



# Welcome to Callaghan College Waratah Campus

Year 8–10 Orientation Handbook  
for students and their families

Collaborating to  
empower learners



# Principal's Welcome



## It is my pleasure to welcome you to Callaghan College Waratah

We have a wonderful and vibrant learning community, who pride ourselves on being inclusive, curious about the world and globally aware.

Our mission is to grow our students into confident and creative learners who are ready to be active and involved members of our wider community.

There are many reasons to be excited about the move from primary to high school and I encourage you all to make the most of all the opportunities available here at Callaghan College.

Our team of caring and experienced staff will be here to support you through the transition and to help you realise your academic and extra-curricular goals.

I look forward to meeting you personally and following your journey through high school.

**Hayley Macdonald**  
Principal, Callaghan College Waratah Campus



## What it means to be part of Callaghan College

Welcome to your Callaghan College learning community. Our College provides outstanding educational opportunities for Year 7 to Year 12 students across the unique learning environment of three campuses – Waratah, Wallsend and our senior campus at Jesmond. Our College motto is Collaborating to Empower Learners with all three campuses working together to tailor an educational pathway that meets your current and future learning needs and aspirations.

Every student at Callaghan is known, valued and cared for. There are a world of opportunities which await you at Callaghan and your learning experience will provide a diverse and personalised approach which will see you thrive in secondary schooling. Our expert staff are excited to welcome you and share their passion for learning along with you.

We are delighted to welcome you to Callaghan College and look forward to working with you on your learning journey.

**Roger Macey**  
College Principal, Callaghan College



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## Joining our school

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Our campus and College run a number of family events\* throughout the school year – from award assemblies and drama and performing arts showcases, to cultural celebrations and our annual digital media festival. Our teachers also run various information sessions to provide families with more information about our assessment processes, online learning platforms and home study expectations.

Visit our website for a full list of our upcoming school events

<https://waratah-h.schools.nsw.gov.au/>

For more details on how we keep in touch with our families go to page 33

\* Please be aware that some events may be modified or cancelled based on the most up to date COVID-19 guidelines for schools from the Department of Education.





# Getting started

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## Year Advisors' Welcome

We are looking forward to welcoming you to your first day here at Callaghan College Waratah Campus. Our aim is to make your transition from your old school as smooth as possible.

We realise that you may have lots of questions, like "Where do I need to go on my first day?" "What do I wear?" "What should I pack?" "When do I get my timetable?" "Who's going to show me the way around?"

The purpose of this booklet is to answer many of these questions, support you to get used to the new school routine

and help you make the most of your commencement here at Callaghan College Waratah Campus.

We encourage families to go through this booklet together and contact the school if you have any further questions before you start (see page 30 for our main contacts list).

Welcome!

Alex Styles, Chris Ellul,  
Veronica Smith, Shannon King,  
Larissa Lenton, Abby Salter,  
James Walker and Chad Hopkin.



# Getting ready and being prepared

## Tips to help you thrive in your new school routine

### What to wear shows we care!

A new Callaghan Waratah uniform was launched in 2022 with lots of options to suit all different activities and weather conditions. Make sure you come to school each day in your uniform and ready to achieve your best.

- Dress and groom yourself neatly in school uniform
- Wear sports uniform on Wednesdays
- Make sure you wear enclosed leather shoes for practical TAS and Science lessons.
- Take pride in your appearance as a Callaghan College student. What we wear shows we care! (see full details about uniform requirements on page 8)

### What to pack

- Pack your bag, checking you have all materials needed for your classes each day
- Bring your drink bottle, recess and lunch, or some money to purchase food from the canteen
- Consider using a diary to record homework and other important information
- Label everything
- Read your timetable and check Daily Notices on Student Sentral each day to help you work out what you need to pack (full details about book and stationery requirements on page 12)

### What to leave at home?

- Chewing gum and lollies
- Permanent markers
- Soft drink, high caffeine and energy drinks
- Aerosol deodorants (bring roll-on only)
- Items of clothing that are not uniform e.g. hoodies
- Medication of any kind that are not registered with the Administration Office





## Getting to and from school safely

- Students who attend our campus travel to school by many different methods including riding their bike, walking, catching a bus or train. You can find information to plan your route to school at <https://transportnsw.info/trip#/trip>
- Apply for a school Opal card if travelling by bus or train. Go to <https://transportnsw.info/school-travel-apply> or phone 131500
- Obey transport rules and our public transport code of conduct and present as a positive Callaghan College citizen
- Have an emergency plan if transport is disrupted or delayed
- Remember home and parent phone numbers (mobile phones can get lost)
- If catching the train, please walk between the station and school grounds via the pathway through Waratah Park
- If coming by car, drop off and pick up locations are Young or Harris Street, or the back of the school near Waratah Park
- Bikes, scooters and skateboards must be secured in the bicycle lock up near the Science Staffroom (bring your own chain and padlock). No riding on school grounds

## Finding your way around campus

- Familiarise yourself with the campus map on the back page of this booklet
- Highlight on your map the locations of the classrooms on your timetable (you will receive your timetable on Day 1)
- Keep to the left in corridors when you're making your way around the school
- If you aren't sure where to go, ask another student or staff member for help

## School values and expectations

- Speak and listen to adults and peers with respect and politeness
- Respect school facilities and equipment and the Callaghan College environment
- Come to class ready to learn – right equipment and right attitude
- Stay on task and work to the best of your ability
- Keep your phone off and away during class time (unless otherwise directed)
- Work effectively with peers in groups or individually as required.

## Finding your way around campus



# My first day at Waratah Campus

## Snapshot of what will happen on your first day

### What to do on your first day

Please come to our Administration Office by 8:30am, introduce yourself to the front office staff and let them know that it is your first day.

One of our Deputy Principals or Year Advisors will come and meet you, give you a brief orientation to the school, give you your timetable and introduce you to your peer mentor. This student will be your buddy while you settle in – they'll take you for a tour of the school, show you where to find your timetabled classes and introduce you to your teachers.

### Start and finish times

School commences at 8:50am.

You will participate in lessons each day as per your timetable.

The school day concludes at 2:55pm every day except Wednesday when it finishes at 2:00pm.

Supervision is available from 8:15am until the final bell each school day. You should not be on the school grounds outside these hours unless participating in an approved school activity.

If you are late for school or your parents are visiting the school during school hours, you need to report to the Administration Office via the main school entrance on Turton Road.

