



**CALLAGHAN
COLLEGE**

Waratah Campus

2024

WELCOME TO CALLAGHAN COLLEGE WARATAH CAMPUS

Orientation Handbook for students and their families

Collaborating to empower learners

Callaghan College Waratah
(02) 4968 1939
waratah-h.school@det.nsw.edu.au



**CALLAGHAN
COLLEGE**

PRINCIPAL'S WELCOME

It is our pleasure to welcome you to Callaghan College Waratah.

Welcome to the Callaghan College learning community. Our College provides outstanding educational opportunities for Year 7 to Year 12 students across the unique learning environment of three campuses – Waratah, Wallsend, and our senior campus at Jesmond.

Our College motto is Collaborating to Empower Learners with all three campuses working together to tailor an educational pathway that meets your current and future learning needs and aspirations.

There are many reasons to be excited about joining our school, and we encourage you all to make the most of all the opportunities available to you at Callaghan College. Our team of caring and experienced staff will be here to support you through the transition to our school and to help you realise your academic and extra-curricular goals.

We look forward to meeting you and being part of your journey through high school.

Nicole Avard
Relieving Principal
Callaghan College Waratah Campus

Kylee Owen
College Principal
Callaghan College



KEY DATES

FEB First day for Year 7 1	FEB Year 8-10 return for 2024 2	FEB School photos 22
FEB School photo catch-up 29	MAR NAPLAN (Year 7 & 9 only) 13-22	MAR Year 7 Camp Great Aussie Bush Camp, Kincumber 25-27
APR Last day of Term 1 12	APR First day of Term 2 for students 30	MAY Campus Athletics Carnival 14
MAY Year 10 vaccinations 27	JUN Year 7 vaccinations 24	JUL Last day of Term 2 5
JUL First day of Term 3 for students 23	JUL-AUG Year 10 Snow Trip 30-2	SEPT Last day of Term 3 27
OCT First day of Term 4 14	OCT Campus Swimming Carnival 25	DEC Last day of Term 4 for students 18

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GETTING READY FOR
CALLAGHAN WARATAH

GETTING READY

Tips to help you get prepared for day 1

This guide will help you navigate the start of your journey here at Waratah Campus.

Taking your first steps as a new student can be as nerve-wracking as it is exciting. It's a new place, a new way of learning, with so many new people to meet. No doubt you'll have plenty of questions.

But let's start at the very beginning, with what you need to do to be ready for day 1. In this section, we will cover uniform requirements, travel, stationery requirements, what to pack and the paperwork.

YOUR UNIFORM

What we wear, shows we care!

We recommend you order your new uniform early so you're ready for day 1.

Our uniform is a big part of our College's identity. It reinforces our sense of community and helps students take pride in our school. We have recently introduced a new uniform with a diverse range of options for different activities and seasons.

EVERY DAY UNIFORM

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

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

SPORTS UNIFORM (WORN ON WEDNESDAYS)

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

OPTIONAL ACCESSORIES

- Callaghan scarf (for hijab or other)

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

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



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

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

Purchasing your uniform

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

For online purchases, use the QR code opposite.

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



Our campus uniform shop is also open on Wednesdays from 1pm to 4pm during school terms. To visit the shop, please enter through our Administration Office.

LAPTOPS FOR LEARNING



We recommend all students bring a laptop to school to support their learning. It doesn't need to be fancy. It just needs to meet the requirements listed opposite.

Please don't worry about purchasing additional software. You will have access to Adobe, Microsoft and Google software, as well as free filtered internet and unlimited cloud storage through the NSW Department of Education.

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

You are responsible for the safekeeping of your laptop while at school and making sure it's fully charged each day. We recommend families purchase a hard carry case, so your laptop isn't damaged in your bag.

Parents, please speak with your child regarding the responsibility associated with owning and using this valuable device. The school does not accept responsibility for laptops.

Laptop Specifications

SPECS

Laptops must meet the following specifications -

- Wireless connectivity
- iPads - min. iOS 15 with 64GB storage
- Chromebooks - min. 4GB RAM with 32GB storage
- Window devices - min. 8GB RAM with 128GB storage
- 11 inch screen or above
- Minimum 6 hours battery life
- Sturdy case
- Most recent operating systems available for all devices.

Laptops

Our school has an arrangement with HP to provide students with access to appropriate laptops for learning at discounted prices. Visit <https://www.hp.com/au-en/shop/byod/callaghanbyod> and use code CallaghanC for options and pricing.

STATIONERY

Books and equipment

Each year group requires different stationery and equipment to support their learning.

The easiest way to get the books and equipment you need is to purchase a pack from Stuart and Dunn Office Choice.

Packs can be purchased online at <https://stuartanddunn.officechoice.com.au/CCwaratah>. Once on this page, hover over the Select Year Level drop down box and choose your year group. Select the number of packs you require, add to cart and then checkout.

Packs can either be picked up from Stuart and Dunn Office Choice or they can be delivered to your home.

Requirements vary depending on the subjects you are studying. Some equipment purchased in Year 7 can then be used for the remainder of your time at Callaghan Waratah.

DAILY ESSENTIALS

WHAT TO PACK

Bring the essentials to school each day.

- ✓ 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.

WHAT TO LEAVE AT HOME

Don't bring what you don't need, including -

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

TRAVEL

Getting to and from school safely

Students at Waratah Campus travel to school by many different methods, including riding their bike, walking and catching a bus or train. To ensure safe and efficient travel, we recommend you create a travel plan with your parents/carers before you start.

Additionally, talk with your parents/carers about what to do if you're running late, miss the bus or train, lose your travel pass, or feel unsafe.

- If catching a bus or train, you can find information to plan your route to school at transportnsw.info/travel-info/using-public-transport/plan-your-trip-to-school
- Apply for a school Opal card if travelling by bus or train. Go to transportnsw.info/school-travel-apply or phone 131 500
- Uphold the highest standards of behaviour as a representative of Callaghan College and obey road and public transport rules
- Remember your parent/carers phone numbers (mobile phones can get lost and batteries can run flat)
- If catching the train, please walk between the station and school grounds via the pathway through Waratah Park. If coming by car, best drop off and pick up locations are Harris or High Streets. Note that Young Street can be very busy with buses and staff parking
- Bikes, scooters and skateboards must be secured in the bicycle lock up near the Science staffroom. Please bring your own chain and padlock
- No riding of bikes, scooters or skateboards within the school grounds. You must walk these to and from the bicycle lock up area.



THE PAPERWORK



All new families are required to complete several forms before you start at Waratah Campus -

- Enrolment form (note this is different from the Expression of Interest form Year 6 families completed in term 1 2023)
- School Opal or Travel Pass application (if required) - apply on this link - <https://transportnsw.info/school-travel-apply>
- Permission to publish
- Permission to participate in local walking excursions
- Laptops for learning user agreement
- Special Religious Education (SRE) participation
- Permission to view PG content
- Permission to join Newcastle Regional Library Network
- Extra-curricular code of conduct
- Prescribed medications form (if applicable)

To complete these forms online, visit our school website, select 'Parent Information' and then 'Forms and downloads' <https://waratah-h.schools.nsw.gov.au/parent-information/forms.html>

If you have not completed your enrolment form, please contact our school's Enrolment's Officer ASAP by phoning (02) 4968 1939.

Connect With Us

We love connecting with our new students and families via our social media channels.

Follow our school's accounts to stay up to date with our campus community online.



ccwaratah



ccwaratah

Our Newsletter

Our school newsletter is published twice a term.

Newsletters are emailed to families and are also available to download from our website.





GETTING TO KNOW
WARATAH CAMPUS

GETTING FAMILIAR WITH WARATAH

Helping you thrive in your new routine

Adjusting to a new school environment and getting familiar with new routines and procedures can take some time, but don't worry, there are plenty of people available to assist you.

In this section, we will share our school values, give you an overview of our school buildings and spaces, as well as explain our school routine, how to read a timetable and our guidelines for mobile phone usage and attendance.

SCHOOL VALUES AND BELIEFS

The principles that guide our choices and behaviours

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

Empowering Self

We own our own choices and behaviours. We take credit when we do well and take responsibility when we don't.

