings to notify the school

**OR** On the day after you were absent, you return a note to Home Group Teachers explaining your absence (Yellow notes to be found at the back of the diary).

**I become ill at school?** Notify your Subject Teacher and obtain permission to go to the Student Services Sick Room. Parents/Carers will be contacted from Student Services. Mobile phones should not be used to contact Parents/Carers.

**I lose something?** Check with Student Services where lost property is stored. Report any losses to your Home Group Teacher. Clothing and equipment that is named can be easily returned to you.

**I can't do sports?** A note must be given to the Physical Education Teacher and you must still be present at the lesson/venue and the teacher will provide you with an alternate program.

**I have to leave class early?** Where possible, dental and medical appointments should be made out of school hours. Students should bring a note from their Parents/Carers to the Home Group Teacher who will sign the note and record the details. You should show the note to your Class Teacher at the start of the lesson before signing out at Student Services.

**I need to miss a day of School?** Any requests for time away from school (one week or longer) must be made by your Parents/Carers to the Principal in writing. Early departure for holidays and late returns are not encouraged.

**I am absent for more than three days?** The Home Group Teacher should be contacted. A medical certificate should be sent to the School, or given to your Home Group Teacher on your return. Written requests for up to four weeks can be obtained from the Principal.

**I can't wear uniform or the correct shoes?** Students should bring a note from their parents/carers to the Home Group Teacher who will sign the note, record the details and direct you to the Library where spare uniform can be borrowed for the day. Appropriate footwear and clothing are still essential.

## RESOURCE CENTRE – MIDDLE CAMPUS

The library staff aim to provide resources and services to cater for the academic, recreation and leisure interests of students and staff members of Glossop High School, and to support the aims of the total school educational programme.

The **Resource Centre is open 8:30 am to 3:30 pm Monday to Friday** (closed recess times and for the first half of lunch). Students may use the Resource Centre individually and in small groups sent by subject teachers, provided they have permission notes in their diaries, as well as in class groups with their subject teachers.

Students may **borrow general resources for a period of 28 days** and textbooks for either a semester or a year. Students are encouraged to write down in their diary the copy number of the textbook they borrow. Middle school students may borrow up to a total of ten items at any one time. To borrow from the Resource Centre students must have either the One Card Library borrowing card or an ID card that needs to be presented each time the student borrows. If the card is lost or damaged the replacement cost is \$10.

Notices reminding students of any resources that are overdue are sent out regularly via the home group. Letters are subsequently sent home if the resources fail to be returned after a reasonable period of time. Students are unable to borrow general resources until overdue resources are returned.

**Sports uniforms** are housed in the Resource Centre and are borrowed by students who are required to represent the school. It is expected that uniforms will be laundered before being returned to the Resource Centre promptly for reuse by other students.

There are a variety of information sources that are available in the library including general fiction and non fiction collections, reference books, recreational magazines and internet access, including a full text newspaper and journal online database. The Glossop Resource Centre recently transitioned to the One Card Network that enables students to reserve and access resources from throughout the state. Resources reserved by students are sent to the school for students to borrow and return.

Students are able to search the library network and place holds on items at home by using the catalogue at [www.berribarmeralibrary.org.au/](http://www.berribarmeralibrary.org.au/). A range of online resources are also available for student use.

The Premier's Reading Challenge is promoted by the Resource Centre and is supported by English teachers.



## CANTEEN

The Canteen employs a Manager and two permanent helpers. Voluntary help is required and is much appreciated, as food preparation is labour intensive.

The canteen is open from 8.10 am. - 8.35 am and the canteen operates during recess and lunchtime. The menu reflects the Healthy Eating Policy as set by the Department of Education and Child's Development. The emphasis is on good nutrition, hence wholemeal breads, low salt, low fat foods are the only kinds available. The canteen has daily '*Specials*'.



Lunch orders are taken before school and recess time at the Canteen, and are collected from the canteen at the start of lunch.

Canteen staff may be contacted between 9 am and 3 pm or at the school on 8583 2004 when the Canteen is closed.

**If you can help at anytime at the Canteen, please contact staff on  
8583 2238 (Glossop) / 8595 2690 (Berri).**



## **CARE OF PROPERTY**

### **School Property**

We enjoy our facilities and it is important to make every effort to keep them in good condition. We expect all students to help with this - and also to help to keep the buildings and grounds litter free, so that our campuses look and feel good at all times. Students are expected to take a personal pride in our school and help keep our environment neat and tidy. By Government regulations 'Students who wilfully or carelessly damage school property will be required to meet the cost of repair.' Under no circumstances are students to deface buildings or furniture.

### **Personal Property**

If clothes are clearly labelled, then it is easy to return them to the owner when they are found. It costs a little time, but saves money, if you label all clothes, particularly those that the student may take off during the day (e.g. jumpers, hats, coats and shoes).

