



# Welcome to Callaghan College Waratah Campus

Year 7 Orientation Handbook  
for students and their families

**Collaborating to  
empower learners**



# Principal's Welcome



## Welcome to Callaghan College Waratah Campus

We are thrilled to have you and your family join our school community.

The move from primary school to high school can be a time of significant change. While change sometimes brings about mixed emotions, I am very confident that our staff at Callaghan College Waratah Campus will provide the necessary support to enable each of you to get off to a great start; to enjoy your learning, be challenged and stimulated as well as to find a place where you belong and feel comfortable.

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 on offer here at Callaghan College.

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

Callaghan College provides educational opportunities for Year 7 to Year 12 students across three campuses. Our Year 7 to Year 10 students attend Waratah or Wallsend Campus, with our senior students in Year 11 and 12 attending Jesmond Senior Campus. This is why our College motto is Collaborating to Empower Learners as all three campuses work together to enhance your learning experience.

2020 is an exciting year for the College with the opening of our new Creative and Performing Arts Centre at the Jesmond Senior Campus. The facility will become the hub of creative pursuits for students across Callaghan College and the Callaghan Education Pathways partner primary schools.

Welcome to Callaghan College - I hope you enjoy your start at Waratah Campus.

**Kylee Owen**  
College Principal, Callaghan College



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## Key dates

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**Wednesday 29th January:**

**Thursday 30th January:**

**Tuesday 4th February 5pm-7pm:**

**Wednesday 12th February:**

**Friday 14th February:**

**Friday 28th February:**

Day 1 for Year 7s only

Years 8-10 return for 2020

Welcome BBQ and information session for Year 7 families

School photos

College Swimming Carnival

Campus Aquatic Carnival





# Getting started

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## Year Advisor's Welcome

As the 2020 Year 7 Advisors, we are so excited about welcoming you to your first day of high school on Wednesday 29th January 2020 and supporting you on your journey from Year 7 to Year 10.

Our aim is to make the transition from primary to high school as smooth as possible for every student.

We realise that many of you will have lots of questions, like “where do I need to go on my first day?”, “What do I wear?”, “What should I pack?” or “What do I do if I get lost?”.

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 practice some of the new routines. Please contact the school if you have any further questions (see page 30 for our key contacts list).



## Welcome to Year 7!

**Rachael Hurn**

Year 7 Advisor, Science Teacher

**Chad Hopkin**

Year 7 Advisor, Science Teacher

# Getting ready for high school

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

### What to wear

- Dress and groom yourself neatly in school uniform
- Bring sports uniform for PE lessons and weekly sport
- Change from school uniform to sports uniform and back (without losing anything!)
- Take pride in your appearance as a Callaghan College student (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 11)

### 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 our 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 [transportnsw.info/school-students](https://transportnsw.info/school-students)
- Apply for a school Opal card if travelling by bus or train. Go to [apps.transport.nsw.gov.au/sts](https://apps.transport.nsw.gov.au/sts) 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 page 37 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 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 personal electronic devices on silent and in your bag during class time (unless otherwise directed)
- Work effectively with peers in groups or individually as required (for more details about our Positive Behaviour for learning expectations go to page 28)



# My first week of high school

## Snapshot of what will happen on your first few days

**Wednesday 29 January, 2020**  
**First Day for Year 7 only**

We commence our school year with Year 7 starting before all other Year groups, to allow you to become more familiar with the school and meet the staff before all the other students commence.

Please meet in the hall at 8:45am for a welcome assembly. We encourage you to bring your parents/carers to this assembly and invite them to stay afterwards for a parent information session and light morning tea.

After the formal part of the assembly, you will receive your timetable, find out your roll call groups and classes.

You will attend the lessons on your timetable from periods 2–5, taking breaks at 11am and 1:30pm for recess and lunch. The canteen will be open during these breaks.

You don't need to worry about getting lost because all Year 7 meet back in the hall between each period so your Peer Support Leaders can guide you to your next lesson.

At 2:30pm all Year 7 meet back in the hall to receive some information about Day 2 and the school's end of day procedures.

**The school day finishes at 2:55pm**

If you are catching a bus, you will be shown where and how to do this by your teachers. Please remember what bus number you need to catch home so we can show you the right place to wait.

Teachers supervise bus duty every afternoon at the Young St and Turton Road Bus Bays only. Some students also access bus stops at High St, Waratah Railway Station and Georgetown Rd. Be aware, that some bus routes have different drop off and pick up points.

**Thursday 30th and Friday 31st January 2020**

Arrive at school by 8:45am and move promptly to roll call in the hall when the bell rings at 8:45am.

Please sit in alphabetical order in the roll call group you were allocated into on Day 1.

You will participate in lessons as per your timetable. School finishes at 2:55pm.

If you or your parents have any questions before Wednesday 29 January, our Administration Office will be open from 8:30am on Tuesday 28th January 2020.

## BUS ETIQUETTE

Stay in the bus bay when waiting for a bus, line up in single file to enter the bus, have your Opal card ready before the bus arrives.