We participate in safe and healthy behaviours, building our resilience to be the best version of ourselves.

Valuing Others

We know that positive relationships make us stronger and better as individuals and as a community. We do everything we can to nurture and protect these relationships.

We actively work to create safe and secure environments in the school and to respect and advocate for others.

Agency In Learning

We understand that learning is a process that encourages success and aspiration in our lives.

We contribute to deeply engaged classrooms and are deeply connected to our learning, helping to create a vibrant learning culture where confident and creative learners thrive.

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

SCHOOL ROUTINE

Knowing where and when

START AND FINISH TIMES

School commences at 8:50am with a bell, which signals to students to walk to your Period 1 classroom or to roll call on Wednesdays.

Lessons conclude at 2:55pm on each day except Wednesday, when it finishes at 2:00pm.

Supervision is available from 8:30am until the final bell each school day. You should not be on the school grounds outside of 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.

TIMETABLE STRUCTURE

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

Each school day is broken up into 4 lessons and 2 x 30 minute breaks.

Every Wednesday there is a year group or whole school assembly immediately after roll call. In the afternoons, during periods 3 and 4, students from all year groups participate in weekly sport.

Staff have their professional learning meetings on Wednesday afternoons, so school finishes for students at 2pm.

BELL TIMES

Planning the day and being on time



MONDAY, TUESDAY, THURSDAY & FRIDAY	
	TIME
PERIOD 1	8:50 – 10:05
PERIOD 2	10:10 – 11:25
BREAK 1	11:25 – 11:55
PERIOD 3	11:55 – 13:10
BREAK 2	13:10 – 13:40
PERIOD 4	13:40 – 14:55

BELL CODES

ONE SHORT BELL: Change of period, start / end of break times, roll call and end of school day.

ONE SHORT BELL, ONE LONG RING (REPEATED 3 TIMES): School lockdown.

CONTINUOUS BELL FOR 1 MINUTE: School evacuation. Follow the directions of your teacher.

READING YOUR TIMETABLE

Understanding your daily class schedule

You will receive your timetable on your first day of school. It will look similar to the sample timetable below and will cover a ten-day cycle – Week A (Day 1-5) and Week B (Day 6 – 10).

When reading your timetable, it is important to check the day of the cycle, period of the day, subject code, name of teacher and room number.

We recommend you print off several copies of your timetable – one for you to carry with you each school day, one for your fridge at home so your family know what’s going on and one for your home study space.

You can access a digital version via Sentral. Your teachers will show you how to use Sentral when you start at Waratah.

Timetable abbreviations and codes

Let’s look at an example class on a timetable –

Design & Technology Yr7
(7TD204)
Room: TD2
Mr Brent Scrivener

The above example shows –
Subject = Design & Technology
Room TD2 = Tech Drawing Room 2
Teacher = Mr Brent Scrivener

Other examples of room numbers are –

M2 = Music Room 2
L2 = Science Lab 2
HALL 2 = School Hall
K1 = Kitchen 1
31 = Classroom 31
Sport = No room

Note that teachers’ names are also often abbreviated on timetables. You will easily become familiar with your class teachers after a few weeks.

Example Timetable

Below is an example of a Year 7 timetable. See if you can answer the following questions –

1. What subject does this student have in Period 4 on Friday in Week 1?

2. What room do they need to go to for Music on Tuesday Week 2?

3. On which floor will they find their room for Languages? (clue: check the map on Page 19).

4. Why is there no room number on their timetable for Periods 3 and 4 on Wednesdays?

	D1		D2		D3		D4		D5	
Roll Call					8:50-9:00					
Assembly					Roll Call	MCDM 31				
					9:00-9:30					
					Roll Assembly	HALL 1				
Period 1	8:50-10:05		8:50-10:05		9:30-10:30		8:50-10:05		8:50-10:05	
Period 2	Mathematics	LENT 31	Tech Mandatory	CAMA MW2	Science	ELLC 31	English	MCDM 31	Mathematics	LENT 31
	10:10-11:25		10:10-11:25		10:30-11:30		10:10-11:25		10:10-11:25	
Break 1	Language Yr 7	STAJ 12	Music Yr 7	MAND M1	Mathematics	LENT 31	Music Yr 7	MAND M1	PDHPE	LENT 31
	11:25-11:55		11:25-11:55		11:30-12:00		11:25-11:55		11:25-11:55	
Period 3	11:55-13:10		11:55-13:10		12:00-13:00		11:55-13:10		11:55-13:10	
	HSIE	MCDM 31	English	MCDM 31	Sport Beach Activities	KNIC	Science	ELLC 31	English	MCDM 31
Break 2	13:10-13:40		13:10-13:40				13:10-13:40		13:10-13:40	
Period 4	13:40-14:55		13:40-14:55		13:00-14:00		13:40-14:55		13:40-14:55	
	Tech Mandatory	CAMA MW2	Excel Fashion & Food	KEND TEX1	Sport Beach Activities	KNIC	PDHPE	LENT 31	Science	ELLC 31

	D6		D7		D8		D9		D10		
Roll Call					8:50-9:00						
Assembly					Roll Call	MCDM 31					
					9:00-9:30						
					Roll Assembly	HALL 1					
Period 1	8:50-10:05		8:50-10:05		9:30-10:30		8:50-10:05		8:50-10:05		
Period 2	Language Yr 7	STAJ 12	Music Yr 7	MAND M1	Mathematics	LENT 31	English	MCDM 31	Language Yr 7	STAJ 12	
	10:10-11:25		10:10-11:25		10:30-11:30		10:10-11:25		10:10-11:25		
Break 1	LENT 31		Excel Fashion & Food		KEND TEX1	Language Yr 7	STAJ 12	Music Yr 7	MAND M1	Science	ELLC 31
	11:25-11:55		11:25-11:55		11:30-12:00		11:25-11:55		11:25-11:55		
Period 3	11:55-13:10		11:55-13:10		12:00-13:00		11:55-13:10		11:55-13:10		
	Tech Mandatory	CAMA MW2	HSIE	MCDM 31	Sport Beach Activities	KNIC	Excel Fashion & Food	KEND TEX1	HSIE	MCDM 31	
Break 2	13:10-13:40		13:10-13:40				13:10-13:40		13:10-13:40		
Period 4	13:40-14:55		13:40-14:55		13:00-14:00		13:40-14:55		13:40-14:55		
	Science	ELLC 31	PDHPE	LENT 31	Sport Beach Activities	KNIC	Tech Mandatory	CAMA MW2	English	MCDM 31	