MON, TUES, THURS, FRI	WED
1 8:50–10:05	Roll Call 8:50–9:00
2 10:10–11:25	Assembly 9:00–9:30
Break 1 11:25–11:55	1 9:30–10:30
3 11:55–13:10	2 10:30–11:30
Break 2 13:10–13:40	Break 11:30–12:00
4 13:40–14:55	3 12:00–13:00
	4 13:00–14:00

### Our School Routine

The campus timetable operates on a ten-day cycle – Week A (Day 1 – 5) and Week B (Day 6 – 10).

Each school day is broken up into 4 lessons and 2 x 30 minute breaks on Monday, Tuesday, Thursday and Friday and 1 x 30 minute break on Wednesday.

Every Wednesday there is a whole school assembly immediately after roll call, two periods of sport and two other lessons. Staff have their professional learning meetings on Wednesday afternoons so school finishes for students at 2pm.





## Bell codes

One short bell: change of period, start/end of lunch/recess, roll call and end of school day.

One short bell and one long bell (repeated 3 times): Lock down

Continuous bell for 1 minute: evacuation, please follow the directions of your teacher.

## Catching the bus

If you are catching a bus home on your first day, one of our Deputy Principals or Year Advisors will let you know where you need to go during your orientation meeting. Please remember what bus number you need to catch home so they can direct you to the right bus stop. Teachers supervise bus duty every afternoon at the Young St and Turton Road bus bays only.

## Parent tips:

You are welcome to bring your child to the Administration Office on their first day to provide them with emotional support. Our Administration Team will be available to answer any of your questions and process any forms or payments you need to submit.

Best location for drop off and pick up is near the Harris Street entrance (at the back of the campus). If you intend to pick your child up at the end of their first day, please inform them where to meet you.

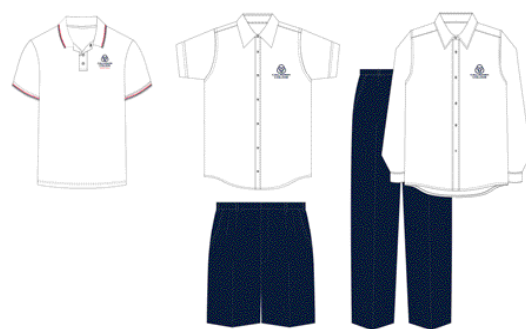
If you or your child have any questions before your child starts, please phone our Administration Office. It is open from 8:30am to 3:30pm on school days.



# What do I wear?

## What we wear shows we care!

A new Callaghan Waratah uniform was launched in 2022, with lots of different options to suit all different activities and weather conditions. Make sure you come to school each day in your uniform and be ready to achieve your best.



### Every day uniform

Button up white shirt (short or long sleeve) or white polo shirt with any combination of the following:

- Shorts (male and female cuts in colour ink)
- Long pants (male and female cuts in colour ink)
- Callaghan skirt (wrap around, in tartan)
- Callaghan dress (in tartan)
- V-neck campus jumper (unisex, in colour ink)
- Campus blazer (unisex, in colour ink)
- Callaghan softshell jacket (unisex, in colour ink)
- Black or white socks
- Black leather shoes (must have solid soles and fully enclosed solid uppers to meet Workplace Health and Safety standards in all areas of the school)
- Callaghan cap (ink or plain navy alternative)

### Sports uniform

- Polo Shirt Sports – short sleeve, long sleeve (unisex in colour ink with red detail)
- Sports shorts – capri and mid length styles (in colour ink)
- Sports track pants (unisex, in colour ink with red trim)
- Sports shoes / joggers must be worn.

### Optional accessories

- Waratah Campus tie
- Callaghan cap
- Callaghan scarf (for hijab or other)

Any undershirts than can be seen must be white or similar. Any jewellery and makeup worn must be safe and discreet. We encourage the wearing of sunscreen and school hat in the playground.

Remember to clearly label all items of your uniform and keep them in good order.







## Purchasing your uniform

All our uniform items are sold by The School Locker. They can be ordered online or at The School Locker uniform shop located at The University of Newcastle.

For online purchases, use the QR code opposite.

The University of Newcastle shop -  
Shop 1, Floor 2  
Shortland Union Building  
130 University Drive  
CALLAGHAN NSW 2308  
0418 588 494



Our campus uniform shop is also open on Wednesdays from 1pm to 4pm. To visit the shop, please enter through our administration office.

Our school has a Student Assistance Scheme to assist anyone in financial difficulties as no student (or family) should be disadvantaged by uniform requirements.

Confidential applications can be made using the forms available from the Administration Office, or you can speak to the Deputy Principal.

# Finding my way

One of the most common fears about starting a new school is not being able to find a classroom. Orientating yourself to any new environment takes time, but there's lots of people on hand at Waratah Campus to help you find your way. If you're not sure where you should be, just ask a teacher or another student!

## Library

Our library is open every school day between 8:30am and 3:00pm, with students welcome during break times.

All the resources are available to the students, including the library computers (with internet access via your student login), books, audio visual resources (bring your own headphones), cards and board games.

Students can borrow up to 4 items at a time for 2 weeks. You can also access Oliver (My Library) catalogue from a networked computer using your Department of Education student login.

Our library provides students the opportunity to access a free online homework assistance program, My Tutor and other free services available through Newcastle Regional Public Library system (you'll need to complete an online application for a Newcastle Library Membership).

Printing services are available from the library for a small cost.

## Canteen

Our canteen sells a variety of hot and cold meals, as well as drinks and snacks. You have the option of pre-ordering before school or making a purchase during recess and lunch breaks. EFTPOS is available. A complete canteen price list can be found in your orientation pack.

## CANTEEN ETIQUETTE

Line up outside the canteen and wait for the supervising teacher to advise you when to enter. You need to leave your bag outside. Once inside, just select what you want to buy and pay the canteen staff.

## Toilets and changing rooms

Student toilet blocks are located near the multi-purpose hall.

Students are allocated two 30-minute breaks in which to use the toilet facilities and organise themselves for their next class.

If you need to use the toilets between periods or during lessons, you need to ask your teacher for permission, then check in at the Administration Office with a note. The staff in the office will give you the key to access the toilet.

## LIBRARY ETIQUETTE

Students must line up in an orderly fashion outside the library until your teacher arrives. Bags are to be left on the bag racks provided. Mobile phones and portable music players are not welcome in the library.



# Getting set up for learning

## Laptops for learning

Callaghan College participates in the Laptops for Learning program (BYOD) from Year 7 to Year 12. We require all students to bring a laptop to school to support your learning.

It doesn't need to be fancy. It just needs to meet the requirements outlined below.

