

# Model Farms High School

"Achieving Personal Excellence through Quality Teaching"



## Student Handbook

Updated November 2022



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## **Welcome to Model Farms High School**

In looking for a school, all parents seek, in addition to high academic standards and an expansive and inclusive program of activities, a place where their child belongs. The school is committed to providing the kind of education experience that will transform your life and help you realise your personal, academic and career aspirations. Our staff are here to guide your academic as well as your social and emotional growth. At Model Farms High School, the ideals of the local community are paramount in everything we do. At Model Farms, we celebrate achievement and equally recognise the importance of effort. We value thinking, listening, tolerance and working together as a collective towards common goals. As educators, we see the importance of each and every person and aim to foster their talents whilst enhancing areas of growth and development.

Our Core Values are based upon the simplicity of Respect.

Respect for:

- Our School
- Our Teachers
- Our Environment
- My Peers
- My Work and Myself

At Model Farms, we value community, leadership, wellbeing and lifelong learning in a supportive environment, providing all students every opportunity to succeed. It is my pleasure as Principal to welcome you to Model Farms High School.

Mr Mark Grady  
Principal

## **Model Farms High School Parents & Citizens' Association**

“Connecting Parents & Citizens with Our School”

Welcome to Model Farms High School. Our parents are proud of our school and we have devoted much time and energy to supporting its programs.

The P&C is an important part of school life – providing a valuable link between parents, citizens and school staff. Our P&C motto is “Connecting Parents & Citizens with Our School”. One way this is achieved is through our monthly meetings which provide a forum to learn about and discuss issues affecting the education of our school students.

The P&C hosts Topic Talks on various aspects of the school curriculum and school life. Topic Talks provide an excellent opportunity for parents to gain a greater understanding of the subject and ask the questions they feel most important in relation to their child’s education as well as meeting staff members they may not otherwise engage with.

The P&C raises money through several activities. Our uniform shop supports the school’s uniform policy and raises significant funds which are used to improve school resources and facilities such as the purchase of online learning products and the completion of air conditioning to classrooms. Our happy volunteers are waiting to serve you – why not join them!

Each year the P&C holds a Fundraising Night which raises money for projects such as fitting out the library with new furniture. Whether you are a keen fund raiser or simply want to know more about what is going on in your school please join us at our regular meetings on the first Wednesday of the month (during school terms) at 7.00pm. You can make a difference!

Julie May  
PRESIDENT

## **Model Farms High School School Council**

On behalf of the School Council, welcome to Model Farms High School. We're sure you'll really enjoy your time at the school.

The Council is made up of representatives of parents, students, staff and the community. Our main purpose is to work with the Principal and the staff to ensure that Model Farms remains the great school that it is, and indeed to help make it even better. Our activities are many and varied: we assist in developing the school's policies on topics such as wellbeing and discipline, enrolment and homework. We examine the school's annual budget; we help prepare the Annual School Report; we choose who will run the Canteen; and we award Certificates of Appreciation to staff, students and others who have made a positive contribution to the school. We are very keen to get the view of everyone in the school, so if you have something you'd like to tell us, you can speak to a member of the Council, you can write it down and hand it in at the Front Office, or you can leave your name and phone number at the Office and we will get back to you. Another way we find out what people are thinking is by conducting surveys through the school's Newsletter.

You might also like to think about becoming a member of the Council. It is a great opportunity to contribute to the school and its progress as well as to find out about important developments in the school. Elections are held in Term 1 each year. Again, welcome to Model Farms High.

Abbey Sim  
PRESIDENT

## **School Staff and Contact Information**

### **The Principal – Mr Grady**

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

The Principal is accessible to all students and parents. He maintains ultimate authority about wellbeing and discipline within the school.

The Principal's office is in Block 5.

### **The Deputy Principals – Mrs Kerrie Kennon, Mrs Kellie Lumley and Ms Rebecca Smith**

They are responsible for the day-to-day organisation of the school, the wellbeing of students in all Years and oversee a variety of special programs.

Their offices are in Block 5.

### **The Year Advisers**

Overall, the Year Adviser would be best described as an 'in-school guardian'. They are primarily concerned with the general wellbeing of students. Areas covered in their role include:

- facilitation of general school management
- counselling of students
- maintaining records of student progress
- acting as a liaison between students, staff and parents

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.

	<b>Year Adviser</b>	<b>Assistant Year Adviser</b>
7	Ms Wood	Ms Adams
8	Ms Moore	Ms Bartram
9	Ms Merton-Simon	Ms Cuelho
10	Ms Papas	Ms Baker
11	Ms Toovey	Ms Williams
12	Ms Greer	Ms Ricket

## Head Teachers

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.

Head Teacher English, Drama	Jen Coupland
Head Teacher Mathematics	Matt Dawson (Rel)
Head Teacher Science	Fiona Hoy
Head Teacher HSIE	Jonathon Barons
Head Teacher PDHPE	Matt Mortimer
Head Teacher Home Economics	Julie Elliott
Head Teacher Art and Music	Juliet Munroe
Head Teacher Industrial Arts	Benjamin Stevenson
Head Teacher Support	Sophie Brunetta
Head Teacher Wellbeing	Virginia Leghorn
Head Teacher Admin and Computing	David Dawson
Head Teacher Administration	Tulay Cambaz

## Head Teacher Student Wellbeing – Mrs Virginia Leghorn

The Co-ordinator of Student Wellbeing is responsible for the wellbeing of all students at the school. She is a person 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 Leghorn is in the LOTE Staffroom upstairs in Block 5.

## The School Counsellor

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 under the door of the Counsellor's Office.

The office is in Block 5. Parents may see the Counsellor by making an appointment through the school administration office.

## Student Support Officer

Yasaman Rowshanbakhsh is the current Student Support Officer (SSO) at Model farms High School. The purpose of the SSO is to enhance the



wellbeing and learning outcomes of students. This is done through working with students one on one, in small groups, or by implementing whole- school wellbeing resources/service (such as the Wellbeing Hub).

Working collaboratively with the rest of the Wellbeing team to support students, the SSO works Monday to Friday and can be located in the school library. Students can self-refer and/or be referred by other school staff such as the Learning Support Team, Year Advisers, Head Teachers, Deputy Principal and Principal. The SSO can support a student in areas such as bullying, developing self-esteem, resilience, conflict resolution, coping skills, or to be connected to local external support and youth services.

To access the Wellbeing Hub please refer to the link below:

<https://sites.google.com/education.nsw.gov.au/mfhswellbeinghub/home>

### **The Careers Adviser**

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 downstairs in the library.

### **The Sports Organisers**

The school has 2 sports organisers who oversee all sport; weekly sport, carnivals, knockout teams and representative teams.

They are located in the PDHPE staffroom in Block 5.

### **Technical Support – Mr Radovanovic**

The school has a technical support officer. He can provide support to get your device connected to the school network.

He is located upstairs in Block 8.

### **Administration Staff**

In addition to the teaching staff there are several people who help in the smooth running of the school: these are the Administration Staff, Student Learning Support Officers (SLSOs) and the General Assistant.

The Front Office is in Block 5 and is the main reception area where students should report to if they require bus and train passes, payment of

money, are sick, need to hand in a late note or early leavers' notes or a leavers' form.