## Parent tips:

We encourage parents to come along to the first session of Day 1 to assist your child to settle in. Please join us in the hall for the welcome assembly and stay afterwards for a parent information session and a light morning tea with Year 7 staff.

Support staff will be available to answer questions and the School Administration Office will be open if you need to pay your school contributions.

Best location to drop your child is near the Harris Street entrance (at the back of the school campus). If you intend to pick your child up on Day 1, please inform them where to meet you.

## JOIN US AT OUR WELCOME EVENING FOR FAMILIES

Waratah Campus invites all Year 7 students and their families to attend an information evening on Tuesday 4th February from 5-7pm.

You will have a chance to meet staff in person, learn about our assessment processes, link into our online communication tools, including Canvas and Sentral Parent Portals, as well as get an opportunity meet other new parents.

We strongly recommend you attend this session to get off to a good start.





# What do I wear?



## School uniform is compulsory

### Every day uniform

School polo shirt with any combination of the following:

- Dark navy plain formal pants or mid-thigh length shorts (no jeans or tights)
- Dark navy with twin white side stripe track pants or mid-thigh length sport shorts
- Dark navy and maroon pinstriped pleated skirt
- Dark navy, white and maroon sports jacket with school crest
- Dark navy plain jumper or cardigan (no hoods)
- Black shoes with a strong sole and fully enclosed solid uppers must be worn to meet the Workplace Health and Safety standards in all areas of the school.
- Hats or caps should be plain navy, white or black. We encourage the wearing of sunscreen, sun hats and sunglasses in the playground.

### Sports uniform

Worn for sport or PE classes only.

Sports Polo Shirt with:

- Dark navy twin white side stripe track pants or sports shorts OR dark navy plain track pants or sport shorts
- Sports shoes / joggers must be worn

Available at Lowes, Stockland Mall, Jesmond.

Open toed shoes, thongs, sandals, ballet flats or lightweight slip on shoes are NOT allowed. Students who arrive at school with unsafe shoes will have their parents/carers contacted and asked to bring safe shoes to the school or be withdrawn from classes.

Any undershirts that can be seen must be plain white or plain navy.

Any jewellery and makeup worn must be safe and discreet. Remember to clearly label all items of your uniform and keep them in good order.







## Lost property

All items of clothing and personal belongings brought to school should be labelled to assist in the return of any lost property. Lost property is handed in to the Administration Office Staff who

will return it to the student if labelled. After a reasonable amount of time and opportunity for collection, unclaimed items will be donated to charity.

## REPRESENTING CALLAGHAN COLLEGE Mr Morrow, Deputy Principal, Year 7 and 8.

We enhance our reputation at Callaghan College through a high standard of uniform presentation as students travel to and from school and move around our community.

Students must wear correct uniform at all times, unless advised by the school (i.e. for some fundraising events). A student who is not in uniform may be loaned replacement school uniform garments. Non-uniform clothing is kept in the office until the end of the day for students to return any loaned garments and collect their clothing.

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 come and talk to me directly.

# Our school routine

## School hours and bell times

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 5 lessons (other than Mondays). Recess and Lunch are 30-minute breaks.

Every Monday, there is a whole-school assembly immediately after roll call. Therefore, Mondays consist of 4 lessons only and staff attend Professional Learning meetings at the end of the day.

MONDAY	TUE-FRI
<b>Assembly</b> 8:45–9:20	<b>Assembly</b> 8:45–9:00
<b>1</b> 9:20–10:20	<b>1</b> 9:00–10:00
<b>Recess</b> 10:20–10:50	<b>2</b> 10:00–11:00
<b>2</b> 10:50–11:50	<b>Recess</b> 11:00–11:30
<b>3</b> 11:50–12:45	<b>3</b> 11:30–12:30
<b>Lunch</b> 12:45–13:15	<b>4</b> 12:30–13:30
<b>4</b> 13:15–14:10	<b>Lunch</b> 13:30–14:00
	<b>5</b> 14:00–14:55

## Bell codes

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

**One short bell, one long ring (repeated 3 times):** Lock down.

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



## Start and finish times

School commences at 8:45am Monday to Friday with a bell, which signals to students to walk to roll call (usually in the hall but may be relocated to the COLA or classrooms at times when the hall is unavailable).

Lessons conclude at 2:10pm on Mondays and 2:55pm Tuesday – Friday.

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 to 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 Rd.

## 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 yourself for your next class.

If you need to use the toilets between periods or during lessons, you need to first get a Toilet Pass or Permission Note from your teacher.





# Finding my way

One of the most common fears about starting Year 7 is not being able to find a classroom. Orientating yourself to any new environment takes time, but there's lots of people on hand to help you find your way. If you're not sure where you should be, just ask a teacher or another student! Peer Support Leaders will guide you to your classes on your first day.

## 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 price list is 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 wish to purchase and make payment with the canteen staff.

## Library

Our Library is open every school day between 8:30am -3:00pm, with students welcome during recess and lunch. All 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 any 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 through Newcastle Regional Public Library system (you'll need to fill out and return the Newcastle Library Membership application included in your Orientation Pack).

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



## 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

## Bring your own device

Callaghan College participates in the Bring Your Own Device (BYOD) program. This means you can bring a personal learning device (e.g. laptop, or similar) to school to support your learning.