You will also need to sign and return the Laptops for Learning User Agreement (emailed to families) before we can connect your laptop to our school's wireless network.

Please don't worry about purchasing additional software as there is free software available from the Department of Education for you to download.

### Is my device suitable for learning?

- Wireless connectivity (must be able to connect to a 5 ghz dual band wireless network, which is 802.11ac)
- Most recent operating system available (or the preceding version)
- Apple, PC or Chromebook
- A minimum 4GB RAM (8GB preferred) and 250GB hard drive
- 11.4 inch screen or above, with sturdy keyboard for continuous use throughout the day
- Minimum 6 hours battery life (you are responsible for charging your own device)
- Sturdy case and consider weight of device as you will have to carry it around all day.

## Parent Tips:

We encourage you to call the school and speak with our Technology Coordinator before going out and purchasing a new device to avoid overspending on unnecessary software and features.

## What about online learning?

Our main online learning platform at Callaghan College is Canvas. Students can use this platform to access their lesson materials, participate in online activity-based discussions with their class, view their calendar of upcoming assessment tasks and communicate with their teachers.

It is important that every student is familiar with how Canvas works. Our Technology Coordinator or your class teachers can step you through how to access and use Canvas. There are also step by step videos to support you on our school website and Facebook page.

The department also provides students with access to a number of tools to support online learning, including Office365 for access, storage, collaboration and sharing of files and folders, mail and other associated services.

## What about mobile phones?

Mobile phones and other personal devices need to be off and away in your bag or with the teacher during learning time (unless otherwise directed by your teacher).

These devices can be very valuable, and as with other personal belongings, you are responsible for their safe keeping. The school does not accept responsibility for these items.

## DEVICES AND THE LAW

There are laws which govern the recording of sound and vision and students are not to record at any time whilst on the school premises or on a school activity without permission of a teacher.



# Stationery and resources

## Text books, stationery and other equipment you will need to get

CORE SUBJECTS	8	9	10
<b>CAPA - Music</b>			
1 x 96 page A4 exercise book	.		
<b>CAPA - Visual Arts</b>			
1 x HB or 2B pencil 1 x A3 visual arts diary	.		
<b>English</b>			
1 x 128 page A4 book with margin	.	.	.
<b>Geography (HSIE)</b>			
1 x 96 page A4 book	.	.	.
1 x Display Folder	.	.	.
<b>History (HSIE)</b>			
1 x 96 page A4 book	.	.	.
1 x Display Folder	.	.	.
<b>Languages Other Than English (LOTE)</b>			
1 x 96 page A4 book	.		
<b>Mathematics</b>			
2 x 96 page A4 5mm grid book	.	.	.
1 x 30cm ruler	.	.	.
1 x Casio fx-82AU plus 2 calculator*	.	.	.
<b>PDHPE</b>			
1 x PDHPE activity portfolio (provided by PDHPE)	.	.	.
Lace up joggers and water bottle	.	.	.
<b>Science</b>			
1 x 128-page A4 exercise book	.	.	.
Safety equipment: enclosed leather shoes, hair ties (for hair longer than shoulder length) & safety glasses*	.	.	.
1 x Casio fx-82AU plus 2 calculator	.	.	.
<b>Technological and Applied Studies (mandatory)</b>			
1 x Apron	.		
2 x Hair nets*	.		
1 x Safety glasses and enclosed leather shoes	.		
ELECTIVE SUBJECTS	8	9	10
<b>Aboriginal Studies</b>			
1 x 96 page A4 book		.	.
<b>CAPA - Dance (Let's Dance, Dance Academy)</b>			
1 x 96 page A4 exercise book	.	.	.
1 x pair of black tights	.	.	.



ELECTIVE SUBJECTS (Cont.)	8	9	10
<b>CAPA - Music (Makin Music, Music Production or Music)</b>			
1 x BYOD	.	.	.
<b>CAPA - Photographic and Digital Media</b>			
1 x BYOD		.	.
<b>CAPA - Visual Arts (Art in Action, Creative Arts Enrichment or Visual Arts)</b>			
1 x HB or 2B pencil	.	.	.
1 x A3 visual arts diary	.	.	.
1 x BYOD	.	.	.
<b>Child Studies</b>			
1 x BYOD		.	.
<b>Commerce</b>			
1 x 96 page A4 exercise book		.	.
<b>Drama</b>			
1 x BYOD	.	.	.
<b>Engineering in Minecraft</b>			
1 x BYOD	.	.	.
<b>Filmmaking</b>			
1 x BYOD		.	.
<b>Forensic Science</b>			
1 x 180-page A4 exercise book		.	.
<b>German</b>			
1 x 96 page A4 book		.	.
<b>Marine Studies and Marine &amp; Aquaculture Technology</b>			
1 x 180-page A4 exercise book		.	.
<b>PDHPE (Sports Academy, PASS, CrossFit, Rugby League TSP, Sport and Recreation for Life)</b>			
Lace up joggers and water bottle	.	.	.
Mouth guard and football boots are recommended for Rugby League TSP		.	.
<b>Philosophy</b>			
1 x 96 page A4 book		.	.
<b>Psychology</b>			
1 x 180-page A4 exercise book		.	.
<b>TAS - Fashion Design, Textiles Technology</b>			
1 x BYOD	.	.	.
<b>TAS - Executive Chef, Masterchef, Food Design, Food Technology, Hospitality</b>			
Health and safety equipment: apron, 2 x hairnets*, 1 x safety glasses* and enclosed leather shoes	.	.	.
1 x BYOD	.	.	.
<b>TAS - Exploring Future Technologies, iSTEM, Graphics Technology</b>			
1 x BYOD	.	.	.
<b>TAS - Timber, Build It, Timber &amp; Metal, Industrial Technology</b>			
1 x BYOD	.	.	.

Special Education – students in our Special Education Unit can purchase a Special Education backpack from the school. Please speak to Mr Bull for more information.

\* Students continuing from Year 7 should have these items already.

# Getting into learning

## Our education philosophy

Here at Waratah Campus we are creating a vibrant learning culture where confident and creative students thrive.

Our goal is deep learning enabled by creativity, critical reflection, communication, and collaboration (this is known as the 4C pedagogy).

Learning is not about remembering – it is about creating, exploring new ideas, testing our opinions and beliefs and above all, connecting with others in the process.

Throughout your learning journey at Waratah, our mission is student agency. This means that we will support you to become a confident, creative and engaged learner who explores learning with curiosity, grit, empathy and teamwork (see the Learning Wheel image below).