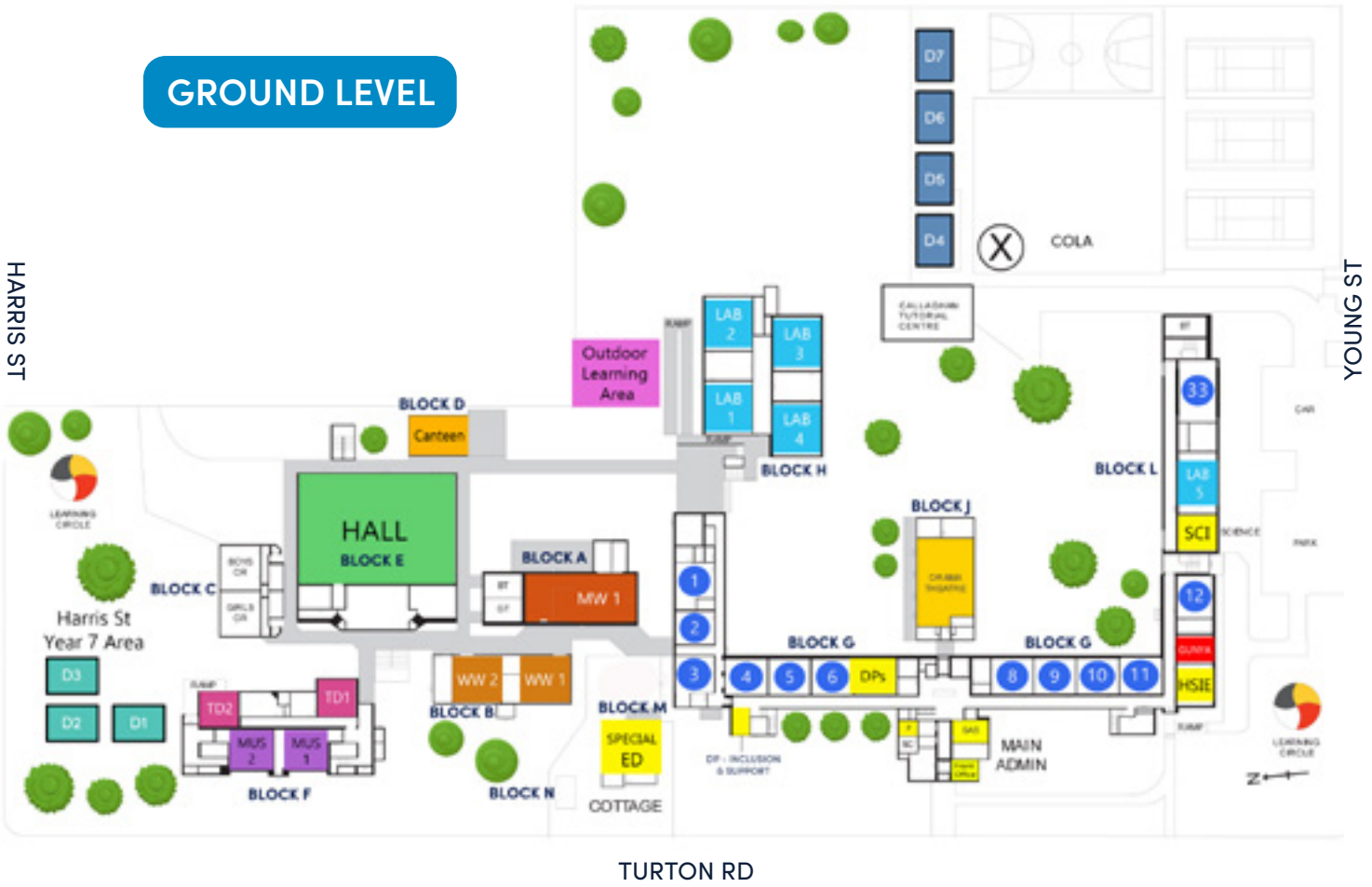
ANSWERS: 1. Science 2. M1 or Music Room 3. Ground floor 4. They have external sport and will be travelling to the beach. Their teacher will notify them of a meeting point.

FINDING YOUR WAY AROUND

Exploring school facilities and spaces

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 to help you find your way.

If you're not sure where you should be, just ask a teacher, your Peer Support Leader or another student. We also recommend you carry your school map with you to help find your way.



There are 3 Yondr gates for entry and exit to the school. Gates are located at – Turton Rd (HSIE) – Opens at 8.15am, Hall Gate (off Harris St) – Opens at 8.30am, Basketball Gate – Opens at 8.30am.



AROUND THE CAMPUS

There's more than just classrooms

LIBRARY

Our library is open every school day from 8.30am, with students welcome during breaktimes.

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

Students can borrow up to 2 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 complete the permission to join Newcastle Regional Library Network form.

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

WELLBEING HUB

Our Wellbeing Hub is a place you can come, chill out, have a chat or participate in one of our targeted group programs.

Drop in during break times or whenever our Wellbeing Hub is open.

GUNYA ROOM

Like the Wellbeing Hub, our Gunya Room is a place to chill out or participate in group programs.

The Gunya Room is supported by our Aboriginal learning team.

Everyone is welcome at the Gunya Room.

ADMINISTRATION OFFICE

In our Administration Building, you will find our Administration Office. This is where you come to phone home, make a payment, request an early leavers pass or visit the sick bay. It's also where your parent/carers come if they have questions or have an appointment to meet one of your teachers.

CANTEEN

Our canteen sells a variety of hot and cold meals, as well as drinks and snacks. There are also delicious daily specials. A complete price list can be found on our school website.

You can choose to pre-order before school or to make a purchase during recess and lunch breaks. EFTPOS is available, but please note that you will have to tap your bank card as your mobile device will be locked in your Yondr pouch.

PLAYGROUNDS AND RECREATION SPACES

During break times, students have the option to chill out in various areas of our school. You can just hang out with friends in one of our playground areas, join in a game of basketball or futsal in the COLA, or visit the Gunya room, Wellbeing Hub or library.

Year 7 students have a designated playground area where you can meet new friends and socialise with peers of your own age as you settle into high school.

ETIQUETTE

As you make your way around the school, it is important to be considerate and respectful of your surroundings, your fellow students and your teachers.

CANTEEN

When at the canteen, line up outside and wait for the supervising teacher to advise you to enter.

You will need to leave your bag outside. Once inside, select what you wish to purchase and make payment with the canteen staff.

LIBRARY

For the library, line up outside the library until your teacher arrives. Upon entering, hang your bag on the bag racks provided.

HALLWAYS AND STAIRWAYS

Also, keep to the left when in hallways and on stairways.

In addition, our Music students frequently organise concerts in the main quad during break times. There's always a great vibe and it's a good way to meet students from all year groups.

SCHOOL HALL

Our school hall is used for many purposes including school sport, performances, PE classes and assemblies.

Break-time sports are also held here sometimes, so keep an ear out for these activities.

TOILETS AND CHANGEROOMS

The school has several toilet blocks for students, and the student change rooms are located near the hall.

It is recommended that all students use the toilet facilities during break times. Students in Year 7 have their own toilet block situated near room 33. Years 8, 9 and 10 can access the main toilet block near the hall.

If you need to use the toilets during class time, you should ask your teacher for permission. Your teacher will give you a written out-of-class pass, which you can use to visit the toilet block nearest to the Drama Theatre. This is the only student toilet block that is open outside of break times.



YONDR

Keeping phones off and away

The Yondr program was implemented by Callaghan Waratah to support the NSW Government's ban on mobile phones in NSW high schools.

The program enables you and your peers to retain possession and responsibility over your phones at school whilst still providing the benefits of phone-free classrooms and playground spaces.

By removing the distraction of mobile phones, we provide a supportive environment for you to immerse yourself more fully in learning and be more present in your interactions with teachers and peers.

Every student at Callaghan Waratah receives a Yondr pouch free of charge. This pouch remains the property of the school and you are responsible for its care. If you lose or damage your pouch, you will be required to pay \$15 for a replacement.

You are expected to have your phone switched off and secured in your pouch for the duration of the school day. Please bring your Yondr pouch to school each day, even if you choose to leave your phone at home.

At the end of the school day, you can unlock your pouch at one of the unlocking stations. Students are encouraged to secure their pouch in their bag once unlocked so it's ready for the following day.

HOW IT WORKS

Easy as 1, 2, 3

STEP 1

Phone is switched off and placed into Yondr pouch when entering school.

STEP 2

Yondr pouch locks when closed and remains locked throughout the school day.

Yondr pouch is unlocked as student departs school.

Students who arrive late to school must pouch their phone at the Admin office on arrival and obtain a late slip. Students who need to leave early must also report to the Admin office to obtain a leave slip and unpouch their phone.

The Yondr program also extends beyond the school grounds. If you are attending an excursion or sporting activity, your phone must be turned off and locked within your Yondr pouch. Teachers accompanying you on these activities will check that pouches are locked.

If you are not returning to school at the completion of an out-of-school activity, your accompanying teacher will have an unlocking station available to unlock all pouches at the activity's conclusion.

If you need to make a phone call during the school day, please go to the Admin Office.

Note that our school canteen will only accept cash or card payments.

ATTENDANCE

Every day counts

Going to school each day and arriving on time continues to be important at Waratah Campus, just like it was at your previous school.

What you learn each day builds on what you learnt the day before. If you miss school, your learning routine becomes broken, you can lose confidence and you may miss out on important opportunities to build friendships.

If you arrive to school after the 8:50am bell, go straight to the Admin Office to sign in. You will be given a late note to take with you to your class. Your parents/carers are required to write a note or phone the school to explain the reason for your lateness.