If you do participate in the BYOD program, you will need to read the FAQ guide and abide by the BYOD User Agreement, both of which can be found on our website.

After you have signed the User Agreement and returned it to a Head Teacher, Technology, we will help you connect your device to the school's wireless network.

### Is my device suitable for learning?

- ✓ Wireless connectivity
- ✓ Most recent operating system available (or the preceding version)
- ✓ Apple or PC
- ✓ A minimum 4GB RAM and 128GB spare storage is recommended
- ✓ 14-16in screen or above, with sturdy keyboard for continuous use throughout the day
- ✓ Minimum 5 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.



## What about mobile phones?

Mobile Phones and other personal devices need to be on silent and in your bag 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. There is an option of hiring a locker to store valuable items during the school day – speak to staff in the School Administration Office for access.

## 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.



# Stationary and resources

## Text books and equipment required for Year 7

ITEM / SUBJECT	PACK	ITEM / SUBJECT	PACK
<b>English</b>		<b>Maths</b>	
1 x 128 page A4 book with margin	●	2 x 96 page A4 Grid book 5mm	●
1 x 48 page exercise book	●	1 x Casio fx-82AU Plus2 calculator	●
2 x highlighters (different colours)	●	1 x 30cm ruler	●
<b>Science</b>		<b>Language</b>	
1 x 128 page A4 book with margin	●	1 x 128 page A4 book with margin	●
<b>History</b>		<b>Visual Arts</b>	
1 x 96 page A4 book	●	1 x A3 school VA diary (white)	●
1 x display folder (20 pocket)	●	1 x HB or 2B lead pencil	
<b>Geography</b>		<b>Music</b>	
1 x 96 page A4 book	●	1 x 96 page A4 exercise book	●
1 x display folder (20 pocket)	●	1 x headphones/earphones	
1 x protractor 360°	●	<b>Design and Technology</b>	
<b>PD/Health/PE</b>		1 x A4 display folder (Black)	●
1 x PD/H/PE activity workbook (provided by PDHPE)		1 x apron	●
PE shirt and shorts (Lowes, Jesmond)		2 x hair nets	●
Lace up joggers		1 x safety glasses	●
Water bottle		Packs available from Stuart and Dunn Office Choice. Order online <a href="http://stuartanddunn.officechoice.com.au">stuartanddunn.officechoice.com.au</a> Search CALCOLWARATAH. Packs are distributed on Day 1 of school.	<b>PACK TOTAL \$85.00</b>
<b>Portfolio</b>			
1 x A4 3 ring binder (25mm spine) with 40 plastic sleeves			

EVERY DAY SCHOOL BAG ITEMS - STATIONERY AND EQUIPMENT			
1 x scissors	1 x calculator	●	
1 x pencil case	1 x 8GB USB	●	
2 x blue or black pens	1 x 30 cm ruler	●	
1 x red pen	1 x pkt 12 coloured pencils		
1 x HB and 2B pencil	1 x glue stick		
1 x small sharpener	1 x soft eraser		

# Getting into learning

## Overview of school subject areas

Our teaching and learning programs at Callaghan College aim to foster a passion for learning that will stay with students throughout their lifetime.

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

## Callaghan ExCEL Program

In addition to the mandatory courses, Waratah Campus offers Year 7 students one additional year-long elective course within our new Callaghan 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 Stage 5 level.

Our electives are designed around an Inquiry Based Learning (IBL) approach and encourages critical and creative thinking by connecting learning experiences to real world questions, problems and challenges.

## 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 and Geography - HSIE)
- Creative and Performance Arts – Music and Visual Arts (CAPA)
- Technological and Applied Studies (TAS)
- Personal Development, Health, Physical Education (PDHPE)
- Sport







## Special Education Faculty

Our Special Education classes cater for students with moderate to high learning and support needs who require a specialist learning setting. Students follow a full academic program in conjunction with a functional life skills program.

Every specialist support class has a teacher and a School Learning Support Officer. Teachers consult with parents and carers (and allied health professionals if required), to develop individual learning plans for each student. Some students will have the flexibility to undertake some of their learning within regular classes.

As a student in our Special Education Program, you can participate in the extra-curricular and community access program our campus offers (see section on extra-curricular activities on page 22).

## 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.





## 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.







## 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
- 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.

## Excursions

Students at Callaghan College are given the opportunity to attend excursions which are designed to extend your studies, enhance your enjoyment of learning, or to reward effort and achievement.

This year you will get a chance to visit Taronga Zoo as part of our Science curriculum, to get real life understanding of animal classifications, and participate in our Swim Safety practical at Lambton Pool as part of the PDHPE curriculum. There are also a number of incursions, where we have visiting experts and activities within the school grounds during class time.

Remember to return your signed permission note and make any required excursion payments by the required due date if you wish to participate in these learning opportunities. All students participating in excursions are expected to conduct themselves in a manner that brings credit to the College.

Please note, that we do have processes in place to support families who may be in financial difficulty.