Students who are sick must get a note from their classroom teacher and report to the Front 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 different subject areas and each belongs to a particular Faculty. These are set out below:

<b>Faculty</b>	<b>Subjects Taught (7-10)</b>	<b>Subjects Taught (11-12)</b>
English	English, English as a Second Language (ESL), Drama	English as a Second Language (ESL), Drama, Standard English, English Studies, Advanced English, Extension 1 English, Extension 2 English
Mathematics	Mathematics	Standard Mathematics 1 and 2, Mathematics Extension 1, Mathematics Extension 2
Science	Science, Agriculture	Biology, Chemistry, Physics, Investigating Science, Agriculture, Earth and Environmental Studies
HSIE	Geography, History, Elective History, Elective Geography, Commerce	Business Services, Economics, Business Studies, Legal Studies, Modern History, Ancient History, Geography, Society & Culture, History Extension
Languages	French, Japanese	French, Japanese
Industrial Arts	Technology Mandatory, Industrial Technology Timber, Industrial Technology Electronics, Industrial Technology Metal, Graphics	Design and Technology, Construction, Industrial Technology Timber, Engineering
Computing	Information & Software Technology, Technology Mandatory	Information Processes & Technology, Industrial Technology Multimedia,

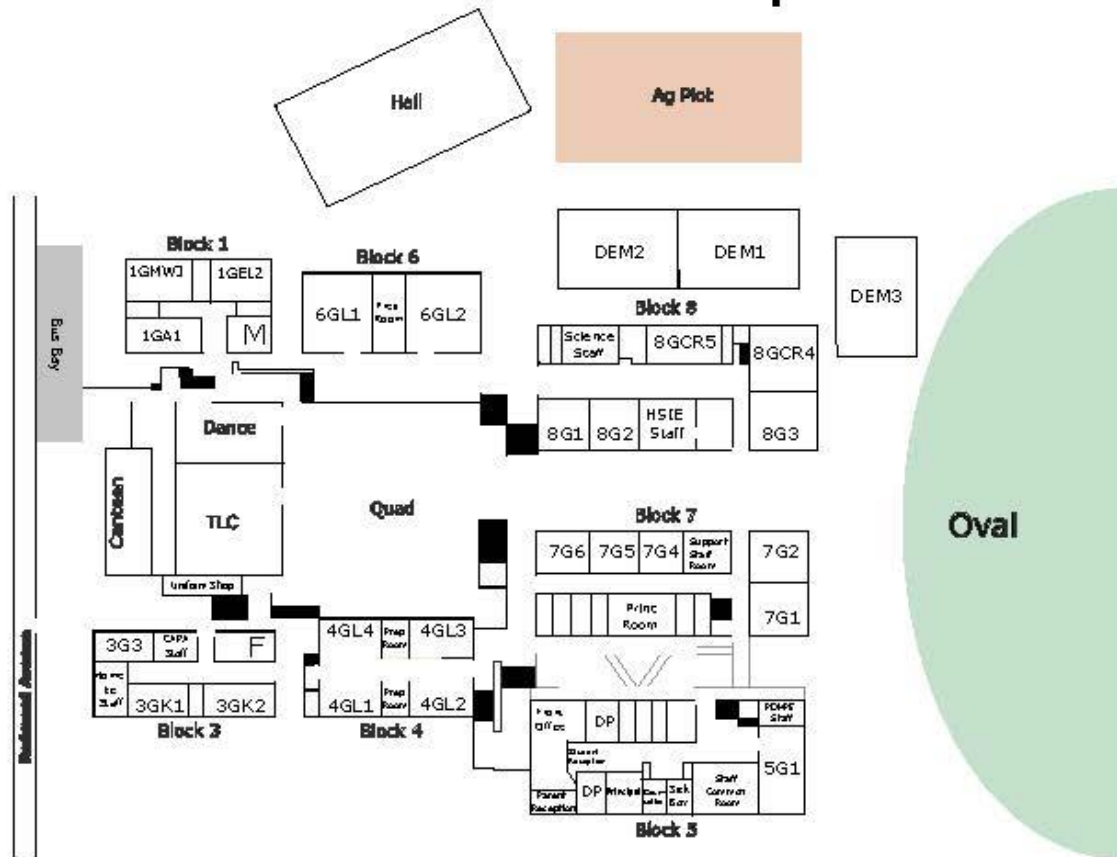
<b>Faculty</b>	<b>Subjects Taught (7-10)</b>	<b>Subjects Taught (11-12)</b>
		Software Design & Development
Home Economics	Technology Mandatory, Textiles Technology, Food Technology	Exploring Early Childhood, Hospitality, Food Technology, Community & Family Studies, Textiles & Design
Physical Education (PE)	Personal Development, Health & Physical Education, Physical Activity & Sports Studies, Dance	Personal Development, Health & Physical Education, Sport, Lifestyle & Recreation, Dance
Visual Arts	Visual Arts, Visual Design, Photography	Visual Arts, Visual Design, Photography
Music	Music	Music 1, Music 2
Learning Support	The learning support teacher assists students and teachers to ensure improved learning outcomes.	
Careers	Careers advice, work experience, TAFE delivered Vocational Education & Training (TVET) and School to Work Program.	

Each student is taught by several 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.

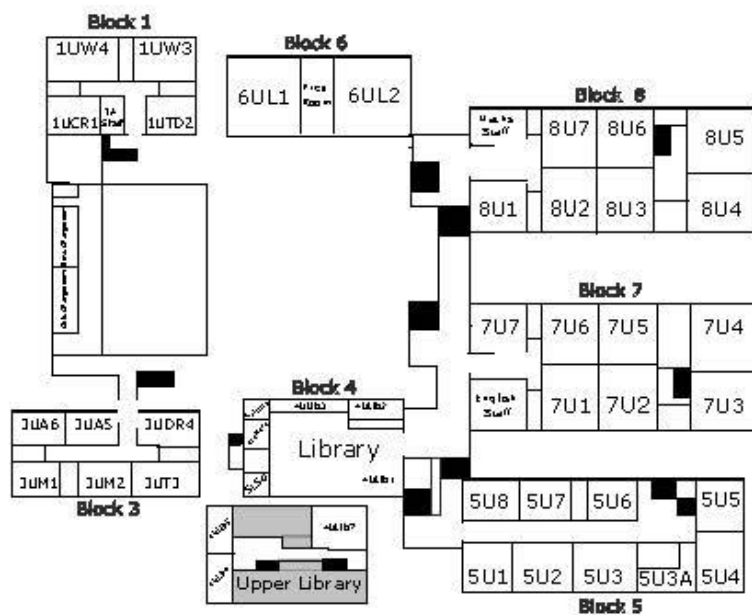
### **Appointments/Phone calls**

To contact any staff member, including the Principal please go via the Front Office. If a staff member is not available at the time of contact, they will contact you as soon as possible. Please do not turn up at the school expecting to see a staff member immediately without an appointment.

# Model Farms High School Location Map



Ground Floor



Upper Floor

## **Code of Behaviour**

This Code of Behaviour forms part of the school's Student Wellbeing Policy. The school's aim is to build a positive and safe learning environment, recognising that all members of the school community have rights and responsibilities.