If you need to leave early for an appointment, you will also need to bring a note from your parents or carers. Take this note to the Admin Office before school or during break times, and they will provide you with an early leaver's pass. Make sure to show this pass to your class teacher at the time you need to leave.

A day away from school here or there doesn't seem like much but absences add up.

Did you know that if you miss as little as 1 day per fortnight, you will miss 4 weeks of school per year, which adds up to cover 2 full terms by the end of high school?

If you do miss school due to illness, family circumstances or religious reasons, your parent/carer are required to explain your absence. They can do this in one of three ways:



CALL OR TEXT

Call our administration office or reply to the text you receive from the school to explain the absence.



EMAIL OR NOTE

Email our administration office or provide a written note to explain the absence.



SENTRAL PARENT PORTAL

Login to the Sentral Parent Portal to record absence details.

SICK BAY

What to do if you're sick at school

If you feel unwell while at school, please inform your teacher immediately. They will provide you with a note so you can go to the Administration Office.

You can rest in the sick bay or, if you are too sick to stay in school, the Administration staff will contact your parent/carer to come and pick you up.

It is important to get signed out before you leave.

MEDICATIONS

Prescribed medications at school

As per department policy, we are unable to provide students with any medication, including Paracetamol, unless it has been prescribed by a doctor.

In case you require medication during school hours, your family must complete and submit a medication form to the school.

Additionally, they must drop off a supply of the prescribed medication which must be in its original packaging or a pharmacy blister pack that is clearly labelled with your name and the required dosage.

EMERGENCIES

What to do in an emergency

Our school has emergency procedures in place to keep our students safe. Students receive training in these procedures each term.

In the event of an emergency at our school, we kindly request that parents and carers stay off-site until you receive a message directly from the school regarding pick-up arrangements.

This protocol is in place to ensure the orderly and safe evacuation of our students, as well as to prevent congestion that could impede emergency response efforts.

Our staff are trained and prepared to handle a wide range of emergency situations.

Your cooperation is greatly appreciated in helping us maintain a secure environment for all our students.



LEARNING AT
WARATAH CAMPUS

GETTING INTO LEARNING

Our education philosophy



In this section, we'll dive into the heart of our school's educational philosophy, provide an overview of the curriculum which will shape your academic experiences and share about the wide range of supports available to ensure your learning success.

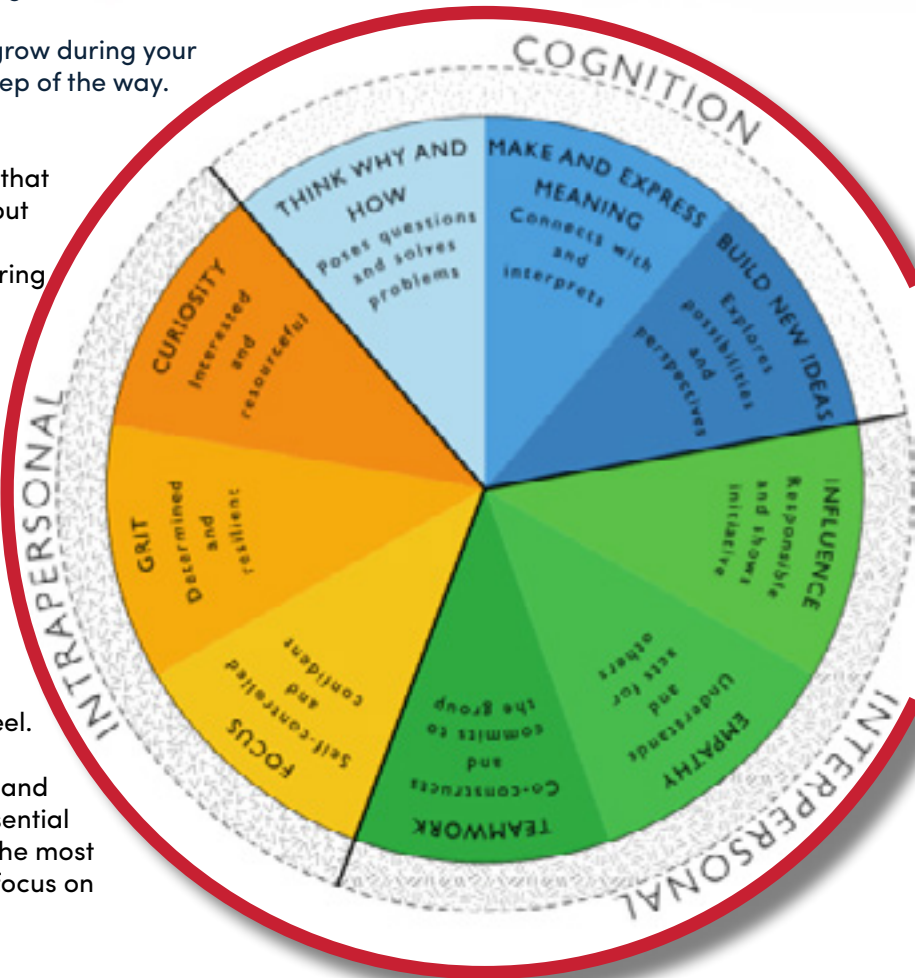
Our goal is to empower you to thrive, learn, and grow during your time with us, and we're here to guide you every step of the way.

OUR EDUCATIONAL PHILOSOPHY

Our education philosophy is built on the principle that education is not just about acquiring knowledge but also about developing critical thinking and collaboration skills, fostering creativity, and nurturing a passion for lifelong learning.

Our mission is student agency. This means we develop students' ability to take charge of their own learning and make choices about how they learn. It's like giving you more control and say in how you approach assignments or classwork, what areas of learning interest you the most and what goals you'd like to set for yourself. You become the captain of your learning journey, and your teachers are there to help and guide you along the way.

A central tool in this process is the disposition wheel. This represents different traits or qualities that students can develop to become more successful and self-directed in their learning. These traits are essential for taking charge of your education and making the most of your time in high school. In each year, you will focus on developing different traits in the wheel.



OUR CURRICULUM

Our curriculum is designed with your needs and interests in mind. You'll find a diverse range of courses that cater to various learning styles and preferences, allowing you to explore your passions while gaining a well-rounded education. We're not just focused on grades, we want you to engage with your learning and develop a deep understanding of the world around you.

The curriculum meets all the requirements of the NSW Education Standards Authority (NESA). In addition, we offer elective subjects which give you the chance to explore learning in areas of interest and get a taste of subjects and courses studied in later years of high school.

MANDATORY SUBJECTS

Each year group has mandatory subjects that must be studied. Refer to the lists below:

STAGE 4 (YEAR 7 & 8)

English

Mathematics

Science

Languages other than English (LOTE)

Human Society and its Environment (History and Geography - HSIE)

Creative and Performing Arts - Music and Visual Arts (CAPA)

Technology and Applied Studies (TAS)

Personal Development, Health and Physical Education (PDHPE)

Sport

STAGE 5 (YEAR 9 & 10)

English

Mathematics

Science

Languages other than English (LOTE)

Human Society and its Environment (History and Geography - HSIE)

Creative and Performing Arts - Music and Visual Arts (CAPA)

Technology and Applied Studies (TAS)

Personal Development, Health and Physical Education (PDHPE)

Sport

ELECTIVES

Electives give students the opportunity to explore and discover beyond the core curriculum.

Our students choose 2 semester-long electives in Year 7 and 8, three electives in Year 9 and one additional elective in Year 10.

We recommend you talk to your parents and carers before selecting an elective, especially if the elective has additional fees or mandatory excursions.

For more information about electives, refer to our website.



LEARNING ACROSS YEAR GROUPS

Middle School and RoSA



YEAR 7 MIDDLE SCHOOL

Middle School provides a highly supported transition to high school for all mainstream Year 7 students.

We ease students into the complexity of a secondary school timetable by reducing the number of teachers delivering content and by assigning a home classroom for each Year 7 class.

You will have 1-2 teachers for your core subjects. These lessons will take place in your class's homeroom.

Science, Technological and Applied Studies (TAS), Music, Visual Arts and your EXCEL electives will be delivered in specialist rooms by a range of teachers.