## MRS BLIGHT'S STUDY TIPS Head Teacher, Teaching and Learning

We recognise that every learner is different. We encourage our students to take greater ownership for their own learning; an important skill for successful lifelong learning.

The high school work load may seem like a lot more than primary school. Setting up good practices and being organised from the start makes it much easier.

While you will receive assignments to complete at home from some subjects, for most of our subjects, home study is the focus rather than 'home work'.

This means that rather than teachers sending home set work from each subject to complete each day, you allocate time in your weekly schedule to home study.

**Sounds like a big leap? Here are some practical tips for home study time:**

- As a minimum, you should read over your class notes from the day (research shows that replicating new knowledge boosts learning retention)
- Complete any unfinished class work
- Reflect on your understanding of what you learned in class:
  - What did I learn today?
  - What do I still have questions about? (write down these questions to ask your class teacher next time you see them)
  - What aspects of what I learned really interested me? Could you do some more research in this area and become the class expert?
- Have a go at some of the extension tasks your teacher may have added to the Learning Hub on Canvas

**We encourage you to talk to your teachers early about your work load, so that we can support you make any adjustments to suit your learning needs.**



# Assessments

At high school, we use a number of different ways to monitor our students' progress—from formal state-wide assessments, such as NAPLAN through to assignments and exams in class.

Early in Term 1 families will be provided with an Assessment Booklet which outlines our campus Examination and Assessment Policy and each Faculty's assessment schedule for the year.

It is your responsibility to check your assessment schedule.

The schedule will contain:

- How and when you will be assessed
- The weighting system applicable to components of each course

Families can also receive notifications of upcoming assessments and view assessment marks via the secure online platform, Canvas Parents. You will receive more information about connecting to this platform during the Year 7 Welcome Evening on Tuesday 4 February 2020.

## State and National Assessments

Student progress is also assessed by external examinations set and marked outside the campus. The exams are:

- Years 7 and 9 – NAPLAN (Numeracy and Literacy)
- Year 8 – VALID (Science)

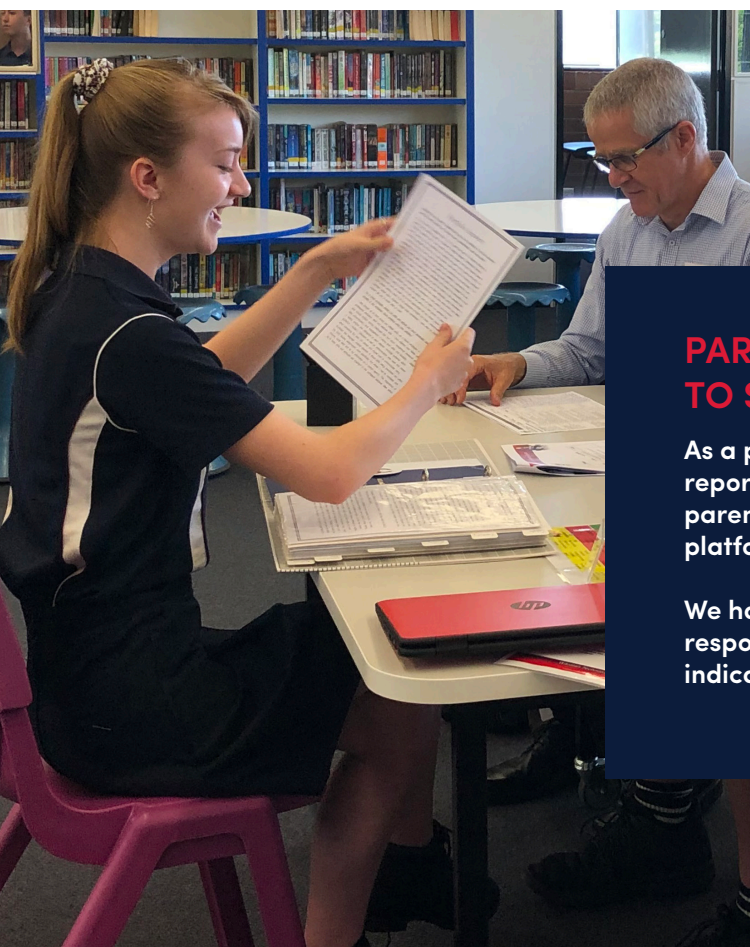
The results of these assessments are analysed carefully and used to plan programs and strategies to assist students in areas of need. Your parents receive a copy of your results.

## Learning portfolio presentations

One of our major assessments at Waratah is each student's Learning Portfolio. Each student prepares and presents an individual portfolio to a panel of a staff member, student peers, and sometimes a community member in Semester 2.

This process gives you an opportunity to demonstrate your achievements in learning throughout the year, reflect on areas of strength and development, and share your growing competence in the future learning skills of collaboration, creativity, critical thinking and communication.

You will receive further information about Learning Portfolios and Presentations throughout the year.



## 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. See page 33.

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



# Progress reports

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

- 1. Interim reports:** these are issued towards the end of Terms 1 and 3. 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.