Students of Model Farms High School have the right to:

- the best education they can achieve
- a learning environment that is not disrupted by other people
- the support and assistance of staff
- be treated with respect and courtesy
- be safe and expect their property to be safe, and
- be free from discrimination

Students of Model Farms High School have the responsibility to:

- obey classroom rules
- seek the best possible education they can achieve
- respect the education of others
- respect the rights of teachers and those in authority to have their instructions obeyed
- take pride in the school environment and keep it clean
- treat other people with respect and courtesy, including members of the community
- come prepared for lessons and complete homework
- wear the school uniform with pride
- be punctual to school and all lessons
- meet course requirements set by the school and NESAs
- respect the property of other people
- exercise self-control and negotiate with other people
- follow playground rules and obey all directions in the playground
- act in a safe manner at all times, including travelling to and from school
- behave in an exemplary manner while in the community, either on excursions, sporting activities or travelling to and from school
- reject the use of, and never bring, illegal drugs, alcohol, tobacco and weapons to school

To foster the development of personal responsibility, self-discipline and positive social attitudes, recognition of achievement and good behaviour is the central element of this policy.



MODEL FARMS HIGH SCHOOL

## Our Core Values

### RESPECT FOR

1. Our School
2. Our Teachers
3. Our Environment
4. My Peers
5. My Work and Myself

## Bell times

	<b>Monday Thursday Friday</b>	<b>Tuesday Assembly</b>	<b>Tuesday No Assembly</b>	<b>Wednesday</b>
<b>Roll Call</b>	8:30	8:30	8:30	8:30
<b>Period 1</b>	8:42	8:39	8:39	8:39
<b>Period 2</b>	9:35	9:28	9:34	9:28
<b>Recess</b>	10:28	10:17	10:29	10:17
<b>Period 3</b>	10:48	10:37	10:49	10:37
<b>Period 4</b>	11:41	11:26	11:44	11:26
<b>Assembly</b>		12:15		
<b>Lunch 1</b>	12:34	12:45	12:39	12:15
<b>Lunch 2</b>	12:54	13:05	12:59	12:40
<b>Period 5</b>	13:14	13:25	13:19	12:46
<b>Period 6</b>	14:07			13:43
<b>End of Day</b>	15:00	14:15	14:15	14:40

Assemblies are held in Week 3, 4, 5, 6, 7 and 8 of each term.

## **Attendance**

### Roll Marking and Organisation

Roll call is held every day at 8.30am. All students in Years 7- 12 are placed in a roll call group and they report to the same room every morning. Rolls are organised into year levels.

### Partial Attendance - Late Arrivals, Early Leavers

“Late” is defined as arriving any time after roll call. Late students must report to the Front Office, with their swipe card, and swipe in as late. This will then be recorded as a Partial Attendance. When the student swipes in, a slip is generated. The slip becomes the pass to enter class. Students who are late to school without an explanation (note) will be given a lunch time detention, this is supervised by the Head Teacher Administration.

Students seeking to leave the school grounds early are required to report to the Front Office with a note from their parents. An early leaver’s pass is then generated from Sentral. Students are not to leave the school before the agreed time.

### Truancy

Truancy is the unauthorised absence from class or school. Truancy is a serious matter and is treated as such. Each lesson teachers mark their class roll and compare this to the attendance record. Students who are not in class and not marked absent and cannot be accounted for in another way (sick bay, early leavers, interview etc) are considered to be truants. The names of any students missing from class, without a suitable explanation, are passed on to the Head Teacher Administration.

If the Head Teacher Administration determines that the student has truanted, the student will be interviewed and sanctions imposed. These may include: afternoon detention, parent contact, attendance card, parent interview and finally referral to Deputy Principal. In extreme cases a referral to the HSLO may be completed.

### Explanation of Absences

Each day, after 10am the school will send an automated electronic message to the parents of students who are absent or who were late to school. To explain either the absence or lateness, parents are able to reply to this message. Information will then be updated in Sentral.

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, emailing the school or sending a note explaining absences, lateness or early departure from school. Students are to place these letters in the blue bucket at the Front Office. 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.

Parents can access information about their child's attendance through the school's parent portal.

Information about student absence/attendance is reported to parents via student reports which are completed twice a year. The information on the report is drawn from the electronic attendance system which is compiled from information from roll call. Parents may contact the Year Adviser, Head Teacher Administration or Head Teacher Wellbeing if they have concerns about their child and would like additional information.

## **Senior Attendance Policy and Procedures**

As a senior student of Model Farms High School students have some additional rights and responsibilities. Students **MUST** attend school until they are 17 years of age – or in full time work or other study. Good attendance will result in successful learning and achievement. Your enrolment as a senior student is conditional on students knowing and understanding their responsibilities. If students do not understand any points below, you need to speak to your Year Adviser, a Deputy Principal or the Head Teacher Administration.

### **Roll Call**

Year 11 and 12 students are expected to attend roll call if they have a period 1 class. Otherwise, students are required to be at school prior to their first period class. These students must swipe in before the beginning of their first class of the day. Failure to swipe in will result in the student being marked absent all day.

### **Permitted Late Starts and Early Leavers**

Some senior students may have periods at school when they do not have a scheduled class. If the study period occurs at the beginning of the day, students are permitted to arrive at school after Roll Call. However, students must swipe in at the Front Office and they must be at school prior to their first scheduled class. If the study period occurs at the end of the day, students are permitted to leave school at the conclusion of their final class for the day. Students must swipe out at the Front Office as they leave school grounds.

If a student needs to leave school to attend TAFE they must swipe out at the Front Office. The Careers Adviser will provide the Front Office with an accurate list of students who are attending TAFE.

### **Whole Day Absence from School**

By returning to Year 11 and 12, students have made a commitment to senior studies and as such, need to maintain regular and consistent

attendance. If a student's attendance slips below a reasonable level, they will be interviewed by the Head Teacher Administration. If no valid reason exists, the student's status may be reviewed in conjunction with the Deputy Principal, and expulsion procedures pursued if appropriate.

Avoidable family holidays during Year 11 and 12 are not condoned by the school.

#### Study Periods

If a student has a study period (they do not have a timetabled class), they are expected to be in the Senior Study space or the library. This is for all students arriving early, staying beyond timetabled lesson time or for study periods between lessons. Students are required to sign in at the Front Office for all study periods.

Students are NOT permitted to leave school grounds during study periods.

#### Sport

Year 12 students are not required to participate in sport. However, for Year 11, sport is compulsory in Terms 1-4. Truancy from sport is dealt with by the Head Teacher Administration.

## **General Information**

### **Before School Supervision**

Student presence on school grounds before 8.00 a.m. or after school is not permitted unless they are engaged in authorised supervised activities. From 8.00 a.m. on school days the Principal, Deputy Principals or a Staff Member will be available and can be located in the Front Office 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 misbehaviour or a serious misdemeanour. 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 Thursday afternoons from 3pm to 3.45 pm.

### **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.

### **Assemblies**

Assemblies occur on a Tuesday in weeks 3 to 8 of each term. Year groups are broken into odds (7, 9 and 11) and evens (8, 10 and 12). These groups rotate between an assembly in the hall and year meetings.

During year meetings, year groups will have:

- Meetings with their Year Adviser
- Guest speakers, the cost of these speakers is covered through the wellbeing fee
- WISE lessons

### **Illness and the Clinic (Sick Bay)**

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. 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.

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.

No student is permitted to carry medication in their bag, except for an Epi Pen or Asthma medication. All other medication must be handed in to the front office with a letter from their doctor and/or parents about how and when to administer the medication. Students will need to report to the front office at the appropriate time to take their medication.

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

## **Library**

The MFHS school library is a dynamic hub of learning where staff and students work together to find and use information. This information may be found in our large range of books, or found in cyberspace using a range of current technologies. This is a place in the school where you will be supported to develop critical thinking skills to prepare you for the challenges of 21<sup>st</sup> century learning.

