

MURRAY HIGH SCHOOL

GENERAL INFORMATION BOOKLET

2020



Kaitlers Rd, Lavington
Phone: 02 6025 4711

MURRAY HIGH SCHOOL

Murray High was opened in 1976 and has a student population of approximately 700.

The school vision is to enable our students to become successful learners, confident and creative individuals, and active and informed citizens through equity and excellence in education.

We are a dynamic school community that is committed to delivering richer, broader learning in a supportive environment.

Our 3 focus areas from our School Plan are:

- Wellbeing, School Culture and Values
- Student Engagement and Learning
- Quality Teaching

Murray High wishes to work closely with parents in assisting students to **'Learn to Live'**.



Mr Norman Meader
Principal



Mr Michael Brigden
Deputy Principal



Ms Natarsha Onley
Deputy Principal

SCHOOL ADDRESS	Kaitlers Road, Lavington 2641
POSTAL ADDRESS	PO Box 360, Lavington 2641
TELEPHONE	02 6025 4711
SCHOOL EMAIL	murray-h.school@det.nsw.edu.au

CANTEEN	02 6025 5509
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PRINCIPAL	Mr N Meader
DEPUTY PRINCIPAL	Ms N Onley
DEPUTY PRINCIPAL	Mr M Brigden
DEPUTY PRINCIPAL (TEACHING & LEARNING)	Mr G Lewis

HEAD TEACHERS:

ENGLISH/HISTORY	Ms J Montgomery
MATHEMATICS	Mr D Brownlaw
TAS	Mr G Booth
SCIENCE	Mrs B Jeffrey
HSIE/LANGUAGES	Mr B Pollock
WELLBEING	Mrs D Glass
PD/HEALTH/PE	Mr S Morrison
ADMINISTRATION	Ms J Walker

STUDENT ADVISORS FOR 2020 ARE:

YEAR 7	Mr B Cuneo
YEAR 8	Ms K Finlay
YEAR 9	Ms J Vine
YEAR 10	Mrs M Doughty (Relieving)
YEAR 11	Mr J Toohey
YEAR 12	Mr M Hogan

STUDENT ADVISER - GIRLS	Ms K Banks
SPORTS CO-ORDINATORS	Mr M Hogan Mr S Morrison
CAREERS ADVISER	Ms J Vine (Relieving)
SCHOOL COUNSELLOR	Ms M Dupe
WELFARE	Mrs D Glass
SCHOOL ADMIN MANAGER	Mrs K Stempel
LIBRARIAN	Ms K Rhodes
ANTI-RACISM CONTACT OFFICER	TBA
ANIT-DISCRIMINATION OFFICER	TBA

THE SCHOOL DAY

- Each school day consists of 8 periods of approximately 38 minutes duration. Sport day is on Wednesday.
- School day starts at 9.00am
- School assemblies are held on Wednesday each week.

SCHOOL TIMETABLE

PERIOD	MON, TUES, THURS & FRI	PERIOD	WEDNESDAY
P.1	9:00 - 9:45	P.1	9:00 - 9:45
P.2	9:45 - 10:25	P.2	9:45 - 10:25
RECESS 1- 20 mins	10:25 - 10:45	ASSEMBLY	10:25 - 11:05
P.3	10:45 - 11:25	RECESS 1- 25mins	11:05 - 11:30
P.4	11:25 - 12:05	P.3	11:30 - 12:10
LUNCH - 30 mins	12:05 - 12:35	P.4	12:10 - 12:50
P.5	12:35 - 1:15	LUNCH	12:50 - 1:10
P.6	1:15 - 1:55		1:10 - 1:30
RECESS 2- 10 mins	1:55 - 2:05	SPORT	1:30 - 3:00
P.7	2:05 - 2:45		
P.8	2:45 - 3:25		

CURRICULUM

Year 7

English
Mathematics
Science
Geography
History
Technology
PD/Health/PE
Visual Arts
Music
Chinese
Year Adviser

Year 8

English
Mathematics
Science
Geography
History
Technology
PD/Health/PE
Visual Arts
Music
Year Adviser