# Support for learning

## Introducing our Learning and Support Team

Our Learning and Support Team works closely with teachers, students, parents 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 support 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, Head Teacher — Learning and Support

Waratah Campus is fully inclusive and every student is supported to achieve their greatest potential. Learning progression in high school differs vastly from primary school and it is normal for new Year 7s to feel a little overwhelmed initially as they adjust to these changes.

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. Our Learning and Support Team are here to help for more complex issues, such as learning or wellbeing difficulties, diagnosis and/or disability.

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 me for an appointment.





## Aspire

This program is 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 this program are made when students are in Year 6. For more information about the program contact our Head Teacher, Engagement and Innovation.

## English as an Additional Language or Dialect (EALD)

Our EALD Team is comprised of Intensive English teachers who work with small groups of students who are newly arrived in Australia or who require additional English language support. Our intensive English language support focuses on developing students' basic speaking, writing and reading skills so they can fully participate in schooling.

Our campus also has 3 Student Learning Support Officers (SLSO) who have expertise in Arabic, Farsi and Congolese languages, as well as a Community Liaison Officer who specifically supports our newly arrived students and families.

## Need tutoring?

In 2020, the Callaghan Individualised Education Pathway program will commence, giving you access to additional support for school work every Monday afternoon after school.

During weeks 1, 3, 5, 7 and 9 of Term, it runs for two hours and is facilitated by the Careers Advisor. On alternate weeks, it runs for one hour, and will be facilitated by specialist teachers from each Faculty on a rotating roster.

You will receive the roster at the start of Term 1 so you can choose which weeks to attend to access the support you need. For example, if you find maths challenging, you can choose the session when the maths teacher is facilitating.



# 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 Representative Council
- School sport and representative sport
- Bands and vocal groups
- Creative arts and drama activities
- Debating and public speaking
- Circus skills
- Chess team

## Opportunities to lead

Our Student Representative Council (SRC) is the main student representative body at Waratah Campus. It is made up of our four Year 10 School Captains and 4 representatives from each of the other Year groups (7-9).

The SRC is responsible for working on projects across the school, leading school assemblies, representing the school at community events, providing peer support and planning and conducting charity fund-raising activities.

SRC members are voted in by their peers and receive ongoing support from our Head Teacher Wellbeing to develop leadership skills, participate in decision making and contribute meaningfully to our school and broader community.

If you have a passion for leadership, we encourage you to nominate yourself for the SRC 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 including Live at Lizotte's, Presentation Assemblies, Musicals as well as Films by Callaghan, our Digital Media Festival 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.

## Year 7 weekly sport

The weekly sport program in 2020 will consist of a double period every second Wednesday, as well as a single period at another time throughout the timetable.

During the double period, you will have the opportunity to choose from a range of sporting and recreational activities such as ice skating, gym sessions, beach activities, Ninja Parc obstacle course, indoor sports and indoor skatepark (this will often involve travelling to an external location).

During the single period specialist Physical Education teachers will provide a 'taste' of a number of different sports throughout the year.

## 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 number 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. Year 7s can aspire to be involved as you progress through the College. If you are interested, listen out for 'Under 15s' competitions announced at the assembly.

Touch base with the Sports Coordinator in Term 1 to let her 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

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 different sports 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. See page 28 to find out more about our House Points Challenge and Rewards system.







## MAKING SURE YOU DON'T MISS OUT ON REPRESENTING THE SCHOOL

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. Our 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 your 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 Year 7 Wellbeing Program is all about promoting positive relationships, resilience, greater self responsibility and a strong sense of community. It includes:

- High School Transition and Middle School programs – providing you with a highly supported transition to high school.
- Year 7 camp – an opportunity to bond with peers and staff, challenge yourself and develop new skills.
- Student wellbeing seminars – teaching you about digital safety and citizenship, respectful relationships, school processes for preventing and addressing bullying and more.

- Peer Support Program – students helping students. Our Peer Support Leaders are available to assist you to settle in and feel a sense of belonging at Waratah Campus.

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.

### Seasons for Growth

Facilitated by our School Chaplain, this small group program provides students who have experienced major loss and life changes with a safe space to share their experience, understand their feelings and discover new ways to deal with loss and change in their lives. Speak with your Year Advisor or the Head Teacher Wellbeing for more information.

### Shine, Crown, Rage and True Grit

Facilitated by Youth Workers from Wesley Mission or the Salvation Army, 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 7 Advisors

Your Year 7 Year Advisors are advocates for Year 7 students, assisting you to settle into high school life 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 Teacher Wellbeing

Our Head Teacher Wellbeing coordinates our whole school wellbeing program, liaises with external service providers and ensures all students are given a voice and are listened to. Feel free to contact her 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.

### Youth Workers

Wesley Mission and the Salvation Army provide Youth Workers to work within the school to facilitate targeted wellbeing programs. Students are referred into these programs by members of the Wellbeing or Learning and Support Teams.

### Chaplain

Our School Chaplain supports students' spiritual, social and emotional wellbeing through offering one-on-one mentoring and small group programs. She can be accessed by students and families who are experiencing difficult times.

### 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 during recess or lunch, or book an appointment for another time.

# School values and expectations

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Our values of **Excellence, Respect and Responsibility** guide how we behave and relate to each other and underpin our Positive Behaviour for Learning framework.