Reducing the number of teachers and minimising movement around the school has a marked effect on reducing student anxiety and helps build stronger relationships at a class level.

YEAR 10 RoSA

A big focus for Year 10 students is working towards their Record of School Achievement, commonly referred to as the RoSA.

The RoSA is the certificate students gain from the NSW Education Standards Authority prior to being awarded their Higher School Certificate. This certificate reflects everything a student has done up until the point they leave Year 10, marking the end of their junior schooling.

To qualify for their RoSA students must meet all the requirements of each course studied in Year 10, including all mandatory tasks and assessments.

For more details, refer to the Year 10 RoSA Assessment Guide on our school website.

CAREERS

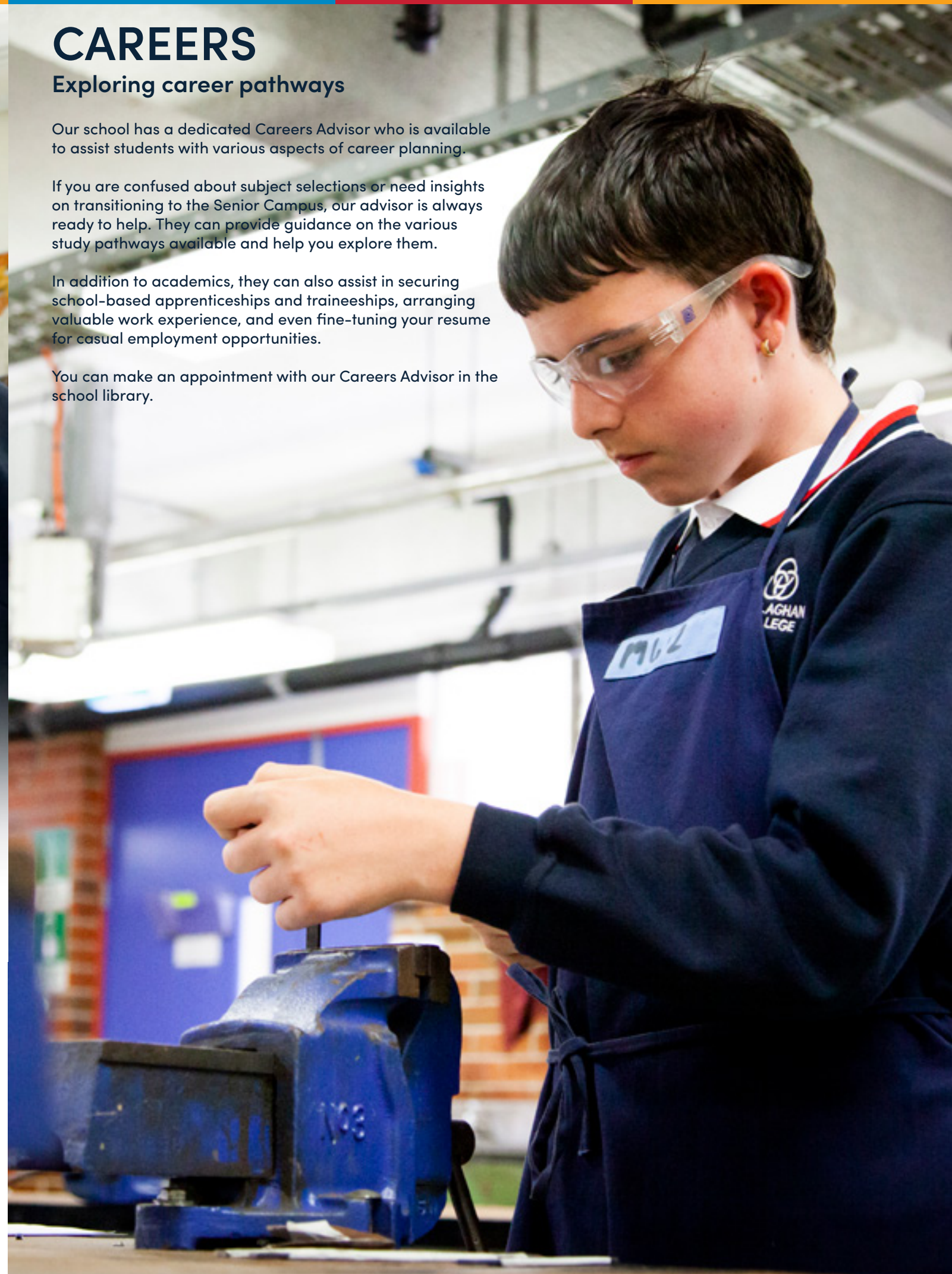
Exploring career pathways

Our school has a dedicated Careers Advisor who is available to assist students with various aspects of career planning.

If you are confused about subject selections or need insights on transitioning to the Senior Campus, our advisor is always ready to help. They can provide guidance on the various study pathways available and help you explore them.

In addition to academics, they can also assist in securing school-based apprenticeships and traineeships, arranging valuable work experience, and even fine-tuning your resume for casual employment opportunities.

You can make an appointment with our Careers Advisor in the school library.



GETTING STARTED WITH CANVAS

Your Digital Learning Hub



Canvas is our school's online learning management system (LMS). It's kind of like a one-stop shop for all things related to your classes. Here's what it does:

Class Materials: Your teachers can put all your class materials online. So, instead of carrying heavy textbooks and papers, you can access them on your computer.

Assessments: You can see all your assessments and class tasks, including when they're due. You can also submit your assignments and classwork through Canvas.

Teacher feedback: You can check your results and feedback for tests, projects, and homework. It helps you keep track of how you're doing in each class.

Communication: You can message your teachers and classmates through Canvas. If you have questions or need help, this is where you can reach out.

Calendar: Canvas has a calendar that shows all your important dates, like when assignments are due, and when tests or quizzes are scheduled.

Discussion Boards: Some teachers use Canvas for online discussions. It's like having a class discussion, but it's written down. You can share your thoughts and ideas with your classmates.

Notifications: Canvas can send you reminders and notifications, so you don't forget important stuff.

Your teachers will show you how to connect to and use Canvas once you begin at Waratah Campus.

Parents can also communicate with your class teachers and observe your learning via Canvas Parents.

See page 58 for more information.



DIVERSE LEARNING AT
CALLAGHAN WARATAH

DIVERSE LEARNING

Our school seeks to nurture the diversity of learners in our community, encouraging each student to fulfill their potential in an environment of empathy and respect.

We recognise that some students have specific needs which require supports or adjustments beyond those available in the regular classroom.

ASPIRE

ASPIRE High Potential Class

The ASPIRE 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.

Features of our program for high potential students include:

- Differentiated curriculum
- Deep Dive special interest projects
- Enrichment opportunities and special events
- Participation in National Competitions

Applications into our Year 7 ASPIRE program are made in Year 6.

For more information, contact our Head Teacher of Teaching and Learning.

ABORIGINAL PATHWAYS

We are committed to the continual improvement of the educational outcomes and wellbeing of our Aboriginal and Torres Strait Islander students and actively support, value and nurture their cultural knowledge and identity.

Our Gunya room is our learning and engagement centre, and is located next to our HSIE staffroom in the main Administration Building. The centre focuses on providing support and tailored activities so that each student can excel in all aspects of their education.

We use a holistic approach to supporting our students and welcome parents, carers and families to actively engage in their child's education. Our staff develop a Personalised Learning Pathway (PLP) with each student and their family. These plans are designed to assist students with their engagement and interest in school. We also focus on how we can assist each student's transition from primary school to our senior campus, and beyond.

There are numerous opportunities for students to undertake cultural leadership roles, including participation in our Aboriginal Student Leadership Group, Junior Aboriginal Education Consultancy Group (JAECG), as well as the sharing of cultural knowledge in the broader community through art, performance, and story-telling.

EALD EDUCATION

Our EALD team work with students from a variety of non-English speaking and culturally diverse backgrounds. In our Intensive English Classes (IEC), EALD trained staff work with newly arrived students who require additional, intensive English language support. These classes focus on developing students' speaking, writing and reading skills in English.