Plus two electives from following

Clay and Mosaics
Drama
Make it and Take it
Paddock to Plate
Sweet Endings – Food Technology
Photoshop/Premier Elements
3 D Printing

Year 9

English
Mathematics

Science
Geography
History
PD/Health/PE
Year Adviser

Year 10

English
Mathematics
Science
Geography
History
PD/Health/PE
Career Studies
Year Adviser

Plus two Stage 5 electives from the following

Commerce
Food Technology
Information Software
Physical Activity and Sports Studies
Photo Digital Media
Visual Arts
Agriculture
Industrial Technology – Timber
Drama
Industrial Technology-Electronics
International Studies

Year 11

English Advanced
English Standard
English Extension 1
English Studies
Mathematics Advanced
Mathematics Extension 1
Mathematics Standard 2
Community and Family Studies
PD/Health/PE
Society and Culture
Business Studies
Biology
Physics
Sport Lifestyle and Recreation Studies
Chemistry
Visual Arts
Construction
Metal & Engineering
Music
Modern History
Hospitality
Visual Design
Visual Design
Chinese Beginners
Geography
Textiles (AHS)
Drama
Aboriginal Studies (JFHS)
Engineering Studies
Software Design and Development
Investigating Science
Work Studies

Year 12

English Extension 1
English Advanced
English Standard
English Studies
Mathematics Extension 1& 2
Mathematics Standard 1&2
Mathematics
Business Studies
Construction
Drama
PD/Health/PE
Biology
Hospitality
Industrial Design – Timber/Furniture
Legal Studies
Modern History
Sport Lifestyle and Recreation Studies
Engineering Studies
Chemistry
Community and Family Studies
Society and Culture
Physics
Visual Arts
Visual Design
Agriculture
Textiles
Geography
Chinese Beginners
Information Processing and Technology
Aboriginal Studies (JFHS)

SCHOOL CONTRIBUTIONS

All schools in NSW seek voluntary contributions to cover some of the costs of services for students.

Some of these services include the provision of:

- Textbooks
- Sporting equipment
- Library services
- Stationery
- Audio-visual
- Musical instruments

In 2020 the School Contributions sought are:

Year 7-12 -\$25.00 per student per semester.

SUBJECT FEES

Years 8 to 12 there are Subject Fees to cover the cost of materials used in practical subjects which have been elected.

Payment may be made by cash, cheque, eftpos or the Parent Online Payment system which can be accessed from the front page of the Murray High Schools website is:

www.murray-h.schools.nsw.edu.au/home

NB The school is very happy to receive contributions and fees by instalments.

SUBJECT FEES APPLY TO THE FOLLOWING SUBJECTS/COURSES

Year 8

Clay and Mosaics	\$20
Drama	\$10
Make it and Take It	\$35
Music (Mandatory)	\$10
Paddock to Plate	\$15
Photoshop Premier Elements	\$10
Sweet Endings	\$35

Year 9

Agriculture	\$20
Drama	\$20
Food Technology	\$100
Industrial Technology-Electronics	\$50
Information Software & Technology	\$20
Photographic Media	\$40
Physical Activity Sports Studies	\$25
Visual Arts	\$40
Visual Design	\$40

Year 10

Agriculture	\$20
Drama	\$20
Food Technology	\$100
Industrial technology-Timber/Metal	\$50
Industrial technology-Electronics	\$50
Information Software & Technology	\$20
Photographic Media	\$40
Physical Activity Sports Studies	\$25
Visual Arts	\$40

Year 11

Construction Framework	\$100
Drama	\$50
Hospitality Operations (includes hire of tool box)	\$150
Industrial Tech-Metal & Engineering	\$100
Music	\$10
Software Design and Development	\$20
Visual Arts	\$60
Work Studies	\$10

Year 12

Construction Framework	\$100
Drama	\$50
Hospitality Operations	\$50
Industrial Technology- Furniture	\$50
Information Processing and Technology	\$20
Music	\$10
Photo Media	\$45
Textiles and Design	\$50
Visual Arts	\$50
Visual Design	\$45

SCHOOL EQUIPMENT REQUIREMENTS

Textbooks

All essential textbooks are issued on loan by the school to students.