Here at Waratah we are fostering an ecosystem of learning that meets the needs of our citizens and our community, which is especially important during times of uncertainty or significant change. This transformation of education comes through building capabilities in our students, our staff, and the community around us.

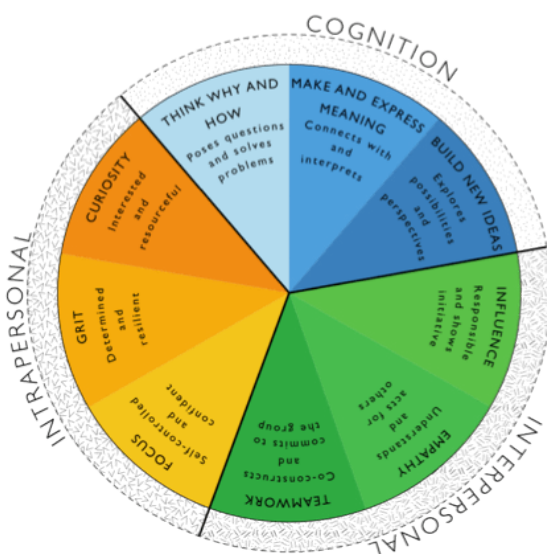


Image reproduced with permission from Jefferson, M. and Anderson, M. (2021) Transforming Education.

## Overview of school subject areas

The curriculum at Waratah Campus is organised according to the guidelines by the NSW Education Standards Authority (NESA).

### Stage 4

In Stage 4 (Years 7 and 8) you will undertake study in the following areas:

- English
- Mathematics
- Science
- Languages Other Than English (LOTE)
- Human Society and its Environment (History & Geography) (HSIE)
- Creative & Performance Arts – Music and Visual Arts (CAPA)
- Technology and Applied Studies (TAS)
- Personal Development, Health, Physical Education (PDHPE)
- Sport

### EXCEL Elective subjects

In addition to the mandatory courses, Waratah Campus offers Stage 4 students one additional year-long elective course within our EXCEL program.

This provides you with an opportunity to extend in areas of interest to you and introduce you to subjects and courses studied at the Year 9 and 10 level.

For more information about our Year 7 and 8 elective course options visit the Our Learning section of our website.





## Stage 5

In Stage 5 (Year 9 and 10) mandatory subjects studied are:

- English
- Mathematics
- Science
- Human Society and its Environment (History & Geography) (HSIE)
- Personal Development, Health, Physical Education (PDHPE)
- Sport

## Elective subjects

In Stage 5 (Year 9 and 10) students study four elective subjects, two 200 hour courses and two 100 hour courses.

We try to accommodate everyone's preferences for electives, but please be aware that you won't necessarily get your first choice.

For more information about elective subject options in Stage 5, visit the Our Learning section of our school website.

## Quality Teaching

We are committed to delivering quality teaching in every classroom, everyday. Our highly skilled and passionate teachers take shared responsibility for student improvement and work together to continually evaluate and improve their teaching practices and students' learning experiences.







## Inclusive and Special Education Faculty

Our Special Education classes cater for students with moderate to high learning and support needs who are likely to benefit from a small class size setting.

Each class has a dedicated teacher, as well as learning support staff. It is a highly supportive learning environment focused on assisting every student to make progress and reach their potential.

Our teaching and learning programs cover an adjusted curriculum to meet the specific needs, goals and abilities of each student. Teachers work closely with families and support professionals to develop an Individual Education Plan for each student.

As a student in our Special Education Program, you can also participate in our community access excursions and our campuses' extra-curricular activities.

For more information, please visit our website.

## Special Religious Education

Special Religious Education (SRE) is education in the beliefs and practices of the Christian faith. At Callaghan College Waratah, this is an optional program of study that runs for an hour each fortnight. It is facilitated by volunteers from Mayfield East Baptist Church, a Department of Education approved SRE provider.

There is a Special Religious Education participation letter to complete and return when you enrol in our school. If you change your mind about participation after enrolment, simply notify the school in writing.

## Aboriginal Education

Our Aboriginal Education space, the Gunya Room, is set up as a learning hub that provides students with access to:

- learning support from our Aboriginal Learning Support Officers and teachers
- guest speakers, workshops and classes
- cultural activities and links across the College and community

The Gunya Room is also available to students during recess and lunch and every student is welcome.

Our Aboriginal Student Support staff work with students and families to develop Personalised Learning Pathways for each of our Aboriginal students. PLPs document your individual academic, cultural and personal goals. We encourage our students to utilise their fortnightly mentoring sessions to work towards these goals.



**Joanne Myers**  
Head Teacher, Inclusion



**Darren Woodhouse**  
Aboriginal Education Officer



**Anna Milat**  
Teacher, Aboriginal Transition and Engagement Centre



**Luke Kendall**  
Head Teacher, Aboriginal Transition and Engagement Centre



**Aunty Mel**  
Student Learning Support Officer



**Aunty Robyn**  
Student Learning Support Officer

## English as an Additional Language or Dialect

Our EALD team work with students from a variety of non-English speaking and culturally diverse backgrounds. In our Intensive English Classes (IEC), EALD trained staff work with newly arrived students who require additional, intensive English language support. These classes focus on developing students' speaking, writing and reading skills in English. EALD staff also work with students at higher levels of English in acquiring academic language skills in English for success in the high school curriculum.

Our campus also has Student Learning Support Officers (SLSO) who are bilingual in Arabic, Farsi, Dari, Congolese, Kinyarwanda and Kirundi, helping to support students and families in the transition to school and life in Australia. Our Community Liaison Officer also engages with EALD students and families in connecting to a range of local activities and wellbeing supports in the area.



**Ms Georgie Gallagher**  
Teacher, English as an additional language or dialect



**Kellie Lane**  
Teacher, English as an additional language or dialect



**Kristie Blais**  
Teacher, English as an additional language or dialect



**Dale Garbutt**  
Liaison Officer for students and families with English as an additional language or dialect



**Lilliane Nkundabantu**  
Student Learning Support Officer



**Oday Shakori**  
Student Learning Support Officer



# Assessments

**At Waratah Campus we use a number of different ways to monitor our student's progress – from formal state-wide assessments such as NAPLAN, to in-class tasks, assignments and exams.**

Your family will be provided with an Assessment booklet which outlines our campus Examination and Assessment Policy, information about how we measure student progress and each faculty's assessment schedule for the year.

It is your responsibility to check your assessment schedule. It will tell you how and when you will be assessed.

Families can also view assessment tasks and teacher feedback via the secure online learning platform, Canvas Parents.