EALD staff also work with students at higher levels of English in acquiring academic language skills in English for success in the high school curriculum.

Our campus also has Student Learning Support Officers (SLSO) who are bilingual in Arabic, Farsi, Dari, Congolese, Swahili, Kinyarwanda, Kirundi and Pashto, helping to support students and families in the transition to school and life in Australia.

Our Community Liaison Officer provides assistance with EALD students and families in connecting to a range of local activities and wellbeing supports in the area.



SPECIAL & INCLUSIVE EDUCATION

Education for all



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

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

Our teaching and learning programs cover an adjusted curriculum to meet the specific needs, goals and abilities of each student.

Teachers work closely with families and support professionals to develop an Individual Education Plan for each student.

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

Enrolments for our Special Education classes are managed through the NSW Department of Education.

For more information about our Special Education classes please visit our website.

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 behaviour intervention and support groups
- Advice for accessing internal and external professional support services
- Determining appropriate adjustments, including 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

Numeracy and Literacy Support

Our school's numeracy and literacy support groups aim to build students' confidence to learn more independently in the classroom.

The groups are facilitated by specialist Learning and Support teachers and focus on reading fluency and comprehension, writing and numeracy strategies.

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

Study Centre

Every Thursday afternoon from 3pm to 4pm the library is open for our After School Study Centre.

A variety of teachers are on hand to assist with their homework, assignments and learning questions.

It's a great way to keep on top of your studies and seek assistance with your learning.

Supporting Your Child's Learning - Tips For Parents

Waratah Campus is fully inclusive and every student is supported to achieve their greatest potential.

Learning progression in high school differs slightly 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 us for an appointment.





REPORTING & ASSESSMENTS AT CALLAGHAN WARATAH

ASSESSMENTS

Monitoring your progress



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

Early in term 1 families will be provided with an Assessment booklet which outlines our campus Examination and Assessment Policy, information about how we measure student progress and each faculty's assessment schedule for the year.

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

Families can also view assessment tasks and teacher feedback via the secure online learning platform, Canvas Parents. You will find more information about connecting to this platform on page 58.

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

Assessment for Learning

Teachers use this form of assessment as an inquiry tool to find out as much as they can about what their students know and can do, and what confusions, misconceptions, or gaps they might have.

Assessment for learning occurs throughout the learning process.

Assessment as Learning

Assessment as learning occurs when students are their own assessors.

Students monitor their own learning, ask questions and use a range of strategies to decide what they know and can do, and how to use assessment information to inform their learning goals.

Assessment of Learning

Assessment of learning assists teachers in using evidence of student learning to assess achievement against outcomes and standards.

Sometimes referred to as 'summative assessment', it usually occurs at the end of a unit of work, term or semester, and may be used to rank or grade students.

FEEDBACK & REPORTS

Our three methods

Callaghan College Waratah Campus has three methods of reporting on students' progress –

School Reports

School reports are issued at the end of terms 2 and 4. These reports provide a summary of your progress for semester 1 and semester 2.

In addition, Year 7 families will receive an interim report at the end of term 1.

Reports are posted online on the Sentral Parent Portal.

Student-led Conferences

Student-led conferences are held at various times throughout the year for different Year groups.

They provide students with a valuable opportunity to reflect on their learning, discuss strategies for improvement and share their learning goals.

See below for more details.

Teacher Feedback

Your teachers will provide feedback on your assessments and class tasks via Canvas (our online learning platform).

Your parents can also contact your teachers to request feedback via email, Canvas, or by arranging a face-to-face meeting via our Administration Office.

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 student-led interview slots via our secure online platform called Sentral Parent Portal.

To access the Sentral Parent Portal and your child's reports you will need to create a Sentral Parent Portal account.

For instructions on how to create an account, please refer to page 58.

Interim reports for Year 7 students have been introduced in response to parent feedback requesting earlier indications of how their child is travelling in the early stages of the school year. These interim reports are distributed at the end of term 1.

Student-led Conferences

At Waratah Campus, we believe in nurturing student agency and cultivating the dispositions and skills students will require to be lifelong learners. To this end, student-led conferences serve several important purposes:

Self-Awareness and Critical Thinking:

Unlike traditional parent-teacher conferences, where teachers discuss your child's progress, these conferences put students at the centre of the learning conversation. Students reflect on their learning experiences, identify challenges they've overcome, discuss strategies for improvement and share their personal learning goals. This promotes critical thinking, self-awareness, and problem-solving skills.

Confidence, communication and receiving feedback:

Presenting their progress to their families in a formal setting can help students develop confidence in public speaking and communication skills and gives them an opportunity to practice receiving and implementing feedback.





WELLBEING AT
CALLAGHAN WARATAH

STUDENT SUPPORT

Who is available to support me?

Wellbeing is an integral part of everything we do at Waratah Campus. We know that everyone learns best when they are healthy, safe and supported.

Our aim is to support you 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.

In this section, we'll introduce you to our Wellbeing team and provide an overview of the targeted wellbeing programs available.



OUR WELLBEING TEAM

Our Wellbeing Team is here to support you on your journey through high school and help you navigate the ups and downs that come with this exciting chapter in your learning journey.

DEPUTY PRINCIPALS

Waratah's Deputy Principals are at the forefront of our Wellbeing Team and lead our school-wide approach to wellbeing and engagement.

They play a crucial role in resolving disciplinary matters, promoting inclusivity, and cultivating a positive school culture. You will be assigned a main deputy for your Year group who will guide and support you throughout your journey at Waratah.

YEAR ADVISORS

Your Year Advisors are advocates for students in your year group. They assist you to settle in and to make the most of 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

Our Wellbeing Head Teacher is responsible for liaising with external service providers, coordinating early intervention programs, school vaccinations, and school camps.

Visit our Wellbeing Hub during break times to make an appointment or to discuss any social, financial or wellbeing 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.

SSO

Our Student Support Officer (SSO) supports the implementation of our whole school Wellbeing program, helping students develop social and emotional skills through targeted, strengths-based programs and strategies that build resilience, coping skills and positive relationships.

Visit our Wellbeing Hub to make an appointment or to enrol in a small group program.

LEARNING SUPPORT

Our learning and support team are here to help with complex learning difficulties, diagnosis and / or disability.

For more details, please see page 37.

SCHOOL CAMPS

Fun and learning beyond our campus

An integral part of our school's wellbeing program is our annual camps.

Camps are designed to extend learning beyond our classrooms and give students the opportunity to bond as a year group, stretch their comfort zones and create many wonderful memories together.

We encourage students to make the most of their camp experiences - to challenge themselves, learn new skills and, most importantly, make new connections with their peers and teachers.



WELLBEING PROGRAMS

We offer a number of targeted wellbeing programs at Waratah Campus.

BREAKFAST CLUB

Our Breakfast Club has you covered on those mornings when you're in a bit of a rush and don't have time for breakfast at home.

Located in our Wellbeing Hub and the cozy Gunya room, all students are welcome to drop in for a slice of toast or a piece of fruit.

SEASONS FOR GROWTH

Seasons For Growth is a grief and loss program that aims to assist students in understanding their feelings, develop skills for coping, restore self-confidence and recognise the grief process.

Seasons For Growth is facilitated by staff from Samaritans.

RAP-A

Resourceful Adolescent Program (RAP-A) is a strengths-based, resilience-building program for teenagers. It aims to support young people to increase their resilience to depression risk factors, identify strengths, develop new strategies to increase their coping ability and regulate their emotions.

RAP-A is facilitated by our Student Support Officers.

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.

LGBTQIA+ SUPPORT GROUP

This group provides a safe and welcoming space where students who identify as lesbian, gay, bisexual, transgender, intersex, queer, asexual or questioning can come together for support, discussion and camaraderie. It aims to promote inclusivity awareness and acceptance of diverse gender and sexual orientations among the study body.

PREVENTURE

Preventure is an evidence-based prevention program that uses brief, personality-focused workshops to delay substance use and promote mental health.

Preventure is facilitated by staff from Wesley Mission.

RAGE

RAGE is a strengths-based anger management program focused on helping participants recognise and reflect on anger and identify the different faces of anger.

RAGE is facilitated by our Student Support Officers.