Special Requirements

- Due to Workplace, Health and Safety requirements, students must have enclosed shoes with leather uppers for Food Technology, Industrial Arts and Science.
- All students require a calculator and geometric instruments for Mathematics.
- All equipment and clothing should have the owner's name clearly marked on it.
- Aprons can be purchased from the front office.

SCHOOL UNIFORM

Junior School Uniform

Blue check dress, navy blue box pleat skirt, navy blue/grey tailored school shorts/pants with Navy and mid blue polo shirt. Fully enclosed black leather school shoes. The Murray High School jumper or jacket may also be worn.

Senior School Uniform

Mid blue dress with navy blue trim, navy blue tailored school shorts, skirt, pants, or grey pants. Navy and yellow polo shirt, fully enclosed black leather school shoes, Murray High School jumper or jacket.

PE and Sport Uniform

Sports shorts (navy blue), sports shirt (mid blue with navy trim and school logo), plain navy blue tracksuit pants, plain white socks, fully enclosed leather sports shoes, jumper or jacket.

Riverina representative items that may be worn: Riverina rugby top, Riverina sports jacket (black with white stripes and Riverina Logo). Riverina shorts can only be worn on sports day.

NO RIVERINA HOODIES.

The School PE/Sport Uniform may be worn to school and to normal classes on SPORTS DAY ONLY.

School Shoes

Black fully enclosed leather shoes or black fully enclosed joggers are the only acceptable style. Due to WH&S requirements, all students must wear **FULLY ENCLOSED BLACK LEATHER SCHOOL SHOES**.

NON-ACCEPTABLE BLACK SCHOOL SHOES

Canvas style, ballet types are not acceptable school footwear.

Wet Weather Clothing

The Murray High School spray jacket is an accepted item of school uniform and may be worn. The Riverina school representative sports jacket (black with white stripes and Riverina logo), NSW CHS jacket or rugby top is also an accepted item of school uniform and may be worn. Overcoats, duffel coats, parkas and scarves, which must be navy blue or black, may be worn to and from school and when outdoors, but must NOT be worn in classrooms or at assembly.

HOODIES ARE NOT ACCEPTABLE CLOTHING AT ANY TIME.

Our parents and students have indicated that Murray High School is a 'uniform school'. This means that all students must wear the appropriate uniform at all times as a means of developing school identity and tone.

There are also mandatory Work Health and Safety requirements which apply to the wearing of the uniform. Any student not wearing complete school uniform must report to the Head Teacher on duty from 8.30am near the Deputy Principal's offices either to collect an 'Out of Uniform' note or to have a parental note approved by the Head Teacher.

Students who are out of uniform and do not have a note by the commencement of Period 1 will be automatically placed on detention for that day (unless they have signed in late). Staff may ask students at any time to present an 'Out of Uniform' note.

General Standard of Dress

1. Baggy/cargo/hipster style pants and shorts, denim jeans or track suit pants **ARE NOT** acceptable as part of the everyday general school uniform.
2. The only jewelry permitted is a watch, signet ring, plain bangle and one pair of studs or small sleeper earrings (one in each ear). All should be able to be removed for PE, sport or in practical subjects or situations that may prove to be dangerous.
3. All items of clothing should be clearly labeled with the pupil's name.

4. It is expected that students will give attention to their cleanliness and to maintaining a neat appearance. This includes grooming and personal hygiene, as well as clothing and other belongings.
5. It should be understood that students whose standard of dress or cleanliness falls below acceptable standards may be prevented from participating in various school activities.

Murray High School Uniforms are available to purchase from

Albury Uniforms and School wear

1104 Mate Street
North Albury NSW 2641

Lowes (in store or online)

514 Olive Street
Albury NSW 2640

PARENTS' AND CITIZENS' ASSOCIATION

P&C meetings are held once per month on the second Monday for one hour in the school staff room. Discussions are held on school policy, positive school behaviours, student uniform and dress code, school routines, P&C budget, and the school budget. Everybody has a role to play and your ideas are welcome.

SCHOOL CANTEEN

The running of the Canteen is based on the NSW Healthy Canteen Policy. We provide a wide variety of food that is of a nutritional nature. Some examples are focaccias, gourmet sandwiches and rolls, unsweetened juices, low fat milk and other food which follow the Healthy Canteen guidelines.