Assessments are ongoing in Years 8 to 10 and can take many forms. Their primary purpose is to improve student learning.

## **Assessment for learning**

Teachers use this form of assessment as an inquiry tool to find out as much as they can about what their students know and can do, and what confusions, preconceptions, or gaps they might have. Assessment for learning occurs throughout the learning process.

## **Assessment as learning**

Assessment as learning occurs when students are their own assessors. Students monitor their own learning, ask questions and use a range of strategies to decide what they know and can do, and how to use assessment information to inform their learning goals.

## **Assessment of learning**

Assessment of learning assists teachers in using evidence of student learning to assess achievement against outcomes and standards. Sometimes referred to as 'summative assessment', it usually occurs at the end of a unit of work, term or semester, and may be used to rank or grade students.

## **YEAR 10 RECORD OF SCHOOL ACHIEVEMENT (ROSA)**

In Year 10 assessment marks are used to determine a grade from A-E for all Year 10 courses students have completed. These grades provide a comprehensive record of academic achievement known as a RoSA.





# Progress reports

**Callaghan College Waratah Campus has three formal methods of reporting on your progress**

- 1.** Interim reports: these are issued towards the end of Term 1. They provide a general overview for your parents and carers of how you are performing.
- 2.** School reports: issued at the end of Terms 2 and 4. These reports provide a comprehensive summary of your progress for Semester 1 and Semester 2. Reports are posted online on the Sentral Parent Portal.
- 3.** Parent/Teacher interviews: held at the beginning of Term 3. This provides an opportunity for your parents or carers to meet with individual teachers to discuss your progress. You are welcome to attend these interviews as well.

## PARENTS DIRECT ACCESS TO SCHOOL REPORTS

As a parent or carer, you can access your child's reports, view your child's timetable and book formal parent teacher interview slots via a secure online platform called Sentral Parent Portal.

We have introduced interim reports in response to parent feedback requesting earlier indications of how their child is travelling in Year 7.



# Support for learning

## Introducing our Learning and Support Team

Our Learning and Support Team works closely with teachers, students, parents, carers and outside professionals to cater for the individual support needs of students.

Services provided by our learning and support team include:

- Assessment of student learning needs
- Targeted intervention programs e.g. literacy, numeracy, organisational skills
- In-class support
- The development of individual learning plans
- Emotional and behaviour intervention and support groups
- Advice for accessing internal and external professional services
- Determining appropriate adjustments, including the modification of curriculum, assessment and exams
- Determining appropriate extension programs
- Determining appropriate extension programs for high achieving students
- Transition programs
- Professional development sessions to enhance teacher skills and understanding



## SUPPORTING YOUR CHILD, TIPS FOR PARENTS Ms Eunice Hsu, Teacher, Learning and Support

Our whole school approach to learning and support ensures the learning environment at Waratah Campus is fully inclusive and that every student is supported to achieve their greatest potential.

It's normal for new students to feel a little overwhelmed initially as they adjust to the changes associated with starting a new school.

If your child is struggling or has concerns about their learning we encourage you to address these concerns early. Start with a conversation with your child – find out what they find challenging and what would make a difference for them.

We also encourage you to contact your child's classroom teachers and/or Year Advisors for support. Just contact the Administration Office to set up a time for a phone or face-to-face meeting.

For more complex issues, such as learning or wellbeing difficulties, diagnosis and/or disability, we advise you to contact our Learning and Support Team.

If you would like to know more, or to provide additional information to assist us in meeting your child's individual learning and support needs, please contact us for an appointment.





### **Aspire and Opportunity Classes**

These programs are designed for students who have advanced learning capacity for their age. It provides targeted, specialised programs to ensure high achieving students reach their educational potential.

Applications into these programs are made when students are in Year 6.

For more information about these programs contact our Head Teacher, Teaching and Learning.

### **Numeracy and literacy support**

Our school's numeracy and literacy support groups aim to build students' confidence to learn more independently in the classroom. The groups are facilitated by specialist Learning and Support teachers and focus on reading fluency and comprehension, writing and numeracy strategies.

Our school's growth data from Year 7 Best Start to Year 7 NAPLAN and Year 9 NAPLAN is well above state average and indicates that these small group learning support programs are highly successful.

### **Mathematics Support**

Our Mathematics teachers offer additional math support Mon-Thurs from 8:15-8:40am in Room 16. You can get help with math homework, classwork, designing summary sheets and revising for assessment tasks.

# Getting involved in school life

## Co-curricular activities develop skills and build confidence

We encourage you to participate in our school's extra activities – they help you to develop a variety of skills, build personal confidence and foster friendships within our school community.

Throughout the school year, there are a number of co-curricular activities that are available to get involved in. These include:

- Student Leadership
- School sport and representative sport
- Bands and vocal groups
- Art club and drama activities
- Musical theatre
- Debating and public speaking
- Circus skills
- Lunch time clubs including chess, manga, Minecraft and Dungeons and Dragons.

Listen out to Daily Notices in morning roll call for more information about lunchtime clubs and other extra-curricular activities.

## Opportunities to lead

Our Student Representative Council (SRC), Aboriginal Student Leadership team and EALD Student Leadership team are the main student representative bodies at our campus. The SRC is made up of our four Year 10 School Captains and 4 representatives from each of the other Year groups (7-9) and the Aboriginal Leadership and EALD Leadership teams consist of self-nominating students.

Our student leaders are responsible for working on projects across the school, leading school assemblies, representing the school at community events, providing peer support, visiting partner primary schools and putting forward views and ideas to influence school decision making.

If you have a passion for leadership, we encourage you to nominate yourself for a leadership role during Term 4.







## Opportunities to perform

Being part of Callaghan College provides our Waratah Campus students with even more opportunities, as the school invests in a number of events each year to showcase our students' talents from across all three campuses.

Variety Nights, as well as collaborations with our partner primary schools, provide ample opportunities for our performers, including our College Stage and Concert bands.

The College is also invited to participate in a number of community events – including Star Struck, School Spectacular, Hunter Dance Festival, and more.





# Getting involved in sport

## Sport Opportunities on Campus

Callaghan College provides sport activities for students across all ability levels.

The program is designed to be inclusive and all students are encouraged to participate.

## Weekly Sport

The weekly sport program consists of a double period every Wednesday.

In stage 4 (Year 7 and 8) you will have the opportunity to experience a variety of sports and recreational activities during semester 1. Activities include trampolining, ice skating, laser tag, ten pin bowling, putt putt golf and fitness training.

In semester 2, you will get to choose which recreational or sporting activity you wish to continue for term 3 and 4.

