



Welcome to Callaghan College Waratah Campus

Year 8–10 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.

There are many reasons to be excited about the move to Callaghan College and I encourage you all to make the most of all the opportunities on offer.

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 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.

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 and Wallsend Campuses, 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.

As a student at Callaghan, you will have access to a diverse range of activities – from whole College music, dance and drama productions and sporting carnivals, to enrichment programs in STEM, CAPA, Humanities, Sport and Technology and so much more.

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

Kylee Owen
College Principal, Callaghan College

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Joining our school

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 communication and 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



Getting started

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!

Rachael Hurn, Chad Hopkin, Lauren Taylor, Kirstie Thomson, David Range, Simon Tarrant, Ashlea Boswell and Jessica Rose



Getting ready and being prepared

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 (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 transportnsw.info/school-students
- If you are catching the bus or train to school, apply for a school Opal card before you start. Go to 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 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 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 School Values and Expectations go to page 28)

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 8:45am 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). Students sit in roll call groups in alphabetical order.

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

The school day concludes 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 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.

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

Our School Routine

Our campus timetable operates on a 10-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 either a whole school assembly or Year assembly immediately after roll call. Mondays consist of 4 lessons only and staff attend Professional Learning meetings at the end of the day.

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.



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 8:00am to 3:30pm on school days.



What do I wear?



School uniform is compulsory

Everyday 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), or school jersey (Year 10 only)
- 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 and 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 with twin white side stripe track pants or sports shorts OR dark navy plain track pants or sport shorts
- Sports shoes / joggers must be worn

The uniform is 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.





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.

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 recess and lunch.

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 fill out and return the Newcastle Library Membership application form which is available in the school Administration Office to access these services).

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 first get a Toilet Pass / Permission Note from your teacher.

Here are some of the common areas you'll be using frequently during your time at Waratah Campus.

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 from Year 7 to Year 12. 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 our Technology Coordinator (Ms Boswell), 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

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 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 the Head Teacher Administration and Technology 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.

Stationery and resources

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

Subject	8	9	10
English			
1 x 96 page A4 book with margin	.	.	.
Science			
1 x 128 pages A4 book with margin	.	.	.
Maths			
2 x 96 page A4 5mm Grid Book (purchase at school)	.	.	.
1 x Casio fx-82AU Plus2 Calculator (purchase at School)	.	.	.
1 x 30cm Ruler	.	.	.
Geography			
1 x 96 page A4 book	.	.	.
History			
1 x 96 page A4 book	.	.	.
PDHPE			
1 x PD/H/PE Activity Workbook (provided by PDHPE)	.	.	.
Music			
1 x 96 page A4 Exercise Book	.	.	.
1 x headphones/earphones	.	.	.
Visual Arts			
1 x A3 Visual Arts Diary (White) (purchase at School)	.	.	.
2 x HB or 2B lead pencils	.	.	.
Design & Technology (Industrial Arts)			
1 x A4 display folder (at least 20 pockets)	.	.	.
Design & Technology (Home Economics)			
1 x Apron (purchase at School)	.	.	.
2 x Hair nets (purchase at School)	.	.	.
1 x Safety glasses (purchase at School)	.	.	.
Portfolio (for end of year presentation)			
1 x A4 3 ring binder (25mm spine width) with 40 plastic sleeves	.	.	.





Electives	8	9	10
Language (Elective)			
1 x 96 page A4 book	.	.	.
Photography (Elective)			
1 x 48 page Exercise Book		.	.
1 x A4 Black & White Diary (Provided by CAPA))		.	.
1 x 8GB USB Flash Drive (purchase at School)		.	.
1 x BYOD preferred but not compulsory		.	.
Dance (Elective)			
1 x 96 page A4 Exercise Book	.	.	.
1 x pair black tights	.	.	.
Music Production (Elective)			
1 x BYOD (Preferred but not compulsory)			
Creative Arts Enrichment (Elective)			
1 x A3 Sketch Book	.		
1 x HB or 2B Lead Pencil	.		
Graphics Technology (Elective)			
1 x BYOD (Preferred but not compulsory)			
Home Economics (Elective)			
1 x A4 Black Folio Diary (included in Elective Charge)	.	.	.
Child Studies (Elective)			
1 x A4 Black Folio Diary (included in Elective Charge)		.	.
Industrial Arts (Elective)			
1 x A4 display folder	.	.	.

* 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.

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).

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

Callaghan ExCEL Stage 4 Elective Program

In addition to the mandatory courses, Waratah Campus offers Stage 4 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.

For more information about our Stage 4 elective course options visit the Enrichment page of our website.