The canteen is conducted by the Parents' and Citizens' Association and provides an excellent opportunity for parents to show their interest in their children and the school by voluntary assistance in the Canteen. A number of parents are needed each day until 2.00pm to prepare lunches and serve.

If you would like to assist, please contact the canteen on (02) 6025 5509.

COMMUNICATION

The monthly Newsletter is placed on the Murray High School website, www.murray-h.schools.nsw.edu.au/homea and the school app. It can also be emailed to parents on request.

The Murray High School App is available by searching for Murray High School on Google Play store or iTunes, this app can be download for free. Alerts are sent which include information about coming events or important notices to parents and the community.

Murray High School also has a Facebook page which is updated regularly.

SCHOOL REPORTS

Comprehensive reports for all students will be sent home in Terms 2 and 4. For Year 10 and Year 11 students if they wish to access their Record of School Achievement (RoSA), they can do so by applying to the Board of Studies upon leaving school.

Parent /Teacher nights will be held in Term 1 and Term 3. These are organised around a pre-arranged time slot for interviews. Parents will need to make appointments on-line with their child's teacher. The timing of the process will be posted on the web site and through a push notification through the MHS App.

Parents will be informed when a student's behaviour or progress is cause for particular concern. Please do not hesitate to contact the school if you are worried about any matter concerning your child. One of the best people to contact is the Student Adviser for your child's scholastic year.

MOBILE PHONES & ELECTRONIC DEVICES

Students are discouraged from bringing these items to school. They are a distraction in the classroom, the school has no control over the content sent or received from such items and they are too often stolen.

Students must have all devices **switched off during lesson times**. Students who use these items during lessons (including moving between classes) will have them taken from them by their teacher. The item will be given to one of the Deputy Principals and returned to the student at the end of the day. Repeat offences will necessitate parental involvement. Mobile phones are not permitted in sickbay.

PASSENGER PASSES

Drivers must not carry student passengers unless the passenger holds a Passenger Pass **FOR THAT DRIVER AND THAT VEHICLE**. This pass is issued by the school.

- Students cannot use cars for transport to and from school activities. These activities include excursions and travel to sport. This also applies to students holding Passenger Passes.
- Students cannot use cars to drive home or transport passengers home during breaks or at other times unless permission is sought from the Deputy Principal.

BUS PASSES

To be eligible for free school travel, students may need to live a minimum distance from school.

Applications for school bus travel need to be completed online

Online application forms are available at transportnsw.info/school-students assistance is available on 131 500.

Print, sign and date the completed application, the application form is endorsed by the school and sent.

To update your details- apps.transport.nsw.gov.au/ssts/updatedetails.

The bus proprietor, will have no hesitation in suspending a student from bus travel if his/her behaviour is unacceptable.

No bus passes will be issued after Week 4, Term 4

LATENESS AND ABSENCE FROM SCHOOL

- Students who arrive late for school must report to the school office to record their attendance. Repeated lateness will be followed up by an interview with parents and/or special detention.
- The Parent/Guardians of students who are absent from school without explanation will be sent a text message notifying them of their student's absence. A student is required to bring a note to satisfactorily explain any absence within 7 days. It should be noted that parents are legally bound to explain all absences. The note should be of the following form:

The Principal,
Murray High School.

Please excuse the absence of my son/daughter/ward
on The reason for his/her absence was that he/she

.....
(This reason must be specific, not just 'he/she was sick').

Signature (Parent/Guardian)

- The note must be handed in to their Roll Call Teacher on the next day of attendance.
- If an absence is likely to be more than two days, the school must be notified no later than the third day and a note presented when the child returns. If such a notification is not made the school is compelled to request an explanation for the absence.
- If a student is required to leave the school for a part of the school day, the student is to bring a note and hand it in at roll call. The student will then report to the school office at the time requested, to be signed out and collect a leave pass for partial leave.

- No student may leave the school within school hours, without permission and reporting to the school office.
- It is important for parents to note that one of the conditions governing the award of a Record of School Attendance (RoSA) is that students must have a satisfactory attendance and must complete work with due diligence and effort.
- The Higher School Certificate is a satisfactory achievement of prescribed outcomes. Regular attendance is essential to achieve these outcomes.