In stage 5 (Year 9 and 10) you can choose 1 sport each term from a selection of external and school-based options.

Please note that choosing an off-site sport option involves additional venue and transport fees.

## Representative sport

For students interested in competitive sporting activities, there are a number of opportunities:

- Hunter Region Trials – For high achieving athletes. You can attend trials for selection into Hunter Region teams for a wide range of sports
- Carnivals – Callaghan College Carnivals are held for swimming, athletics and cross country, giving you an opportunity to progress to Zone
- Knock out competitions and Gala Days – Callaghan College Teams compete in Open competitions across a range of sports. You can aspire to be involved as you progress through the College.

Touch base with our Sports Coordinator to let them know your sporting interests. It is important to listen out for the Sports Report at Assembly to ensure you don't miss upcoming sporting opportunities.

## Breaktime Sport Competition Get your team together

You and your friends can take on the staff and other student teams in our Breaktime Sport competition. This is held during some recess and lunch breaks, with a different sport each term.

Listen out to Daily Notices in morning Roll Call for more information.

## House Groups

You will be in a House group for sporting and other competitions. This is based on the first letter of your surname.





**Making sure you don't miss out on representing the school.**  
**Ms Avard, Deputy Principal,**  
**Year 9 and 10**

It is a privilege to represent the School, and students must be able to demonstrate that they are able to meet our code of conduct requirements. A Code of Conduct agreement must be signed before a student can participate.

This agreement includes a number of student responsibilities relating to attendance, behaviour and completion of school work. The agreement is included in your orientation pack and can be found on our website.





# Wellbeing

## Student wellbeing is an integral part of everything we do

We know that young people learn best when they are healthy, safe, connected and engaged.

Our aim is to support our students to connect, succeed and thrive at each stage of their development and learning. We have a whole school approach to wellbeing and engagement that includes curriculum, teaching and learning strategies, policy and support services.

Our Wellbeing Program is all about promoting positive relationships, resilience, greater self-responsibility and a strong sense of community. It includes:

- Middle School and Connection Point programs – providing new Year 7 students with a highly supported transition to high school.
- Student wellbeing seminars – teaching students about digital safety and citizenship, respectful relationships, school processes for preventing and addressing bullying and more.
- Stage 5 Transition Programs – supporting students to develop greater responsibility for their learning and wellbeing in preparation for success in Stage 6 and beyond.

## Targeted Wellbeing Programs

We also have a number of wellbeing programs that are more targeted, including:

### Capoeira Angola

In partnership with STARTTS, the school delivers a weekly Project Bantu Capoeira Angola Program to students from refugee and migrant backgrounds. Project Bantu aims to improve physical fitness, encourage teamwork, promote positive social interaction and boost self-esteem for participants, many of whom are facing unique challenges in integrating into a new culture, community and school.

### BroSpeak and SistaSpeak Program

Supports our Aboriginal students to explore, nurture and value their cultural identity, traditions and family connections through participation in cultural and community engagement activities, excursions and projects. These programs are facilitated by teachers, our Aboriginal student support staff and invited guests from our Aboriginal community.

### RAP-A for Adolescents

Facilitated by our Student Support Officer (SSO), this small group program aims to build resilience and promote positive Mental Health in teenagers. Speak to a member of the Wellbeing team for more information.

### Shine, Crown, Rage and True Grit

Facilitated by our Student Support Officer, these small group programs cover self-worth, emotional regulation skills and healthy, respectful masculinity.







## Who is available to support me?

**Our Wellbeing Team is a network of people who can help you with your wellbeing needs.**

### Year Advisors

Our Year Advisors are advocates for students in their Year group, assisting you to settle into Waratah campus and to make the most of all the opportunities available at Callaghan College. They are your first point of contact if you are experiencing problems at school. They can also connect you to other specialist support services available at school.

### Head Teachers Wellbeing

Our Wellbeing Head Teachers coordinate our whole school wellbeing program, liaise with external service providers and ensure all students are given a voice and are listened to. Feel free to contact our Wellbeing staff about any personal, social, financial, wellbeing or academic concerns.

### Counsellors

Our School Counsellors are available most school days and can be found in our Administration Building. They are available to talk to students and their families, providing advice when coping with personal, family and academic problems.

If you want to meet with one of our School Counsellors, please leave your name with the Administration Office staff and our counsellors will contact you to confirm an appointment time. Your parents can also make a referral by contacting the school.

### Student Support Officer (SSO)

Our SSO supports the implementation of our whole school Wellbeing program, helping students develop social and emotional skills through targeted, strengths-based programs and strategies that build resilience, coping skills and positive relationships. Visit our Wellbeing Hub to make an appointment or to enrol in a small group program.

### Careers Advisor

Our Careers Advisor provides advice about career planning, transition to the Senior Campus and elective choices. You can drop into the career office in the library during break times, or book an appointment for another time.



# School values and beliefs

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**Our school values and beliefs help our students create the best version of themselves.**

## **Empowering self**

We own our own choices and behaviours. We take credit when we do well and take responsibility when we don't. We participate in safe and healthy behaviours, building our resilience to be the best version of ourselves.

## **Valuing others**

We know that positive relationships make us stronger and better as individuals and as a community. We do everything we can to nurture and protect these relationships. We actively work to create safe and secure environments in the school, respect and advocate for others and

contribute to the culture of the school through being part of a team and building our school spirit.

## **Agency in learning**

We understand that learning is a process that encourages success and aspiration in our lives. We contribute to deeply engaged classrooms and are deeply connected to our learning, helping to create a vibrant learning culture where confident and creative learners thrive.

**Parents can view positive student acknowledgements from staff on the Sentral Parent Portal.**





# Assemblies

## Assemblies occur each Wednesday after roll call.

They are a wonderful opportunity to come together as a school or year group, recognise student achievement and celebrate special days in our school's calendar.