CHOICE

CHOICE is an early intervention group program designed to increase awareness of the effects of drug and alcohol use and empower students to make informed and healthy choices.

CHOICE is facilitated by staff from the Salvation Army.

BROSPEAK AND SISTASPEAK

BroSpeak and SistaSpeak 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.

NGAARR DHUWI GIRLS ACADEMY

This is a holistic program that supports young Aboriginal women through their educational journey. Our Ngaarr Dhuwi mentors provide support through culture, wellbeing and education to increase students' self determination and engagement in school.

The program is funded and managed by the NSW AECG.



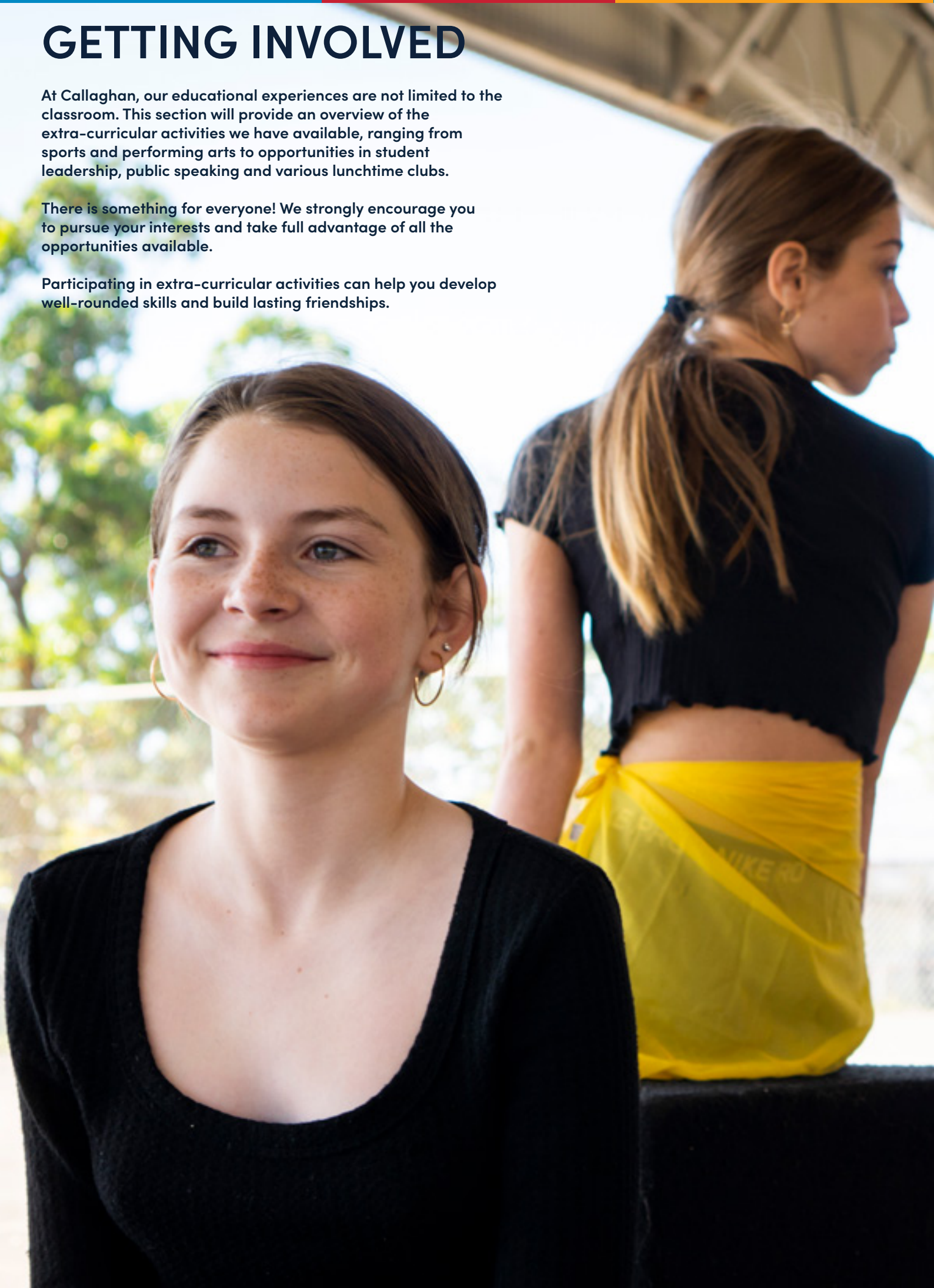
GETTING INVOLVED AT
CALLAGHAN WARATAH

GETTING INVOLVED

At Callaghan, our educational experiences are not limited to the classroom. This section will provide an overview of the extra-curricular activities we have available, ranging from sports and performing arts to opportunities in student leadership, public speaking and various lunchtime clubs.

There is something for everyone! We strongly encourage you to pursue your interests and take full advantage of all the opportunities available.

Participating in extra-curricular activities can help you develop well-rounded skills and build lasting friendships.



PERFORMING

Opportunities to perform



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

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

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

At a campus level, we have dance groups, bands and vocal groups, a Yidaki group, as well as Drama and Musical Theatre clubs.

Visit our CAPA staffroom to find out more.

CO-CURRICULAR ACTIVITIES

Build your skills and confidence

DEBATING AND PUBLIC SPEAKING

Our debating and public speaking program is designed to help students express their ideas in front of an audience and broaden their understanding of current events.

Whether you're an experienced public speaker or just starting out, we'd love you to get involved! We offer training and mentoring sessions, as well as numerous opportunities to participate in local and regional competitions.

LUNCHTIME CLUBS

Our lunchtime clubs are a great way to learn new things and socialise with other students with similar interests. We currently have clubs for chess, manga, Minecraft, drama and Dungeon and Dragons.

To learn more, listen out for Daily Notices each morning or speak with our librarian.



GETTING INVOLVED IN SPORT

Sport at Callaghan Waratah

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

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

WEEKLY SPORT

The weekly sport program consists of a double period every Wednesday. You will have the opportunity to choose your recreational or sport activity each term from an array of options including on-site games or off-site activities like trampolining, ice skating, laser tag, ten pin bowling, putt putt golf and fitness training.

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

REPRESENTATIVE SPORT

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

- Carnivals - College carnivals are held for swimming, athletics and cross country, giving you an opportunity to progress to Zone.
- Hunter Region Trials - for high achieving athletes. You can attend trials for selection into Hunter Region teams to compete in the CHS NSW Championships.

- Knock Out Competitions and Gala Days - Callaghan College Teams compete in Open Competitions across a range of sports.

Touch base with the Representative Sport Coordinator to let them know your sporting interests. It is important to listen out for the Sports Reports 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.

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.



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

TAKE THE LEAD

Leadership opportunities



Waratah Campus has a dynamic student voice and leadership program. We provide meaningful opportunities for our students to contribute to decision-making and develop their leadership potential.

School Captains: Each year, we open applications for four School Captain positions. Before the election process begins, all aspiring school captains in Year 9 participate in an intensive leadership program designed to boost their leadership skills. Once elected, our School Captains lead our Student Representative Council (SRC), MC our school assemblies and represent our school at special community events and forums.

SRC (Student Representative Council): This council comprises four student representatives from each year group, and they work together to address relevant issues and initiate projects that benefit the entire student body. So, whether you have a brilliant idea to improve the school, or you simply want to advocate for your fellow students, the SRC is the platform where change begins.

Aboriginal Student Leadership Group and Junior AECG: For our Aboriginal and Torres Strait Islander students in Years 7-10, we have the Aboriginal Student Leadership Group and Junior AECG (Aboriginal Education Consultative Group). These platforms provide you with a unique opportunity to have a say in enhancing Aboriginal Education within our school.

EALD Student Leadership Group: At Waratah Campus, we embrace diversity, and our English as an Additional Language or Dialect (EALD) Student Leadership Group is a testament to that commitment. This group is designed to empower students who are learning English as an additional language, providing them with the opportunity to contribute their perspectives and experiences, ensuring that their voices are heard.

Your voice matters, and we're dedicated to creating an inclusive and empowering environment for all our students.