### Library Guidelines

1. Four (4) books may be borrowed at a time by Junior students while Senior students may borrow six (6) items. The borrowing period is for two (2) weeks. If you need a book for longer than two (2) weeks, please just let us know and we can renew it for you.
2. The library is an open learning space. Consideration to students in other learning spaces can be shown by moving quietly around the library so that other students are not disturbed.
3. Bags are kept outside the library on bag racks. It is always good practice to keep your valuables with you so small items such as laptops may be brought with you into the library.
4. Food, drink and gum are not permitted in the Library. This rule helps to maintain the condition of our resources and to keep the library space clean for other students.
5. There are several small learning spaces in the library. These include the 'Think Tank' and the 'Seminar Space'. These are used by students who need special facilities for their learning and are booked in advance with the librarian.

6. Photocopies can be made on the copier in the Library by any student before school, at recess, or at lunchtime. Each black/white copy will cost 10 cents and a colour copy 50 cents. This is done via a photocopy account set up in the library when you hand back your green form. To top-up your account go to the Library desk.
7. Computers are available for student use in the library. As these are in high demand, it is important to share the time with other students. Some computers are designated as 'schoolwork only' while others are used for recreational computer games. Students who want to complete assignments at lunchtime are given priority.
8. If you need any help in finding a book, the Library staff will be more than happy to help you. We are also available to assist you with research, assignment planning and information literacy skills. If you need help, just let us know.
9. The library is a great place to find like-minded friends and to rediscover reading. Our book displays change weekly, student recommendations are displayed on a screen and we even have a 'Browsing Lane' for quick selections. Make book-borrowing a habit throughout your years at MFHS.

#### Library Hours:

- Before School                      8:00am to 8:30am.
- Recess                                Open – (except Friday)
- Lunch                                 Open – (except for Wednesday sport)

### **Parent Teacher Night**

Parent/Teacher interviews give parents an 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 to arrange an interview with the Year Adviser. Exact dates of Parent Teacher Nights are on the school calendar.

As a guide dates are usually;

- Year 12 – approximately Term 1 Week 8
- Year 11 – approximately Term 2 Week 8
- Years 8 and 10 – approximately Term 2 Week 7
- Years 7 and 9 - approximately Term 3 Week 2

### **Payments**

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

can also be made through the online payment system; a link is available on the school website.

### **School Service**

Throughout the year, Year 7 and Year 8 students are required to undertake school service. Each student will be required to undertake the service 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 (cameras, skate boards, large amounts of money etc.). 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 Front Office for safe keeping. Valuables and money should not be left in school bags.

## **Student Wellbeing**

Model Farms High School is a caring, sharing, friendly and safe community. Our goal is to achieve the best possible outcomes for all students and support their wellbeing. To achieve our goal we strive to build strong relationships, create a positive and pleasant environment, and demonstrate tolerance and cooperation with high expectations for everyone in terms of:

- Behaviour
- Application
- Recognising the rights and responsibilities of others

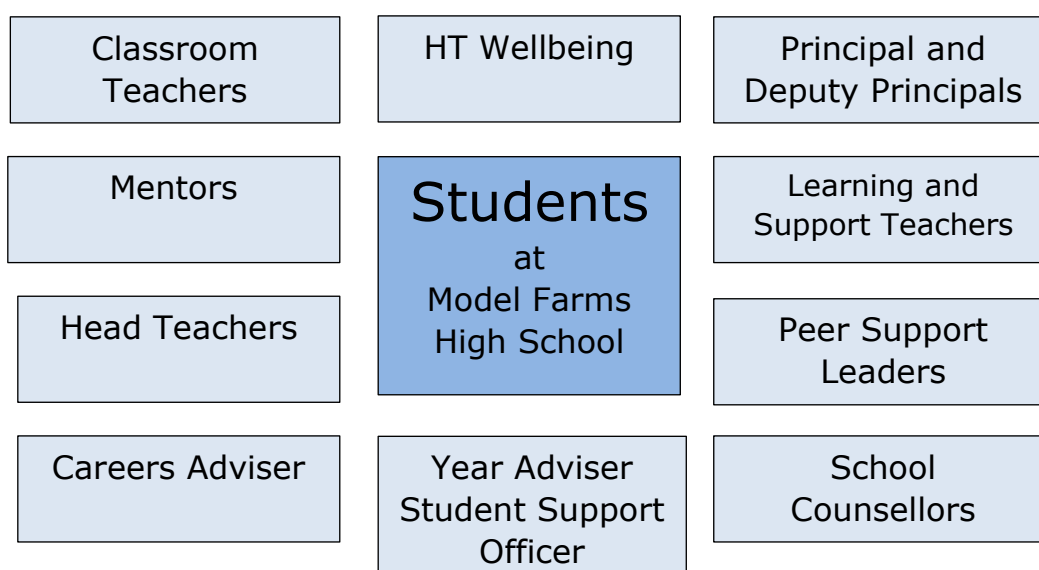
A well organised wellbeing system is in place to support all students. Students are expected to accept responsibility for their actions and are provided with opportunities and strategies to improve. A Code of Behaviour is displayed in all of our classrooms to remind students of their responsibilities to themselves and others. A discipline system is in place to assist any student who is unable to meet expectations in terms of respecting the rights and responsibilities of others or who endanger the safety or wellbeing of others.

On enrolment, parents enter into a partnership with the school and its staff. This partnership is based on shared responsibility and mutual respect. It aims at achieving learning and good discipline so that the school environment is both productive and harmonious. Parent contact is always encouraged and welcome.

The Wellbeing Program delivers a range of activities for students to support their growth and development at different stages. This is done through the implementation and delivery of workshops, guest speakers, motivational talks, forums and awareness days that promote positive social attitudes. There is a focus on WISE: Wellbeing, Internet safety, Stereotypes and Engagement addressed at year meetings, formal assemblies and in their WISE lessons, providing opportunities to set personal goals and positive values. We have a range of Mentoring programs that serve to promote personal growth and Leadership programs that allow students to develop their leadership skills. Our Year Advisers and School Counsellors also provide services for students who require additional support at school.

Model Farms High School has an Anti-bullying policy that is supported through the education of all students in the delivery of the WISE program. We engage students in talking about their behaviours towards one another and by inviting people in our community to address the affects bullying has on the community.

We have a network of student support at the school.



Personal success is an important aspect of a well-balanced student. Student achievement in various aspects of school life is recognised through:

- Merit System
- Formal Assemblies
- Presentation Breakfasts
- Presentation Night
- School Newsletter
- School Website
- Facebook

Leadership opportunities are promoted at all levels and students are actively encouraged to participate. Many extra-curricular activities address a range of interests and opportunities as well. Some of these include:

- SRC
- Public Speaking
- Fame and other music opportunities
- Duke of Edinburgh
- Peer Support
- Leadership Camps
- Max Potential
- Debating
- WISE leaders
- Student wellbeing team
- Gifted and Talented Projects
- The Model Mathematician
- Peer Reading
- Social Inc.



Our school is proud of its reputation as a safe, caring school. Our aim is to provide the best possible outcome for all students and to be valued members in the community.