We know that when students are demonstrating excellence, respect and responsibility, learning is enhanced.

From Day 1 of Year 7 teachers work with students to help you understand how these values translate into everyday attitudes and behaviours both inside and outside the classroom. When you walk around the school you will see signs providing hints of what behaviours are expected in each area – in the classroom, in the playground, in corridors, in the front office and the various learning spaces around the school.

Our staff recognise and reward all students who demonstrate these positive learning behaviours. This is done through a number of ways, from day to day acknowledgement, to our House Points Challenge and Reward program, through to our annual Callaghan College Presentation Assemblies at the end of the year.

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

## HOUSE POINTS CHALLENGE

Each time a student is recognised for positive behaviour, they are rewarded, as is their allocated 'House'.

Points are awarded for attendance, Gotchas, Faculty Excellence Awards and school representation.

Students not only receive points, they are also rewarded with prizes such as tickets to Event Cinemas, Hunter Ice Skating Stadium, Unreal VR Charlestown, Strike Bowling Charlestown, Holey Moley Mini Golf, Strike Laser Tag, Red Alert Laser Tag and Revolution Trampoline Park, thanks to our generous community and business supporters.





# Formal awards and ceremonies

In addition to our House Points Challenge, we also recognise positive behaviours for learning with a number of awards given out once per Term.

## What awards can you aim for each Term?

Great start award – awarded in Term 1 to students who have over 95% attendance, have received 3 or more positive acknowledgements from teachers on Sentral and no negative referrals.



### BRONZE AWARD

Awarded in Terms 2-4 to students who have over 95% attendance record, have received 3 or more positive acknowledgements from teachers on Sentral and no negative referrals.



### SILVER AWARD

Awarded in Terms 2-4 to students who have over 95% attendance record, have received 5 or more positive acknowledgements from teachers on Sentral and no negative referrals.



### GOLD AWARD

Awarded in Terms 2-4 to students who have over 95% attendance record, have received 7 or more positive acknowledgements from teachers on Sentral and no negative referrals.



### PLATINUM AWARD

Awarded in Terms 2-4 to students who have over 95% attendance record, have received 10 or more positive acknowledgements from teachers on Sentral and no negative referrals.

## Faculty Excellence Awards

These are awarded to students demonstrating outstanding/consistent academic performance in a subject area. They are presented at weekly whole school assemblies by nominated faculties.

## Recognition of Participation

Event coordinators may present certificates to students representing the college or campus with excellence, respect and responsibility in a school approved activity or event.

## Annual Awards

We have a number of official ceremonies each year that recognise outstanding performance and participation by students at our School. These include our Callaghan Education Pathways Excellence Awards held during NSW Education Week, Aboriginal Recognition Awards Ceremony, Callaghan College Annual Presentation Ceremony in December and our end of year Waratah Campus Awards Ceremony.

## SCHOOLS GET AWARDS TOO!

As a school, Callaghan College is recognised as a leading place of education.

In 2019, we won the Australian Education Award for Best Use of Technology, as well as being a finalist for Best STEM program, competing against Australian government and non-government schools.

# Getting in touch



**Administration Office**  
**02 4968 1939**

waratah-h.school@det.nsw.edu.au

School office is open from 8:30am  
to 3:30pm

## Year 7 Key Contacts



**Mr Lindsay Morrow**  
Deputy Principal (Years 7 & 8)



**Ms Rachael Hurn**  
Year 7 Advisor



**Mr Chad Hopkin**  
Year 7 Advisor



**Ms Louise Payne**  
Head Teacher, Wellbeing



**Ms Renae Simmons**  
Head Teacher, Middle School/  
Transition



**Ms Kerrie Bradley**  
Sport Coordinator

## Learning Key Contacts



**Ms Eunice Hsu**  
Head Teacher, Learning & Support



**Mrs Allison Blight**  
Head Teacher, Teaching &  
Learning



**Ms Ashlea Boswell**  
Head Teacher, Teaching &  
Learning, Technology Coordinator



**Ms Jessica Rose**  
Head Teacher, Engagement and  
Innovation/Aspire ExCEL Program  
Coordinator



**Ms Georgie Gallagher**  
English as an additional language  
or dialect (EAL/D) Teacher



**Ms Judy Brown**  
Head Teacher, Administration and  
Technology





## Faculty Head Teachers



**Ms Wendy Davis**  
Head Teacher, English



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



**Mr Tristan Densham**  
Head Teacher, Mathematics



**Mrs Amy Worth**  
Head Teacher, Science



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



**Mr Mick Derry**  
Head Teacher, Personal  
Development, Health and Physical  
Education (PDHPE)



**Mr Bart Simpson**  
Head Teacher, Creative and  
Performing Arts



**Mr Jeff Bull**  
Head Teacher, Special Education

## Community Engagement



**Mr Darren Woodhouse**  
Aboriginal Student  
Support Officer



**Mr Dale Garbutt**  
Liaison Officer for students and  
families with English as an additional  
language or dialect (EAL/D)  
(Mon & Thurs only)



**Ms Helen Thomas**  
Community Engagement Officer



**Sarah Nash**  
President, P&C

### THE P&C Sarah Nash, P&C President

Our school's families are an integral part of the Callaghan College School community. The P&C Association has the role of nurturing an inclusive and diverse school culture.