TERM 1		TERM 2	
Week 1	Year Group Meetings	Week 1	Whole School - ANZAC Assembly
Week 2	Whole School - Welcome	Week 2	Whole School - SRC and Leadership Team introduction
Week 3	Whole School - Apology Day	Week 3	Whole School - Mothers Day
Week 4	Whole School - Harmony Day	Week 4	Whole School - Walk to School
Week 5	Year Group Meetings	Week 5	Year Group Meetings
Week 6	Year Group Meetings	Week 6	Whole School - Reconciliation Week
Week 7	Whole School - Pi Day	Week 7	Year Group Meetings
Week 8	Whole School - Action Against Bullying	Week 8	Year Group Meetings
Week 9	Year Group Meeting	Week 9	Whole School - Refugee Week
Week 10	Whole School - Easter Draw	Week 10	Whole School - NAIDOC Week
TERM 3		TERM 4	
Week 1	Year Group Meetings	Week 1	Year Group Meeting
Week 2	Whole School - Welcome back	Week 2	Whole School - Welcome back
Week 3	Year Group Meeting	Week 3	Whole School Assembly
Week 4	Whole School - R U OK?	Week 4	Whole School - Teacher's Day
Week 5	Whole School - Science Week	Week 5	Whole School - Remembrance Day
Week 6	Whole School - Book Week	Week 6	Whole School - White Ribbon
Week 7	Whole School - Fathers Day	Week 7	Whole School - Captain speeches and voting
Week 8	Whole School - World Literacy Day	Week 8	Whole School - Movember
Week 9	Whole School	Week 9	Year Group Meeting
Week 10	Whole School - Oktoberfest	Week 10	Whole School - Gotcha Draw

# Getting in touch

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## Deputy Principals



**Mrs Michelle Maher**  
Deputy Principal (Year 7)



**Mr Lindsay Morrow**  
Deputy Principal (Years 8)



**Ms Nicole Avar**  
Deputy Principal (Year 9 and 10)



**Mr Jeff Bull**  
Deputy Principal Inclusive  
and Special Education

## Wellbeing key contacts



**Ms Louise Payne**  
Head Teacher, Wellbeing



**Ms Mel Griffin**  
Student Support Officer

## Year Advisors



**Ms Alex Styles**  
Year 7 Advisor



**Miss Abby Salter**  
Year 9 Year Advisor



**Mr Chris Ellul**  
Year 7 Advisor



**Miss Larissa Lenton**  
Year 9 Advisor



**Miss Veronica Smith**  
Year 8 Year Advisor



**Mr James Walker**  
Year 10 Year Advisor



**Ms Shannon King**  
Year 8 Year Advisor



**Mr Chad Hopkin**  
Year 10 Advisor



## Administration Office

02 4968 1939

School office is open 8am–3:30pm  
waratah-h.school@det.nsw.edu.au

## Learning key contacts



**Ms Margo Bowen**  
Head Teacher, Teaching  
and Learning



**Ms Lisa Panozza**  
Head Teacher, Teaching  
and Learning



**Ms Karen Allen**  
Head Teacher Administration  
(timetables)



**Mrs Joanne Myers**  
Head Teacher, Inclusion



**Ms Ashlea Beavan**  
Head Teacher, Transition and  
Engagement

## Faculty Head Teachers



**Ms Wendy Davis**  
Head Teacher, English



**Mr Tristan Densham**  
Head Teacher, Mathematics



**Mr Dane Hockey**  
Head Teacher, Science



**Ms Sheena Roberts**  
Head Teacher, Human Society and its  
Environment (HSIE)



**Mrs Yvette McShane**  
Head Teacher, Human Society  
and its Environment (HSIE)



**Mr Brent Scrivener**  
Head Teacher, Technological  
and Applied Studies (TAS)



**Mr Dan Mani**  
Head Teacher, Creative  
and Performing Arts



**Mrs Allison Blight**  
Head Teacher, Personal  
Development, Health and  
Physical Education (PDHPE)

Refer to page 17 for our EALD and Aboriginal Education  
key contacts.

## Sport contacts



**Ms Kerrie Bradley**  
Representative Sport Coordinator



**Mr Nick Goodfellow**  
Weekly Sport Coordinator

# Parent information

**Our school encourages families to be actively involved in their children's education. We know from research that when schools and families work together, students benefit.**

We work hard to establish and maintain effective channels of communication with families so you know how your child is going at school and how you can get involved in school activities. For a summary of our school's communication channels see the next page.

We encourage parents and carers to stay in touch so we understand how we can best cater for your child's learning needs.

## **What can families expect of the school?**

When you contact the school, you can expect us to respond respectfully, sensitively and as efficiently as is practical. We will maintain confidentiality where appropriate, releasing information on a "need to know basis" to staff. If you have a specific request regarding the extent of access to information you provide, please make that request known at the time of contact.

When you call the school, our Administrative Office staff will ensure your enquiry is forwarded to the most relevant staff member. Please be aware that teachers cannot leave classes to receive or return calls or conduct interviews.

## **What does our school expect of parents and carers?**

- Please direct your concerns to the appropriate staff member as outlined in the flow charts. If you're unsure, our Administration Staff can direct you to the right person.
- Make an appointment in advance when seeking a face to face meeting with staff
- Approach matters in a calm and respectful manner.
- Provide contact details so we can call or email you as efficiently as is practical
- It is helpful if you can communicate any extremely important matter in writing to ensure all details can be fully understood

- Only contact staff members during office hours (Monday – Friday, 8:00am – 3:30pm). Please refrain from contacting staff on their mobile phone outside these hours.

## **Who to contact?**

The guide below shows our process in which to direct specific issues relating to your child.

While it may seem quicker to go to the higher authority, it is usually more appropriate to start with the person who knows the student or the details of the incident best.

It progresses to the next level only if the matter cannot be resolved.

## **ACADEMIC LEARNING ISSUE**

**Please follow this pathway of contacts:**

- ➡ **Class Teacher**
- ➡ **Faculty Head Teacher**
- ➡ **One of our learning key contacts:**
  - ➡ **Assessments – Head Teacher, Teaching and Learning**
  - ➡ **Technology – Technology Coordinator**
  - ➡ **Additional needs – Head Teacher Learning and Support**
- ➡ **Deputy Principal**
- ➡ **Principal**

## **WELLBEING ISSUE**

- ➡ **Year Advisor**
- ➡ **Head Teacher, Wellbeing**
- ➡ **Deputy Principal**
- ➡ **Principal**