Stage 5

In Stage 5 (Year 9 and 10) 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

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 Enrichment page 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.





Special Education

Our Special Education classes cater for students with moderate to high learning and support needs who require a specialist learning setting.

We currently have 4 Special Education classes – Mild, Moderate, Emotional and Multicategorical classifications that provide placement for up to 45 students from Years 7 to 10 who have been referred by their local schools for having barriers to academic, behavioural and/or emotional success in mainstream schooling. The Callaghan Tutorial Centre is linked to the Special Education Faculty and has 2 classes catering for students with behavioural barriers to learning.

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 other regular classes.

Students in Special Education can participate in all extra-curricular and community access programs our campus offers (see Getting into school life on p. 22).

Students follow a full academic program including Literacy, Numeracy, Science, HSIE, PDHPE, Technology, LOTE, CAPA. These subjects are offered in conjunction with the functional life skills programs.

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
- 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.

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 & Learning

At Callaghan College Waratah 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.

Setting up good home study practices from the start and being organised can make all the difference in helping you get ahead in high school.

A common question students ask when they're starting a new school is, "how much homework do I need to do?" 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 send home set work from each subject to complete each day, we encourage you to allocate time in your weekly schedule for home study.

Let me break down what it could look like in practice with some 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

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.

Your family 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 each student's responsibility to check their assessment schedule on Canvas.

The schedule will contain:

- How you will be assessed
- What term and week you will be assessed
- The weighting system applicable to components of each assessment task

Families can also receive notifications of upcoming assessments and view assessment marks via the secure online platform, Canvas.

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 & Literacy)*
- Year 8 and 10 – 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.

*NAPLAN testing has been cancelled for 2020 due to the COVID-19 pandemic.

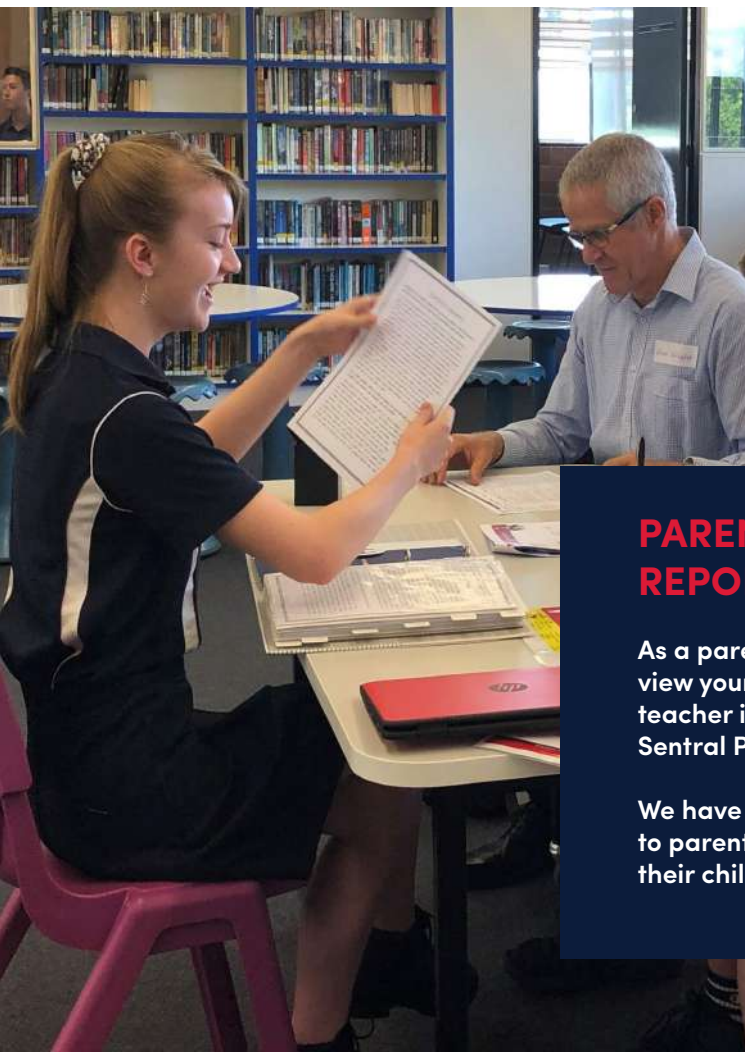
Learning Portfolio Presentations

One of our major assessments at Waratah, is our learning portfolio presentations.

Each student prepares and presents an individual portfolio to a panel consisting 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.



PARENT 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 for more information.

We have introduced interim reports in 2020 in response to parent feedback, requesting regular indications of how their child is travelling.