All parents and carers of Callaghan College students are welcome to join our P&C and come along to our meetings (Week 5, each Term). We would love to see more new members.

From time to time, there will be activities around the campuses where help from families would be greatly appreciated. We promote this via Facebook and our mailing list. To join our mailing list, or find out more, please contact us at: [callaghanpandc@gmail.com](mailto:callaghanpandc@gmail.com)

# 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, 8:30am – 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 ISSUES

Please follow this pathway of contacts;

- ➡ Class Teacher
- ➡ Faculty Head Teacher
- ➡ One of our Learning Key Contacts:
  - ➡ Assessments – Head Teacher, Teaching and Learning
  - ➡ Technology – Head Teacher, Technology
  - ➡ Additional needs – Head Teacher Learning and Support
- ➡ Deputy Principal (Year 7&8)
- ➡ Principal

## WELLBEING ISSUES

- ➡ Year 7 Year Advisor
- ➡ Head Teacher Wellbeing
- ➡ Deputy Principal (Year 7&8)
- ➡ Principal





# Keep up to date

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

<b>Website</b> <a href="http://waratah-h.schools.nsw.gov.au">waratah-h.schools.nsw.gov.au</a>  The official communication hub for our school, it is your point of access to all our communication channels for students and parents.  View our school news, our calendar of school events, find out general information about the campus and make payments.	<b>SMS</b>  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).  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.	<b>Facebook</b>  <a href="https://facebook.com/CCWTC">facebook.com/CCWTC</a>  We regularly post highlights of student achievements and learning, and information about upcoming whole school events. This page is monitored during school hours only.  If you have a Facebook account, you can 'like' our Facebook page to see our updates in your feed.
<b>Newsletter</b>  Waratah Campus News is our Campus Newsletter. It is emailed to our whole school community twice a Term.  You can also access it on our website.	<b>Sentral Parent Portal</b>  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.	<b>Canvas Parents</b>  This secure digital platform connects you to information about your child's learning, including task due dates, assessment grades and teacher feedback.
<b>Face-to-Face</b>  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.	<b>REMEMBER TO KEEP YOUR CONTACT DETAILS UP TO DATE</b>  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.  Phone: 02 4968 1939 Email: <a href="mailto:waratah-h.school@det.nsw.edu.au">waratah-h.school@det.nsw.edu.au</a>	

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

# Frequently asked questions

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## WHAT DO I DO IF...

### **I am late to school?**

If you arrive after the bell at 8:45am 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 then need to sign a toilet key out from the Deputy Principal office to access the toilet. It is preferred that you try and go to the toilet during break times.





### **I missed breakfast?**

Go to Breakfast Club. Every morning staff and volunteers provide toast, cereal and juice in the Drama Theatre. All students are welcome and it is free of charge.

### **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 sport 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 personal. 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.

# Notes

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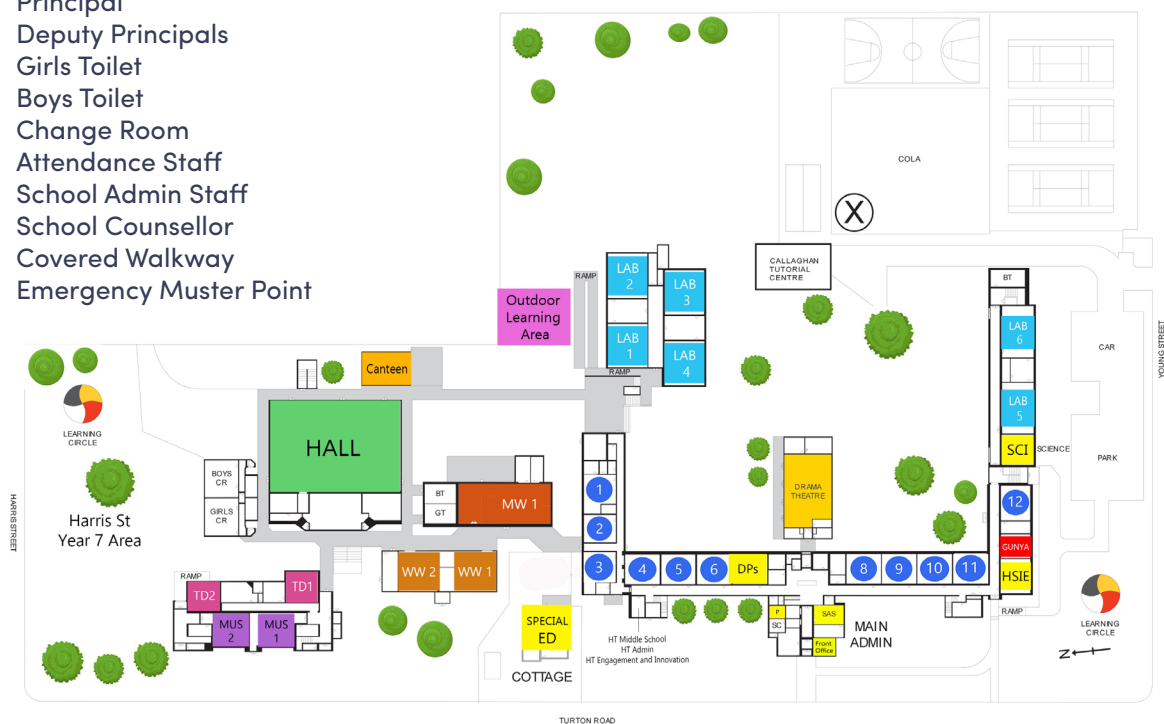