# Keep up to date

## Our School's communication channels to parents and carers

<p><b>Website</b></p> <p>The official communication hub for our school, it is your point of access to all our communication channels for students and parents.</p> <p>View our school news, our calendar of school events, find out general information about the campus and make payments.</p> <p><a href="http://waratah-h.schools.nsw.gov.au">waratah-h.schools.nsw.gov.au</a></p>	<p><b>SMS</b></p> <p>We send SMS text messages to your primary contact number to communicate reminders or important notifications (e.g. sporting event cancellations due to wet weather).</p> <p>SMS is also used for student attendance. You will receive an SMS from the school if your child is absent or running late for morning roll call. Simply reply to this message to explain their absence.</p>	<p><b>Social Media</b></p> <p>We regularly post highlights of student achievements and learning, and information about upcoming whole school events on our social pages. These pages are monitored during school hours only.</p> <p>Families can also follow our Science Faculty Instagram page.</p> <p>Facebook: <a href="#">ccwaratah</a> Instagram: <a href="#">ccwaratah</a> Instagram <a href="#">science@ccwtc</a></p>
<p><b>Newsletter</b></p> <p>Waratah Campus News is our Campus Newsletter. It is emailed to our whole school community twice a Term.</p> <p>You can also access it on our website.</p>	<p><b>Sentral Parent Portal</b></p> <p>Sentral Parent Portal is a secure online platform that provides parents with access to student timetables, attendance information, School Reports and daily notices from teachers to students.</p>	<p><b>Canvas Parents</b></p> <p>This secure digital platform connects you to information about your child's learning, including task due dates, assessment grades and teacher feedback.</p>
<p><b>Face-to-Face</b></p> <p>There are many opportunities for parents and staff to meet throughout the year. These include information evenings and Parent Teacher Interviews. Parents are also welcome to phone the school to make an appointment with staff.</p>	<p><b>REMEMBER TO KEEP YOUR CONTACT DETAILS UP TO DATE</b></p> <p>Most of our communication to you is done initially via your nominated primary email address, so it is essential to keep this up to date. You can update your primary contact email at any time by emailing, or phoning our Front Office staff.</p> <p>Phone: 02 4968 1939 Email: <a href="mailto:waratah-h.school@det.nsw.edu.au">waratah-h.school@det.nsw.edu.au</a></p>	

Don't forget to sign the Permission to Publish form if you would like to see your child's achievements celebrated in our social channels.

We now send almost all our permission notes for excursions and sport activities via email (through School Bytes). So make sure you check your emails regularly so your child doesn't miss out on an excursion.

# Frequently asked questions

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## What do I do if...

### I am late to school?

If you arrive after the bell at 8:50am go straight to the Administration Office and swipe in with your Student ID card. You will be given a late note which you take to your class. Parents/Carers are required to write a note to explain the reason for lateness.

### I feel sick at school?

Inform your teacher and they will write you a note to go to the Administration Office. If you are too unwell to be at school, the Administration staff will contact your Parents/Carers to come and pick you up. Please do not phone your parents from your mobile to arrange to be picked up as it's important you get signed out at the Office before you leave.

### I need to take prescribed medications at school?

Ask our Administration Office staff for a Request to Administer Prescribed Medication at School Form. Your Parents/Carers must sign and complete this form detailing what medication you require, the dosage and the times of the day you need to take this medication. Please return the completed form with the medication to the Administration Office. Medication must be in original packaging with your name and dosage required clearly labelled.

Paracetamol or any other analgesics cannot be dispensed at school, unless prescribed by a Doctor.

### I feel sick at home in the morning?

Please stay home to rest and recuperate, this will also prevent illness spreading at school. Your Parent or Carer will need to inform the school of your absence via a text message, phone call, email or letter on your return to school.

### I lose my timetable?

Go to the school website and access your student portal. This will allow you access to your timetable.

### I get lost at school?

Any teacher will help you, ask other students or make your way to the Administration Office for assistance.

### I need to leave early?

Bring a note from your Parent/Carer and take it to the Administration Office before school. You will be given an Early Leavers pass to show your teacher at the time you need to leave.

### I lose something at school?

Check to see if it has been handed in at the Administration Office. If something valuable has been lost or stolen, tell your Year Advisors or Deputy Principal.

### I am not in correct uniform?

You will be lent a school uniform for the day. Go to Uniform Check during roll call after your name is marked. This is usually located at the back of the hall during roll call. If roll call is in another location, go to the Uniform Clinic that is situated near the Administration Office to borrow a uniform to wear. You will need to return the borrowed uniform at the end of the day.

### I am late for class?

If you are delayed by a previous teacher, ask them for a note explaining your lateness. Unexplained lateness will result in time made up during break times.

### I need to go to the toilet during class time?

Ask your class teacher for permission. If your teacher gives you permission, they will give you a note or "out of class pass". You will need to sign in at the front office to access the toilet. It is preferred that you try and go to the toilet during break times.





### **How do I order from the Canteen?**

Fill in and pay for your order before school at the canteen. The canteen staff can assist you.

To collect your order, simply come to the back door of the canteen during recess or lunch. Pre-ordering saves you lining up and ensures you get the food you want.

### **I cannot do PE due to illness or injury?**

Bring a note from your Parent/Carer and give it to your teacher at the beginning of the lesson.

### **I can't finish an assignment or homework task on time?**

Talk to your teacher, explaining the reason you require an extension. We encourage you to have this conversation well before the task due date. You should also bring a note from your Parent/Carer supporting your request. The policy guidelines regarding extensions are outlined in the front of your Assessment Schedule Book which you will receive in Term 1.

### **If I get injured at school?**

Our Administrative Office staff treat students with minor injuries. More serious injuries are referred to medical personnel. Contact will be made with your parents should you need to go home or require urgent medical attention. Our Deputy Principals or Principal are also informed of all accidents occurring at school.

### **What are the rules for mobile phones?**

Mobile phones should only be brought to school if absolutely necessary. They need to be kept on silent and in your bag or locker during class time. As with other personal belongings, your phone is your responsibility. Phones that are misused will be confiscated and returned at the end of the school day.

### **If I am being bullied?**

Bullying is never ok. We have active policies and procedures that are used to safeguard all our students. Please speak to a trusted teacher or your Year Advisor as a starting point.

## **HOW DO I REQUEST LEAVE FROM SCHOOL FOR MY CHILD (when they are not sick)?**

NSW Government Legislation does not allow for absences during Term time. Applications for leave in exceptional circumstances should be made in advance to the Principal. For unforeseen absences, it is recommended that Parents/Carers phone to inform the school.

## **ARE THERE ANY SCHOOL FEES?**

Parents and Carers are asked to pay a small general contribution to support the programs offered at the Campus. The general contribution funds are used to purchase library books, offset the cost of printing, and for additional learning resources. These can be paid in person at our Administration Office or online via our website. EFTPOS is available.

## **COMPULSORY ELECTIVE SUBJECT FEES**

Certain elective subjects have additional costs that are charged as separate fees. This covers the additional cost of resources for these subjects. Students are informed before they choose these electives, so that you have a chance to consider the financial commitment associated with these subjects.

## **HOW DO I MAKE SCHOOL PAYMENTS?**

Payments can be made online via the school website, or in person at our Administration office. EFTPOS is available onsite.

# School maps