### WISE PROGRAM

Term		Focus Area	Objectives	Year	WISE lessons - Themes
1	<b>W</b>	<b>Wellbeing</b>	For students to be well equipped in recognising how to stay mentally well and be aware of the support structures around them to be able to cope with any stress or anxiety they experience in their environment. They will see the benefits of developing positive relationships at school and how to build their self-esteem and resilience as part of their life skills.	7 8 9 10 11 12	Sense of Belonging Sense of Purpose Sense of Humour Sense of Self Worth Sense of Control Sense of Future
2	<b>I</b>	<b>Integrity</b>	For students to be aware of their behaviour when online and to look at the responsibilities they have as digital citizens. They will be more aware of the effects cyberbullying has on their peers and the legal implications as a result. Information will be given on how their online activities are shared and their privacy compromised in the cyber world.	7 8 9 10 11 12	Internet Safety Cyber Bullying Online integrity Online responsibility My Digital Thumbprint My Digital Footprint
3	<b>S</b>	<b>Social Responsibility</b>	For students to gain an understanding of racism and discrimination in a multicultural society and the role the individual plays in stamping out undesirable behaviours at school. . They will be encouraged to accept others by respecting all cultures and in celebrating their own. The importance of friends and maintaining strong relationships will be supported and celebrated in all school activities.	7 8 9 10 11 12	Racism Discrimination Diversity Culture and Identity Relationships Multiculturalism
4	<b>E</b>	<b>Engagement</b>	For students to learn respect for themselves and show respect to each other by focusing on the school's core values. They will be encouraged to participate in leadership opportunities and to undertake volunteering projects. Our civic responsibility will be recognised along with future directions to become valued members in our society.	7 8 9 10 11 12	Respect (Anti-Bullying) Volunteering Leadership Ethics Active Citizenship Pathways (Term 3)

## **Homework**

Model Farms High School believes homework is integral to successfully achieving curriculum outcomes. The undertaking of homework consolidates and extends the skills addressed in class and enables all students to develop an independent work ethic imperative for lifelong learning.

Homework may take a number of forms such as completing class work, extension tasks, set assignments, assessment tasks, as well as skills and content revision.

Parents are asked to encourage students to manage their homework, but not to do the homework for their child.

Every effort will be made to recognise student commitments out of school hours when allocating homework, assignments and tests. In this regard students will normally be able to negotiate realistic homework demands with teachers.

Students should note the following:

- All students are expected to use a homework diary
- School homework will be set on a regular basis. Students are expected to complete all homework by the due date. In special circumstances students may request an extension
- Teachers will regularly check that homework has been completed and give meaningful feedback as needed
- The dates for assignments and tests will be published on the school website calendar
- The consequences of non-completion of homework may include a range of sanctions, including notification of parents, depending on the frequency and severity of the offence
- Failure to submit or attempt a scheduled assessment task in Stage 5, Preliminary or HSC courses will lead to written notification in accordance with NESA requirements
- Students in the senior school are expected to undertake increasing amounts of homework and study in order to adequately prepare for, and meet, all NESA requirements. As a guide Higher School Certificate students should do at least 20 hours per week of homework and study
- Senior students undertaking assessment tasks should give these tasks priority. At any time, if completing all homework is a problem, you should see your teacher
- The school library will be available before and after school to facilitate the completion of homework

## **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.
- Students will 'tap on and off' each journey using the school OPAL pass
- Show their school OPAL pass 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**

Model Farms High School recognises that many parents wish their son or daughter to carry a mobile phone. If a student brings a phone to school he/she must ensure the mobile phone **is TURNED OFF (at all times)** and **NOT USED** during school time, including lunch and recess.

Unauthorised usage of electronic devices is not permitted for any purpose, including video and audio recording.

The school takes no responsibility for the security of mobile phones. They are brought to school at the owner's risk.

If parents need to contact students, they are to phone the school on 9624 3133. Students must not use their phone to contact parents during school hours. In an emergency students can gain access to a phone by asking a member of staff.

The use of mobile phones at school can lead to problems such as:

- Security/theft
- Harassment
- Distraction in class
- Social division
- Cheating in exams

In accordance with NESAs policy, students may not have a mobile phone with them in any room where an examination is being conducted.

Repeated failure to observe the regulations in relation to mobile phones will result in an after-school detention.

Mobile phones used in breach of these rules will be confiscated to be collected at the end of the school day or as soon as practicable. Parents will be required to personally collect the phones of repeat offenders.

It is recommended that Airpods/MP3/IPODS not be brought to school. They are to be **TURNED OFF and NOT VISIBLE** at any time while students are on the school grounds. Any breach of these conditions will result in the Airpods/MP3/IPODS being confiscated to be collected at the end of the school day or as soon as practicable. Parents will be required to personally collect the Airpods/MP3/IPODS of repeat offenders. The school can take no responsibility for lost or stolen Airpods/MP3/IPODS.

## **Model Farms High School Computer Network**

Students who use the internet and online communication services provided by the NSW Department of Education must abide by the Department's conditions of acceptable usage. Students should be aware that a breach of this policy may result in disciplinary action in line with their school's discipline policy.

This is an excerpt of the full DoE acceptable usage policy. The full policy can be accessed on the DoE Web Site:

<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471?refid=285859>

### **Students will:**

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard
- ensure that communication through internet and online communication services is related to learning
- keep passwords confidential, and change them when prompted, or when known by another user
- use passwords that are not obvious or easily guessed
- never allow others to use their personal e-learning account
- log off at the end of each session to ensure that nobody else can use their e-learning account
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
- never knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence
  - a computer virus or attachment that is capable of damaging recipients' computers
  - chain letters and hoax emails
  - spam, e.g. unsolicited advertising material
- never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
  - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person
  - sexually explicit or sexually suggestive material or correspondence
  - false or defamatory information about a person or organisation
- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine

curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted

- never damage or disable computers, computer systems or networks of the NSW Department of Education
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users
- never publish or disclose the email address of a staff member or student without that person's explicit permission
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests
- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance

**Students will be aware that:**

- they are held responsible for their actions while using internet and online communication services
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services

**Students will report:**

- any internet site accessed that is considered inappropriate
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education.

## Uniform Policy

Full school uniform is compulsory and strictly enforced.

The Model Farms High School uniform promotes the school's image in the general community. If students value themselves and the community values the school, our references and reports will be a major advantage in seeking employment. Uniforms are also worn to comply with safety standards in practical areas and to train students in expectations in their future employment. If an intruder does enter the school, they will be very obvious.

It is in the best interests of the school and students alike that full school uniform be worn to school at all times. School uniforms are designed to be neat, practical and of good quality. They help a student to maintain high personal standards, high self-esteem and they help promote and enhance school pride and school tone.

Any student who must come to school out of full uniform should have a note from home. This will only happen in exceptional circumstances. This note is handed in before school to a Head Teacher and a uniform pass issued.