# School maps

## Ground Floor

### Legend

P	Principal
DP	Deputy Principals
GT	Girls Toilet
BT	Boys Toilet
CR	Change Room
AS	Attendance Staff
SAS	School Admin Staff
SC	School Counsellor
	Covered Walkway
X	Emergency Muster Point

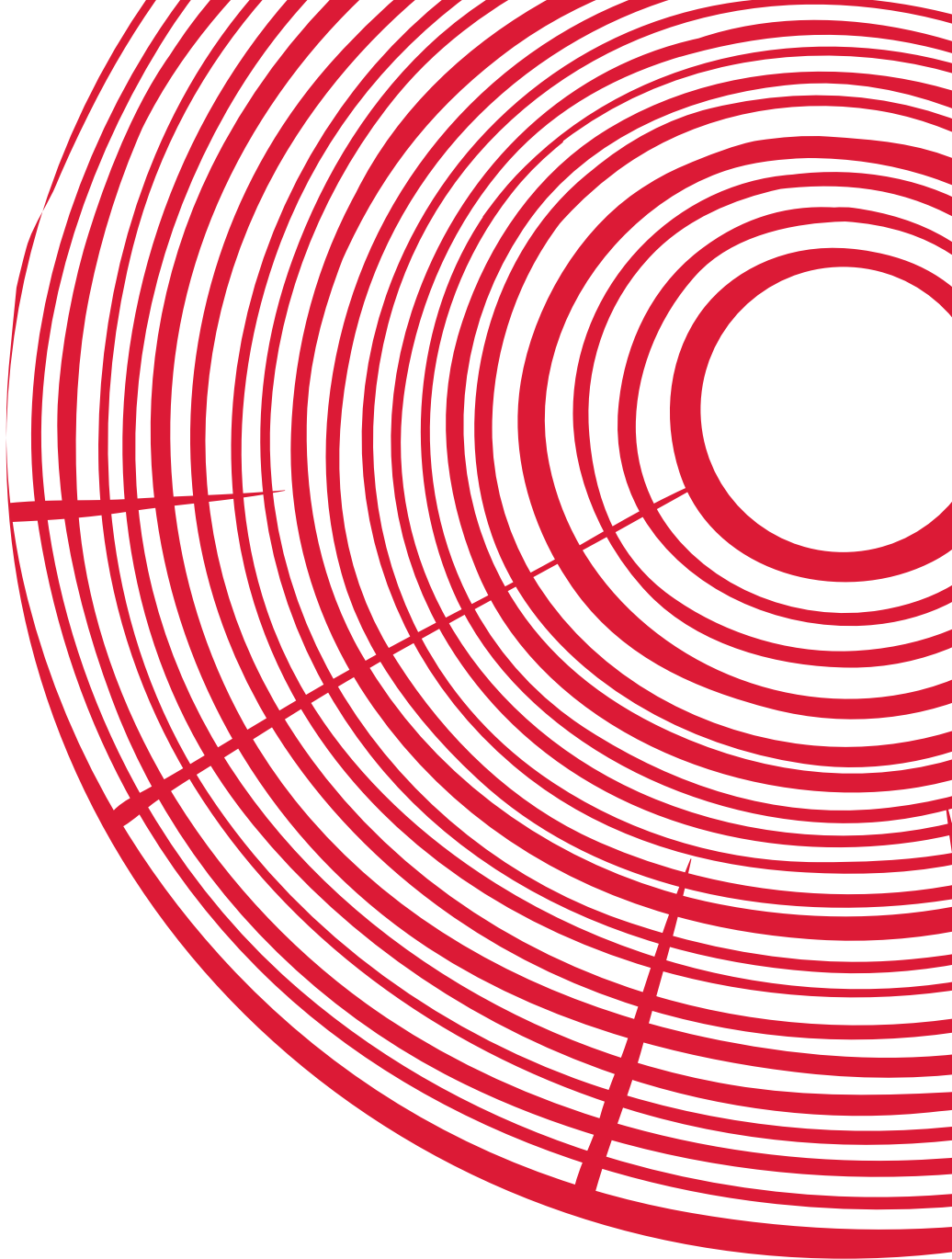


## First Floor

### Legend

TSO	Technology Support Officer
	Covered Walkway





**CALLAGHAN  
COLLEGE**

Waratah Campus

**Collaborating to  
empower learners**

Turton Road  
Waratah NSW 2298

02 4968 1939

[waratah-h.schools.nsw.gov.au](http://waratah-h.schools.nsw.gov.au)