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 Terms 1 and 3. They provide a general overview for your parents and carers of how you are performing. They cover aspects such as participation, organisational skills, group work, independent learning, presentation of work, behaviour and academic progress.
2. School reports: issued at the end of Terms 2 and 4, these reports provide more comprehensive information about 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, 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
- Advice regarding pathways for accessing internal and external professional support services
- Emotional and behaviour intervention and support groups
- 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

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 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 Ms Rose, Head Teacher Engagement and Innovation.

English as an additional language or dialect

Our EALD Team is comprised of Intensive English teachers who work with small groups of students 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 students and families who are newly arrived in Australia.

Need Tutoring?

Callaghan Waratah is introducing the Callaghan Individualised Education Pathway program in 2020 which gives you access to additional support with schoolwork after school every Monday afternoon. During Weeks 1, 3, 5, 7 and 9 of term, the program will be facilitated by our Career's Advisor and will run for 1 hour. On alternate weeks, it will run for 2 hours and be facilitated by specialist teachers from each faculty on a rotating roster.

You will receive the roster so you can choose what weeks to attend to access the support you need. For example, if you find maths challenging, you may choose to access this program only in the weeks when a specialist maths teacher is facilitating the session.

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 many co-curricular activities available to get involved in. These include:

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

You will receive more information about these activities when you start.

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 Years 7-9.

The SRC is responsible for working on targeted projects across the school, leading school assemblies, representing the school at community events, providing peer support and planning and conducting charity fundraising 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, Schools 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 Stage 4 (Year 7 and 8) sport program consists 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.

The Stage 5 (Year 9 and 10) school-based sports programs occurs over 3 single periods per fortnight and is supervised by specialist teachers. You can choose 1 school-based sport per term from choices such as CrossFit, Volleyball and more 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 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 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. 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.
Ms Avar, 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 programs – providing new Year 7 students with a highly supportive transition to high school learning
- Year 7 camp – an opportunity for Year 7 students to bond with peers and staff, challenge themselves and develop new skills
- 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
- 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

Targeted Wellbeing Programs

We also have a number of more targeted wellbeing programs, 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 & SistaSpeak Programs

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.

Shine, Crown, Rage and True Grit programs

Facilitated by Youth Workers from Wesley Mission or the Salvation Army, these small group programs explore the topics of self-worth, emotional regulation 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 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.

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

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.

Our teachers work with all 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 Administration 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. The prizes are awarded as the weekly Gotcha prize.



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?

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.

Get in touch



Administration Office

02 4968 1939

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

Our office is open from 8:00am
to 3:30pm on school days.

Key Contacts



Mr Chad Hopkin
Year 7 Advisor



Ms Rachael Hurn
Year 7 Advisor



Ms Kirstie Thomson
Year 8 Advisor



Ms Lauren Taylor
Year 8 Advisor



Mr Simon Tarrant
Year 9 Advisor



Ms Ashlea Boswell
Year 10 Advisor, Head
Teacher, Teaching & Learning,
Technology Coordinator



Ms Jessica Rose
Year 10 Advisor, Head Teacher,
Engagement and Innovation/
Aspire ExCEL Program
Coordinator

Key Learning Contacts



Ms Eunice Hsu
Head Teacher, Learning and
Support



Mrs Allison Blight
Head Teacher, Teaching &
Learning



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



Ms Judy Brown
Head Teacher, Administration
and Technology

Deputy Principals



Mr Lindsay Morrow
Deputy Principal
(Year 7 and 8)



Ms Nicole Avard
Deputy Principal
(Year 9 and 10)



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



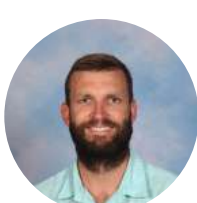
Mrs Amy Worth
Head Teacher, Science



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, contact us at: 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 are working 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 also encourage parents and carers to stay in touch with the school so we understand your expectations and 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 the 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 of the matter 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 following guide for parents and carers indicates the best manner 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. Only if the matter cannot be resolved at the initial level should it progress through the hierarchy of responses.