### Girls' Uniform

Blouse	Year 7 – 10: Sky blue short sleeve open neck – no polo shirts Year 11 – 12: White short sleeve open neck – no polo shirts
Skirt	Year 7 – 10: Navy check with double pleat in front Year 11 -12: Grey with double pleat in front Girls may choose to wear shorts or trousers as per below instead of a skirt
Shorts	Grey –no cargo or board shorts
Trousers	Tailored Grey Long Trousers (as per Uniform Shop sample) – no cargo, casual or jeans. Optional black belt
Jumper/Pullover/Jacket	Navy Woolmix jumper/Navy sweater/Navy Jacket; Model Farms Insignia in gold
Socks	Regular white socks (above ankle) – no logos
Shoes	Black leather shoes, no stripes, patterns or logos. No ballet shoes (see Shoe Policy)
Pantyhose	Black
Tie & Blazer	Optional

## Sport and Physical Education (Boys & Girls)

Shirt	Sports shirt with Model Farms insignia
Shorts	Navy/white/gold with Model Farms insignia
Socks	Plain white; or white/navy blue/gold (above ankle) – no logos
Tracksuit pants	School tracksuit pants available from the uniform shop, otherwise plain royal blue with no stripes
Tracksuit tops	School tracksuit tops available from the uniform shop and may be worn on any day

## Boys' Uniform

Shirt	Year 7 – 10 Sky blue short or long sleeve open neck – no polo shirts Year 11 & 12 White short or long sleeve open neck – no polo shirts
Shorts	Grey - no cargo or board shorts
Jumper/Pullover/Jacket	Navy Woolmix jumper/Navy sweater/Navy Jacket; Model Farms Insignia in gold
Trousers	Tailored Grey Long trousers (as per uniform shop) – no cargo, casual or jeans. Optional black belt
Shoes	Black leather shoes, no stripes, patterns, logos or canvas
Socks	Year 7 – 12 White (above ankle) – no logos
Tie & Blazer	Optional, except tie compulsory for Senior Boys Terms 2 and 3

Please note: patterned jackets, coloured sloppy joes, hooded jackets, long sleeve undershirts (unless covered by a jumper), beanies, denim jeans, skin tight leggings or any items with visible brand names are not permitted.

Students may wear a white short-sleeved undershirt that does not extend beyond the arm length of the blue school shirt.

School Sporting Representative jackets (Sydney West and CHS) may be worn on Wednesday only if the student has represented at that level.

Parents are encouraged to purchase uniforms from the School Uniform Shop.

Uniform Shop Hours:

Monday and Friday 7:45am - 9:15am;

Tuesday 2:00-3:30pm

Manager – Christine Buscall



## Illustrative Guide to Assist in the Purchase of Acceptable School Shoes

	<p><b>Acceptable Boys Shoes:</b> Features:</p> <ul style="list-style-type: none"> <li>- Black leather</li> <li>- Laced or Velcro</li> <li>- Upper foot protection</li> <li>- Non-slip sole</li> </ul>
	<p><b>Unacceptable Boys Shoes:</b> Features:</p> <ul style="list-style-type: none"> <li>- Splashes of colour/white (shoes must be totally black, inc. shoelaces and sole)</li> <li>- Canvas upper E.g. Ruben's</li> </ul>
	<p><b>Acceptable Girl's Shoes:</b></p> <ul style="list-style-type: none"> <li>- Leather upper providing protection to the majority of the upper foot</li> <li>- Laced (preferred) or strapped*(leather strap)</li> <li>- Heal and sole with non-slip grip</li> </ul>
	<p><b>Unacceptable Girl's Shoes:</b></p> <ul style="list-style-type: none"> <li>- The majority of the upper foot is unprotected.</li> <li>- Smooth sole with little grip</li> <li>- No/token heel</li> <li>- Thin/soft leather offering little protection.</li> </ul>
<p><b>Sports Shoes</b></p> 	 <p><b>Acceptable Sports Shoes</b></p> <ul style="list-style-type: none"> <li>- Lace up/Velcro (no slip ons)</li> <li>- Covers all of the top of the foot</li> <li>- Provides arch support and sole protection</li> </ul>

*\* Students undertaking practical based subjects need to wear lace-up shoes that protect their feet against drops and spills. WHS requirements may result in students who are not wearing shoes with sufficient protection being excluded from some practical activities. If in doubt, please purchase lace-up shoes.*

## **Representative Uniforms worn during Wednesday Sport Rationale:**

Model Farms High School endeavours to acknowledge all students that represent the school in the myriad of activities that are available to them through our extra-curricular program. To recognise their success, a concession was made to allow students who represent the school at Region or CHS to wear these uniforms on a Wednesday for Sport. In recent times this privilege has been misunderstood and as a result our Wednesday uniform has been compromised with many different pieces of clothing being worn instead.

### **The Policy:**

Sydney West and CHS representative sports uniforms are able to be worn on a Wednesday to acknowledge student achievement in sport. This includes:

- Sydney West jackets ONLY (not shorts) that are black, blue and yellow and are the official uniform purchased as a result of representing Sydney West at CHS. For example you place 1<sup>st</sup> or 2<sup>nd</sup> at a regional carnival and then represent Sydney West at CHS or you are selected in the regional Rugby League team.
- CHS jackets ONLY (not shorts) that are blue or blue and white and are the official uniform for representing CHS. For example you place 1<sup>st</sup> or 2<sup>nd</sup> at a CHS carnival and represent CHS at the All Schools carnival or you are selected in a CHS team to play at All Schools.

### **Not included and therefore not permitted to be worn:**

- Any merchandise that is not part of the official Sydney West or CHS uniform and therefore not achieved by representing the school as outlined above.

If you are representing the school at sport on Wednesday you must wear the school uniform for the game.



## **Assessment and Reporting Procedures**

The Whole School Assessment Policy provides a clear framework for both staff and students in relation to the completion of student work. All students will receive a subject outline and assessment structure for each subject. Students should continuously revise the performance criteria and assessment statement for each subject.

Assessment outlines for Years 7, 8 & 9, Year 10 ROSA, Year 11 Preliminary and 12 HSC course will also be provided. Adherence to these guidelines is mandatory by all students. Each course will have a specified number of assessments, some of which will be completed in class and may be used for reporting purposes.

Students will be given appropriate notification of assessment tasks. Assessment tasks will be equitable and valid and will comply with all NESA Curriculum and Standards requirements.

Assessment tasks must be completed within a designated time frame and students will receive appropriate feedback in a timely fashion.

### Overview

Assessments assist teachers and schools to:

- Monitor the progress of students and for diagnosing learning difficulties.
- Adjust programs to provide students with the opportunity to achieve the intended outcomes.
- Develop subsequent learning programs.
- Provide feedback on student performance and achievement to parents and students themselves.
- Allow system planning for the whole school, reporting and accountability procedures.
- Provide assessment procedures that are fair, valid, educative, comprehensive and explicit.

### School Reports

An interim report will be issued to all students in Years 7, 10, 11 and 12 in Term One. These reports will provide information on attendance, conduct, attitude and work ethic.

Students will receive two summative reports. A first report will be issued to all students during Semester 1 and the second during Semester 2. These reports will provide information in relation to attendance, conduct, academic achievement and progress, work ethic, as well as teacher comments.

### Student Responsibilities

- Complete the prescribed work requirements in each subject by the due date and time for submission.
- Complete ALL assessment tasks outlined in the subject assessment structure.
- Maintain a good record of attendance and work with diligence and sustained effort.
- Initiate contact with Head Teacher or Deputy Principal (depending on year group) concerning absence from class, missed assessments, extension requests and other issues concerning an assessment.
- Absence from school on the day that an assessment is to be submitted, must be explained by one of the following (Refer to specific Assessment Booklets):
  - A note from a parent/guardian
  - A medical certificate

### Teacher Responsibilities

- Set assessment due dates in consideration of other faculties, so as to spread the student's workload across the entire term.
- Give adequate notice and regular reminders of assessments and due dates.
- Ensure assessment tasks are uniform across different classes of a particular subject and level.
- Ensure marking criteria and (if applicable) task rubric is clear and well communicated.
- Ensure due dates are rigidly adhered to and that extensions are not granted without recognition of students who have submitted their assessments by the due date.
- Provide adequate feedback along with clear and concise reasons for awarding a zero mark.