The school cannot accept responsibility for valuable items of personal property (e.g. mobile phones and electronic devices). Students should not leave these items or sums of money in unattended bags, clothing, pencil cases or on desks. All items should be labelled. A sturdy school bag is also recommended.

### **Lost Property**

Lost property is kept in the Student Services area until the end of each term and may be inspected at any time. If the property is not claimed it is recycled or distributed to St Vincent de Paul /second hand shop.

### **Lockers**

Lockers are available for student use to store non valuable items. Students are asked to provide a padlock with two keys. One key is given to the Student Services staff to keep in case the student's key is lost or left home.

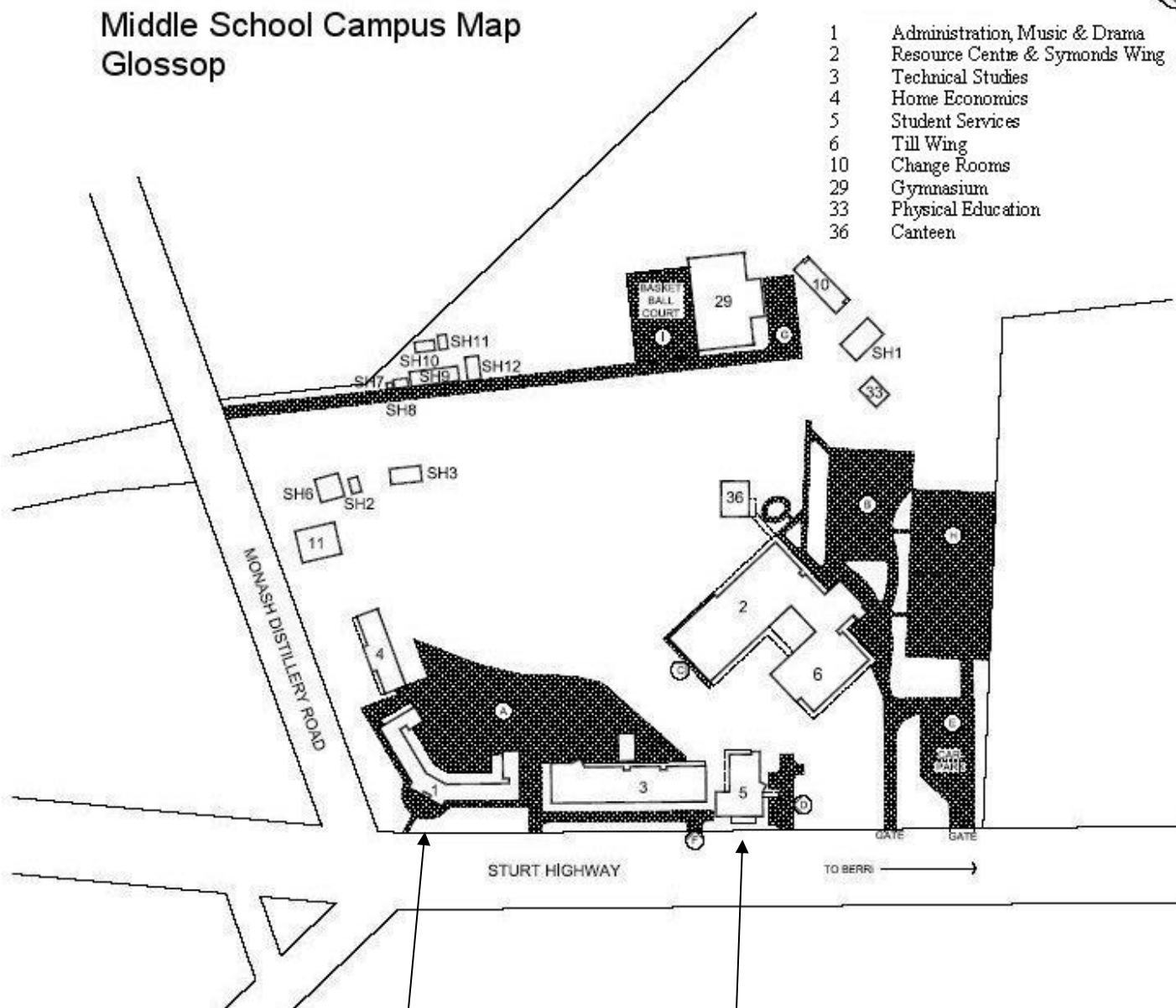


# MAP

## Middle School Campus Map Glossop

### Buildings

- 1 Administration, Music & Drama
- 2 Resource Centre & Symonds Wing
- 3 Technical Studies
- 4 Home Economics
- 5 Student Services
- 6 Till Wing
- 10 Change Rooms
- 29 Gymnasium
- 33 Physical Education
- 36 Canteen



#### ADMINISTRATION

Purchasing of PE  
tops, Hats & winter  
skirts & Payment of  
school fees &  
excursions

#### STUDENT SERVICES

Drop Off  
&  
Pick up students

[illegible]



[www.glossophs.sa.edu.au](http://www.glossophs.sa.edu.au)