ADEMIC 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 – Head Teacher, Technology
 - Additional needs – Head Teacher Learning and Support
- ↓ Deputy Principal
- Principal

WELLBEING ISSUES

- ↓ Year Advisor
- ↓ Head Teacher, Wellbeing
- ↓ Deputy Principal
- Principal



Keep up to date

Our School's communication channels to parents and carers

<p>Website</p> <p>waratah-h.schools.nsw.gov.au</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 upcoming events, find out general information about the campus and make payments.</p>	<p>SMS</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>Facebook</p> <p>Facebook.com/CCWTC</p> <p>We regularly post highlights of student achievements and learning, and information about upcoming whole school events. This page is monitored during school hours only.</p> <p>If you have a Facebook account, you can 'like' our Facebook page to see our updates in your news feed.</p>
<p>Newsletter</p> <p>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.</p>	<p>Sentral Parent Portal</p> <p>Sentral Parent Portal is a secure online platform that provides parents with access to student timetables, attendance information, Reports and daily notices from teachers to students.</p>	<p>Canvas Parents</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>Face-to-Face</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>REMEMBER TO KEEP YOUR CONTACT DETAILS UP TO DATE</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 Administration Office staff:</p> <p>Phone: 02 4968 1939 Email: waratah-h.school@det.nsw.edu.au</p>	

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

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 for your leave.

I need to take prescribed medications at school?

Ask our Administration Office staff for a Request to Administer Prescribed Medication at School Form. You complete this form detailing what medication you require, the dosage and the times of the day you need to take this medication. It needs to be signed by your parents/carers and your doctor before returning it (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!



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.

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/carers 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.

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.

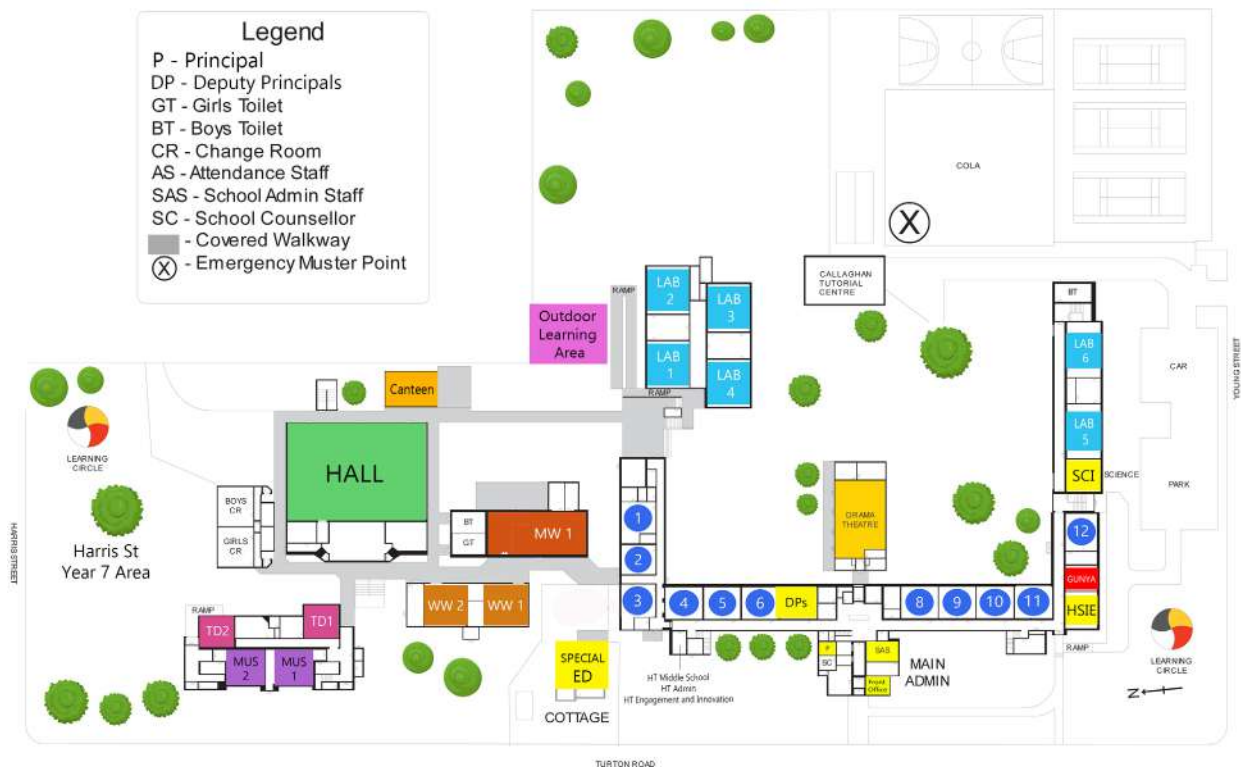
HOW DO I MAKE SCHOOL PAYMENTS?

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

School maps



WARATAH TECHNOLOGY CAMPUS SCHOOL MAP - GROUND LEVEL



WARATAH TECHNOLOGY CAMPUS SCHOOL MAP - UPPER LEVEL