### Absence / Missed Work

If a student is absent from class, the ability to achieve their potential is diminished. Extended periods of absence are likely to result in lower levels of achievement.

Absences may result in a student not meeting the outcomes and/or requirements of a subject and therefore assessment may be deemed as unfinished, unsatisfactory or not attempted.

### Late Assignments / Late Task Completion

Assessment tasks that are submitted late may not be assessed. Students need to complete the appropriate paperwork given to their year group and submit to the Head Teacher for Years 7-10 or the relevant Deputy

Principal for Years 10-12, for a decision. Students are advised to submit assessment tasks on time regardless of whether or not they are complete as an incomplete assessment can still be graded.

Failure of technology will generally not be considered as an adequate excuse.

If a student has an excursion on the day that an assessment task is to be submitted, they must make arrangements for the task to be submitted BEFORE the last date for submission OR handed in to the teacher before school on the day of the excursion OR emailed to the teacher no later than the due date.

A student who is absent due to illness on the day that an assessment task is to be submitted will not be penalised; however, he/she must submit the assessment task to the teacher in their next class after they return to school. Appropriate documentation as specified in the relevant Assessment Booklet, may be required to be submitted. If a student is regularly absent on the day an assessment task is to be submitted, then late submission of the task may not be accepted without adequate explanation.

Ongoing failure to submit assessment tasks on time may be subject to other consequences.

#### Extension

A student may be granted an extension beyond the due date in extenuating circumstances. If a student is having problems completing an assessment task, he/she should discuss this with the teacher well before the due date.

Requesting an extension on the last day for submission will generally be refused.

#### Cheating, Collusion and Plagiarism

All students in Years 11 and 12 will have completed 'All My Own Work'. Any breaches in Year 12, will also be recorded in the Malpractice Register with NESAs.

Students who have cheated in assessed work or in examinations will not receive an assessment mark for that task, or receive a mark of zero. If a student submits work that is not his or her own for assessment, he or she will not be assessed with a resultant mark of zero.

All students deemed to be involved in collusion and without adequate explanation, will not be assessed and will subsequently receive a mark of zero.

Similarly, if work, that is not the original product of the student, is submitted for assessment (that is, copied from some other source), it will not be assessed and consequently receive a mark of zero.

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

## **Merit System**

Model Farms High School recognises that school plays a powerful role in the development of a student's self-esteem. Young people with positive self-esteem perceive themselves as achieving, responsible, worthy and behave accordingly. Recognition, reward and praise are valuable motivators through which high levels of achievement and socially acceptable behaviour may be promoted and developed in all students. The school has a system of merit awards to encourage staff and students to recognise excellence, personal improvement, academic, athletic and social successes.

### **Rationale**

- Teachers need to constantly reinforce good work. They are to be earned and valued by students, recognising their efforts and achievements. Merit awards are to encourage positive behaviour.
- Teachers should have merit awards readily available and may choose to hand them out at any given time.

### **Reasons**

- To build a school ethos of success so that all students have the opportunity of that experience.
- To promote student self-esteem.
- To give recognition for excellent work in any curriculum area.
- To give recognition for good behaviour and attitudes.
- To provide parents with positive information about student performance at school.

### **Value**

- Merit certificates can be accumulated to enable students to receive Bronze, Silver and Gold awards which may be shown to potential employers.
- Leaving references may be influenced by the awards received.
- Parents receive positive feedback.
- To give students positive feedback.

### **Expected Outcomes**

- Improvement in students' self-esteem.
- Improved level of achievement and standards of behaviour.
- Increased enthusiasm and quality of work.
- Enhanced learning/teaching environment.
- Improved tone of the school.
- Reinforcement for students experiencing difficulties.
- Increased communication with parents.
- Increased student self-discipline.

The system of Merit awards has proven value and does not assist in the development of higher expectations and standards in all aspects of student behaviour and learning at Model Farms High School

### **Merit Award**

As an integral part of each lesson, teachers are encouraged to issue merit awards for:

- Excellence in practical or written work
- Wellbeing of others
- Genuine effort
- Assistance in school activities
- Consistent good behaviour
- Excellent manners
- Representing the school
- Bringing credit to the school

#### Bronze Awards of Merit

When a student has earned 15 merit slips or 3 Faculty awards he/she will be presented with a Bronze Award. The Bronze Award will be presented to the student by the Deputy Principal during assembly. It will be signed by the relevant Year Adviser and the Principal. The Year Adviser is responsible for coordinating the Bronze Award and keeping a register of awards.

#### Silver Awards of Merit

When a student achieves 3 Bronze Awards he/she will be presented with a Silver Award. The Silver Award will be signed by the relevant Year Adviser and the Principal and presented at assembly. The Year Adviser is responsible for coordinating the Silver Award and keeping a register of awards.

#### Gold Awards of Merit

When a student achieves 2 Silver Awards he/she will be presented with a Gold Award. The Gold Award will be signed by the relevant Year Adviser and the Principal and presented at assembly. The Year Adviser is responsible for coordinating the Gold Award and keeping a register of awards.

#### Gold Medallion

When a student achieves 2 Gold Awards he/she will receive a Gold Medallion. The Gold Medallion will be presented at the end of year Presentation Evening.



15 merit slips .....	1 Bronze Award
3 Bronze Awards.....	1 Silver Award
2 Silver Awards.....	1 Gold Award
2 Gold Awards.....	GOLD MEDALLION

## Examination Rules

### Senior Examination Rules

#### Before the exam:

1. During the exam period you are not permitted to be at the shops during school hours. If you cannot follow this rule you will be required to attend school every day to complete your study.
2. Full school uniform must be worn during exams. Hats and arm bands are not permitted.
3. Year 11 are required to attend sport on Wednesday afternoons
4. You need to report to the exam room **10 minutes** before the start of the exam. Wait outside and do not enter until you are instructed to do so.
5. All bags must be left outside or placed at the front of the exam room.
6. All electronic devices, including mobile phones and ipods, are to be switched off and left in your bag. Smart watches are not permitted in an examination room under any circumstances.
7. You will be provided with writing paper but need to provide all other equipment yourself. Make sure you have enough blue and black pens, rulers, pencils etc. Borrowing is not allowed.

#### In the exam room:

1. All talking must stop when you enter the exam room.
2. Fill out the attendance slips when instructed. Do not open the exam paper until you are permitted to do so.
3. You must follow the supervisors' instructions at all times and behave in a polite and courteous manner towards the supervisor and other students.
4. You must act appropriately and not disrupt the conduct of the test or the work of any other student.
5. You must make a serious attempt at answering all the questions in the exam. Answers that contain frivolous or objectionable material will be considered a non-serious attempt.
6. You must use all the allotted time to complete your exam. You are not permitted to leave the exam early.
7. You must not copy someone else's work during the exam or cheat in any other way.
8. You must stop writing when instructed to by the supervisor.  
If you do not follow these rules, the supervisor will document the incident and a report will be given to the Head Teacher of the exam. The Principal and Head Teacher will determine the action to be taken and this could result in the cancellation of the student's paper.

### Exam Absences

1. You should not miss an exam unless you are ***seriously ill***. If you are seriously ill, you should contact the school before the exam and you must obtain a medical certificate to cover the period of your absence.