EXCURSIONS AND SPORTING TRIPS

A variety of excursion and sport trips will be organised by the school during the year. Students taking part must be in school uniform, and return their signed permission notes before they will be allowed to attend.

A student's welfare level determines their eligibility for involvement in extra curriculum activities. If a student is placed on Blue, Red or Yellow Level, they will not be permitted to attend the activity.

HOMEWORK

Homework as an educational activity which encourages students to carry out achievable learning tasks in the home. It allows for the consolidation of learning completed during scheduled class time.

A Homework Centre operates in the school Library from Monday to Thursday between 3.25pm – 4.30pm. Students can do their homework and receive assistance from a teacher should they are having difficulty.

Parents who are concerned about their children's homework are invited to contact the Student Advisor or the Deputy Principal at any time.

SCHOOL SPORT

It is mandatory that all students in Years 7 – 10 will participate in sport students are expected to wear school sport uniform.

Sports day for 2020 will be Wednesday. There will be the occasional time when, due to interschool competitions, sport will be held on another afternoon.

The sporting program offers a wide range of activities, including competitive games and recreational sport.

Buses are provided for activities conducted at venues that are a distance from the school.

Requests for leave for such reasons as medical appointments or family activities should be avoided.

Students, who are injured, will be placed in a non-sport group which will be engaged in other positive educational activities. A prolonged absence from sport will require a Doctor's Certificate.

Sport Attendance Requirement and Procedures.

The Department of Education and Communities requires that all students who attend a NSW Government school participate in at least 80 minutes of sport each week. In each of Years 7-10, 80-120 minutes per week is allocated. 80-120 minutes per week is also required for Year 11 students, and for students in Year 12, if Year 12 students wish to participate. At MHS the all students in Years 7-10 participate in 90 minutes of sport each week.

Leave from sport:

- i. Requests for leave from sport must be presented to the Sports Organiser prior to 8:45am on a sport day.
- ii. Notes are to contain a valid reason such as a medical appointment notice, full name of student, year and parent/ legal guardian's contact number. Who will be collecting the student. As with all notes they are to be written by a **parent or legal guardian/ caregiver**.
- iii. Students are required to bring a doctor/ medical practitioners certificate the following morning before 9:00am to the Sports Organisers to support the students leave, and to keep with the students attendance records.
- iv. Once leave note has been signed and recorded by the Sports Organiser they are to be presented to the VRG teacher.
- v. Students are to sign out through the front office at the time of departure and obtain a leave pass BEFORE LEAVING THE SCHOOL GROUNDS accompanied by the parent/guardian who is collecting them.

Students unable to participate in sport:

- i. Students who are unable to participate in sport due to illness or injury must supply a note from **parent or legal guardian/ caregiver** with (where possible) a medical certificate to verify this.
- ii. Students are required to attend non-sport where schoolwork is to be completed in a supervised room.
- iii. Parents will be contacted to confirm the validity of notes where doubts of authenticity are concerned.
- iv. Parents will be contacted (in the presence of the student if time permits) when a request is denied. This requirement is the same for any school day. Notes submitted the following day to explain the failure to follow these procedures will not be accepted, and consequences will be put in place if this occurs.

No student is permitted to leave the school grounds without a leave pass as per the procedure above.

- i. Failure to follow these procedures will result in consequences being put in place and the partial absence being recorded as truancy.

https://www.det.nsw.edu.au/policies/student_serv/student_welfare/safe_sport/PD20020012.shtml?query=sport

GUIDANCE AND STUDENT WELFARE

Parents are invited to discuss their son or daughter's progress, social problems, placement and careers with the school. Staff are available to assist including the School Counsellor. Please telephone the school on 02 6025 4711 to arrange a mutually convenient time.

The School Counsellor is available as a consultant for handling any academic or social difficulties students may have. Students should feel free to approach the School Counsellor at any time.

The Student Advisor Girls is there to assist any girl who may have social, physical or personal problems.