KEEPING IN CONTACT WITH
CALLAGHAN WARATAH

PARENT INFORMATION

Be actively involved

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.

ACADEMIC LEARNING ISSUES

- ↓ Class Teacher
- ↓ Faculty Head Teacher
- ↓ Deputy Principal
- Principal

WELLBEING ISSUES

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

KEEPING UP TO DATE

Our communication channels

Website

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.

waratah-h.schools.nsw.gov.au

SMS

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.

Social Media

We regularly post highlights of student achievements and learning, and information about upcoming whole school events on our social pages. These pages are monitored during school hours only.

Facebook: ccwaratah
Instagram: ccwaratah

Newsletter

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 or the Sentral Parent Portal.

Sentral Parent Portal

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.

See page 58 for access instructions.

Canvas Parents

This secure digital platform connects you to information about your child's learning, including task due dates, assessment grades and teacher feedback.

You can also inbox your child's class teachers via this platform.

See page 58 for access instructions.

Face-to-Face

There are many opportunities for parents and staff to meet throughout the year.

These include information evenings and Student-led Conferences.

Parents are also welcome to phone the school to make an appointment with staff.

School Bytes Portal

We now send almost all our permission notes for excursions and sport activities via School Bytes. These permission notes will be emailed to your nominated primary email address.

Please make sure you check your emails regularly so your child does not miss out on an excursion.

You can also use the School Bytes Portal to access your statement of account and make payments.

Contact Details

Most of our communication is done 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.

Phone: 02 4968 1939
Email: waratah-h.school@det.nsw.edu.au

SENTRAL PARENT PORTAL

Accessing our portal

The Sentral Parent Portal is a secure online platform that provides parents and carers with access to their child’s timetable, attendance information, School Reports and daily messages from teachers to students. This platform is also used to book Student-led Conferences later in the school year.

To access this portal, follow these steps -

Go to the Callaghan College Waratah Campus website waratah-h.schools.nsw.gov.au

Scroll down on the homepage and click on the blue Sentral Parent Portal link under ‘parent access.’

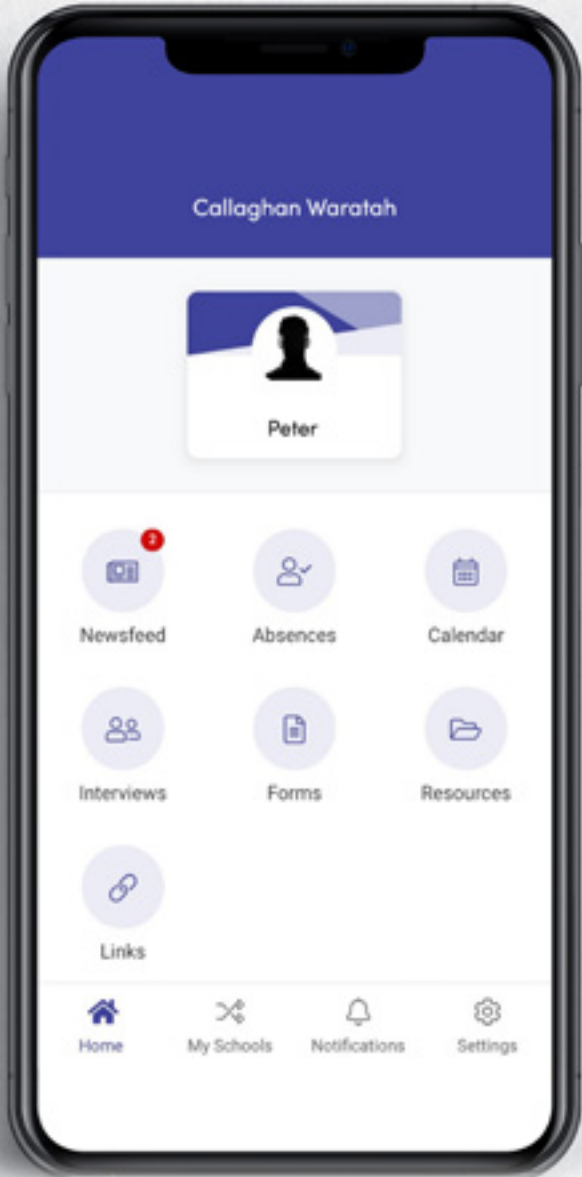
Enter the preferred contact email address you provided the school as your username.

If you don’t already have a password, click forgot password and re-enter your email address. You will be sent an email to reset or create your new Sentral Parent Portal password.

Return to the Student/Parent Portal login and enter your email and newly created password.

Once in the portal you will need to enter a family key, this also links you to your child/ren in our online learning platform, Canvas (see below). Your family key will be emailed to you early in the school year. Please contact the school if you haven’t received your key.

Sentral for Parents is also available as an app.



SCHOOL BYTES

Payments and permission notes in one place

Waratah Campus has moved to the School Bytes Portal for all school-related payments and permission notes. To access the portal, you can click on the School Bytes link on the homepage of our school’s website. Alternatively, you can download the School Bytes app.

School Bytes enables you to easily complete the following tasks:

- Provide permission for upcoming excursions

- Make school payments
- View your account statement
- Download receipts for payments you’ve made
- Request a refund, if necessary

When creating your account, please use the same email address that you’ve given to the school for school communications.

SCHOOL FEES

How to pay

We ask Waratah families to contribute a small amount towards the programs and learning facilities offered at the Campus. The funds collected from the School Resource Contribution help cover the costs of printing, purchasing textbooks, stationery, consumables, and equipment.

The Learning Space Renewal Contribution fund is used to maintain and upgrade our learning spaces.

The ASPIRE program and some elective subjects have separate charges. Similarly, off-site sports choices will incur extra venue and transport fees. We inform students about these additional costs before they choose their electives and sport options so that families can consider the financial commitment associated with these choices.

Camps and some excursions also have associated costs which are outlined in the event permission note emailed to parents/caregivers. These costs are added to your statement of account once permission to attend has been granted.

Your statement of account can be viewed within the School Bytes portal.

CANVAS PARENTS

Keeping track of your child’s learning

Canvas Parents, also known as Canvas Observer, helps you keep track of your child’s learning progress, by providing access to information such as classwork, assessment tasks, calendars, grades, and teacher feedback. You can also use Canvas to communicate with your child’s teachers.

To access Canvas Parents, follow these steps:

1. Go to the Callaghan College Waratah Campus website.
2. Scroll down to the bottom of the homepage and click on the “Canvas Parents” link under Parent Access.

3. If you don’t have an account yet, click on “Forgot Password.” In the login field, enter the email address you registered with the school. You will receive an email to reset or create a new password for your Canvas account.

4. Once your password is reset, go back to the “Canvas Parents” link on the school website’s homepage and enter your username (which is your registered email address) and new password.

5. You should now be able to view your child’s courses, lessons, and assignments.

If you’re facing any difficulties accessing any of our school’s communication platforms, don’t hesitate to contact the school for assistance.



FREQUENTLY ASKED QUESTIONS

What do I do if...

I am late to school?

If you arrive after the bell at 8:50am go straight to the Administration Office and obtain a late slip 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?

As per department policy, we are unable to provide students with any medication, including Paracetamol, unless it has been prescribed by a doctor.

In case you require medication during school hours, your family must complete and submit a medication form to the school.

Additionally, they must drop off a supply of the prescribed medication which must be in its original packaging or a pharmacy blister pack that is clearly labelled with your name and the required dosage.

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?

If you need to leave early for an appointment, you will also need to bring a note from your parents or carers. Take this note to the Admin Office before school or during break times, and they will provide you with an early leaver's pass. Make sure to show this pass to your class 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 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.

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. Preordering saves you lining up and ensures you get the food you want.

I cannot do PE due to illness or injury?

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

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

For students in years 7 to 9, 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/carers supporting your request. The policy guidelines regarding extensions are outlined in the front of your Assessment Schedule booklet which you will receive when you start.

For year 10 students, a specific process must be followed. Please speak to your Deputy Principal.

If I get injured at school?

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

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.



**CALLAGHAN
COLLEGE**

Waratah Campus