2. As soon as you are well enough to return to school, you must see Ms Pledger/ Mr Grady to fill in an appeal/misadventure form and hand in your medical certificate. You will be expected to complete the missed exam in the next available timeslot. (Please refer to your assessment booklet.)

### **Further advice**

- Questions may be asked that require you to respond by integrating your knowledge, understanding and skills developed through studying the course.  
Read the questions carefully, look for key words and identify the aspect of the course to which these relate.
- The mark allocated to the question and the answer space (where this is provided on the examination paper) are an indication of how much you should write in your answer – writing more than is needed won't necessarily result in more marks, and you may run out of time to do the rest of the exam.
- Be familiar with the key words in the NESAs Glossary of Key Words but remember that some HSC questions may start with words such as 'how?', 'why?' or 'to what extent?' and use verbs that are not included in the glossary, such as 'design', 'translate' or 'list'.
- If a question contains stimulus material, such as artwork, quotations or maps, it will be needed to answer the question, so consider it carefully.
- In the case of multiple-choice questions, read all the alternatives first and then choose the best possible alternative. If you change your mind, there are instructions on the multiple-choice answer sheet about how to change your answer. Remember, answering only the multiple-choice questions on an examination paper is not considered a serious attempt.
- Write your answers in black pen – pencil may be used where it is specifically directed but make sure that it can be read. Highlighters may be used to highlight text but NOT during reading time. Liquid paper is not allowed in the examination room. It wastes time and may smudge your work and make it unreadable. If you make a mistake, cross it out so the markers know not to mark it. It is in your interest to ensure that all your answers are clear, legible and easy to read.
- If you need more space to write, ask for an extra writing booklet.
- Examinations with options or electives: A number of examinations have questions that relate to options or electives. Only answer the questions that relate to the option or elective that you have studied. If you answer questions from more than one option or elective, your responses will be marked but you will ONLY receive marks for the

option with the highest mark. Don't waste time doing more than you need to.

- Students should always show their working in HSC examination questions that require calculations. This way the student can demonstrate to the marker that he/she has understood the process to be followed, and the marker may be able to award some marks even if the final answer is incorrect. If a student gives just a final answer that is incorrect to a question that is worth more than one mark, the student can only be awarded zero for the question.
- Make a serious attempt at all your examinations: The HSC rules require you to attempt a range of question types across the examination. Attempting only the multiple-choice section or simply copying out the wording of a question is not considered a serious attempt. Every year, there are some students who do not receive a Higher School Certificate because they did not make a serious attempt in one or more of their examinations.

NESA does not accept explanations like 'I didn't understand any of the questions' or 'I found the course to be too difficult'.

The examination is an opportunity for you to demonstrate what you have learned throughout the course. Read and respond to the questions, and plan to remain for the duration of the examination.

Remember, making the best attempt you can is a better strategy than not attempting the question at all.

#### Examination room procedures

1. Reading time for examination papers is as follows:
  - a. 10 minutes of reading time for Paper 1 of the examination in all 2-unit English courses
  - b. 10 minutes of reading time for all written modern Languages examinations for Beginners, Continuers, Heritage, Background Speakers and Extension courses.
  - c. 5 minutes of reading time for all other written examinations.
2. During reading time, you must not write, use any equipment including highlighters, or annotate your examination paper in any way. For examinations in which dictionaries are permitted, you may consult, but not annotate, your dictionary during reading time.
3. You must:
  - a. read the instructions on the examination paper, as well as all questions, carefully. Supervisors are not permitted to interpret examination questions or instructions relating to questions
  - b. write your name on all writing booklets, question and answer booklets and answer sheets

- c. write clearly, preferably with black pen. While blue pen is also acceptable, black pen is easier for markers to read. Pencil may be used only where specifically directed
  - d. make sure that you write your answers in the sections/new page. If you write an answer in the wrong space, tell the supervisor, and write a note stating that an answer has been written in the wrong space. Do not rewrite your answers, but ensure you label and hand in all parts of your answers
  - e. stop writing immediately when told to do so by the supervisor
  - f. arrange completed answers according to the supervisor's instructions and wait for the supervisor to collect them
4. You must NOT:
- a. begin writing until instructed to do so
  - b. leave the examination room during the exam, except in an emergency. If you have to leave and want to return and resume the examination, you must be supervised while you are absent from the examination room
  - c. remove an examination paper from the examination room.

### **Cheating – don't do it!**

If you fail to comply with the rules and procedures as specified, action will be taken against you by NESAs. Students who are found to have breached the rules may receive zero marks for a part or all of the examination and may put their HSC credential at risk.

Cheating or malpractice includes:

- copying from another student in an examination
- bringing unauthorised material such as written notes, phones or electronic devices into the examination
- reproducing someone else's words in an examination without acknowledgement (plagiarism)
- memorising and copying an essay from a website or another person
- handing in work that someone else did and saying it is your own
- making up journal entries for a research project
- using information from the internet or elsewhere (eg books, journals, DVDs), and not acknowledging the source

## Junior Exam Rules

1. **Be prompt** to the exam classroom.
2. **Enter the exam room quietly and sensibly.**
3. **Follow the supervising teacher's instructions** regarding where to leave your bags.
4. **Talking must cease** once instructed by the teacher that exam conditions have begun.
5. **You are to provide all the necessary equipment as directed by your classroom teacher.** Borrowing will not be allowed. Make sure that you have a blue and black pen.
6. **You are to place pencil cases and the like on the floor or in your bag** unless supplies (pens etc) are in a clear see through pencil case / bag.
7. You should not have any written material on your person other than the exam paper on your desk.
8. **Phones and iPods are to be turned off and placed in bag.**
9. **Smart Watches to be taken off and placed in your bag.**
10. **You should use all the allotted time to complete your exam paper.** If you are finished early, you must SIT QUIETLY and NOT DISTURB OTHERS. (This includes talking, turning around, trying to make non-verbal contact with others)
11. **You may only speak when ALL papers have been collected** and the supervising teacher indicates that speaking is permitted.

Every student must appreciate the importance of the rules of the exam room, which are designed to create ideal conditions for all students to perform at their best. **Transgressions against these rules will be treated very seriously.**

### **Transgressions in the exam room include:**

- Cheating/Malpractice
- Disobedience of any instruction given by a supervisor
- Rudeness to a supervising teacher
- Causing a disturbance within the exam room
- Talking

The supervising teacher will document the incident on an Examination Transgression Slip, staple it to your paper and report it to the relevant Head Teacher.

The student involved will be interviewed by the Head Teacher and consequences will be determined.

**Note: Cheating will result in a NIL result.**

## **School Administrative Charges**

Subject Materials Contributions are collected for a range of subjects at Model Farms High School. They are collected for consumable costs in the provision of courses in these subject areas.

Subject Material Contribution amounts levied are varied with P&C approval. There is provision for an annual review of these figures by the P&C. Otherwise there is NO change.

Subjects that attract compulsory fees to allow Model Farms High School to purchase consumable items to assist in with teaching and learning activities. All fees MUST be paid by the end of term 1. Failure to pay fees by this date will mean that students will be given alternative activities that do not require consumable items. Families that are undergoing financial difficulties should contact their Deputy Principal for financial assistance.

## **Newsletter**

Each Week 3, 6 and 9 the Model Farms High School publishes its newsletter. The newsletter is distributed electronically. Parents are emailed a link to the newsletter. The newsletter can be found on our school website. It contains informative Principal's and Deputy Principal's reports, upcoming school calendar events, photos and articles relating to the involvement of students at school.