PERSONAL ACHIEVEMENT PROGRAM

The Personal Achievement Program allows students to achieve across **FIVE** distinct areas within school life. The **FIVE** areas of achievement include:

1. **Academic**
2. **Cultural**
3. **School Service**
4. **Community**
5. **Sport**

Students receive and collect Achievement Awards from their teachers. These awards progressively build towards more significant awards until the first Level Award is obtained. Students can then progress to the higher level awards by achieving across the remaining FOUR areas. If a student excels across all of the FIVE areas, they receive the Honours Level and are placed on the Murray High School Honours Board.

This program aims to:

- reward and publicly recognise students for their positive achievements
- encourage students to behave in appropriate ways
- encourage learning, work ethic and a positive school environment
- Allow students to contribute to the school's workings and increase their sense of ownership and belonging.

The Welfare Committee meets each week to discuss the progress of students.

POSITIVE BEHAVIOUR FOR LEARNING

PBL – Values and Positive Behaviour Expectations

Murray High School encourages positive behaviour to ensure the best learning environment for each student.

Our school focuses on the three main values of **READY**, **RESPECT** and **RESPONSIBLE**.

These three values are the basis of a school-wide system that defines, teaches and encourages appropriate student behaviour.

The purpose of a school-wide PBL is to establish a climate where appropriate behaviour in all settings is expected.

The following matrix has been developed by staff and students to state in a positive way the behavioral expectations of students at Murray High School.

READY	RESPECT	RESPONSIBLE
Ready to learn Have all equipment Arrive on time	Respect yourself Respect staff Respect others Respect property	Focus on learning Use all learning opportunities Take ownership of your actions

Positive behaviour is encouraged in the school through the explicit teaching of these expectations and through acknowledging and rewarding positive behaviour when it is demonstrated.

STUDENT REPRESENTATIVE COUNCIL (SRC)

The SRC is run by our students. The SRC's main role is to give students a voice in our school. All students are represented through their Vertical Roll Group, which elects a senior and junior member. Through the SRC, many things have been achieved to improve the environment around the school. All students are encouraged to voice their suggestions through the SRC. The SRC makes our school a better place to "Learn to Live".

DETENTION

Students are placed on detention for repeated violations such as, repeated lateness, truancy or for misbehavior in the playground. Detention takes place during the first half of lunchtime in Lab. 5 each day of the week except sports day.

Whilst on detention students complete an action plan where they reflect upon their behavior and develop strategies so that they do not repeat negative behaviors.

Students who fail to report to detention may be given an afternoon detention.

PLAYGROUND SUPERVISION

All parents should be aware of the school's playground supervision conditions. The playground will be supervised from 8.30am daily. Students **SHOULD NOT ARRIVE BEFORE THAT TIME.**

In the afternoon a teacher will supervise bus departure all other students should leave for home at 3.25pm.

Exceptions may occur when a teacher requests a particular group of students to attend a specific organised activity. In these circumstances the teacher concerned will provide the supervision.

FIRST AID

If students become unwell or are injured during the day, they must report to the school office. All students with medical issues must have a signed consent form from parents, outlining all details and medication required at school.

Any prescription medication to be given to your child at school must come in its original packaging with a prescription label attached.

Paracetamol is not supplied by the school. If your child requires this whilst at school, parents must bring the medication to the front office, and a medical consent form completed each day that it is required. The paracetamol will be held in the front office for the day required only.

In emergencies an ambulance will be called and parents will be immediately contacted. It is essential that contact telephone numbers are kept up to date.

Parents are expected to:

- cooperate with the school on student health matters
- inform the school of the student's health needs at enrolment or when a health condition develops or changes.
- liaise with the child's medical practitioner about the implications of any health condition for their schooling and convey advice and information from the medical practitioner to the school.
- if required, provide prescribed medication and 'consumables' for administration by the school in a timely way and as agreed with the Principal
- where relevant, collaborate with the school in planning support your child's health needs at school including updating information and reviewing plans.
- If your child has a severe medical condition, it is required by the Department of Education that the parent supplies the school with a Health Care Plan that is designed and certified by your doctor.

ALLERGIES

Due to student allergies and risks of significant harm spray deodorant/propellant sprays are prohibited from Murray High School. Students with these items will have them confiscated and parents will need to come to the school to collect them if students want them back.