





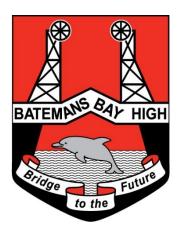


Welcome to Batemans Bay High School

Batemans Bay High School Information Booklet

2023

Respect, responsibility, safety, learning, inspiring, challenging, connecting



Contact Details

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Website: http://www.batemansba-h.schools.nsw.edu.au



School Organisation

Batemans Bay High School provides quality education to the secondary students in the Batemans Bay community. The school's learning philosophy aims to empower students to become resilient, confident and curious learners who are engaged and committed to their own learning.

The school provides quality teaching and learning in a safe, inclusive and caring environment where responsibility, participation and success are shared by all.

Excellence is achieved through partnerships between staff, students, parents/carers and the wider community.

The Bay Way – Positive behaviour for learning (PB4L)



Our school is a Positive Behaviour for Learning (PB4L) school. At Batemans Bay High we follow "The Bay Way". We endeavour to explicitly teach students the behaviours we expect of them and approach all our teaching through our three core values.

The Bay Way is a school developed program that uses a school wide approach to behaviour management. It has a teaching focus. Its focus is on positive reinforcement in all our teaching and through the use of the Personal Achievement Program.

Core values

Values

Be Responsible

Means thinking about our choices and making decisions that will have a positive outcome for ourselves and others.

Be Safe

Means behaving in a manner that benefits myself and others.

Be Respectful

Means fostering a positive environment through our words and actions.

Classroom

- Complete assigned class tasks
- Raise hand before contributing to class discussion or asking a question
- Identify need and ask for help by raising your hand
- Pens, books and/or laptops placed on desk ready for learning
- When the bell rings move to your scheduled activity
- Line up in two lines outside of classroom
- Keep hands and feet to self
- Ensure you are wearing enclosed shoes and appropriate PPE
- Knock on closed doors and wait to enter
- Listen to and follow teacher instructions
- Remove hat and put phone away
- Raise hand before speaking

Classroom Expectations

Come prepared
Follow instructions
Stay on task
Speak politely
Strive for excellence

School Organisation

Principal. By Paula Hambly Deputy Principals. Mrs Caroline Preston, Mr Andrew Histon, Mrs Darina Kalmanidis, Ms Caterina Herder-Beke Head Teachers English Ms Erin Sheppard Mathematics. Mrs Judith Armitt Science TBA Miss Skye Matthews TAS. Mrs Darlene Dallos PDHPE Ms Danielle Dunajcik CAPA. Mrs Michele Anuyahong Special Education. Ms Kerryl Davie Learning Support Ms Ms Man Love Year 7 Advisor Mrs Sally Malone Assistant Mr Wade Matthews Year 8 Advisor Ms Priscilla L Assistant Mr Drew Peters Year 9 Advisor Mrs Megan Nicholls Assistant Mr God Hatton Wrear 11 Advisor. Mrs Paul Hardy Year 11 Advisor. Mrs Paul Hardy Year 12 Advisor. Mrs Amanda Hall, Ms Sophie Endersbee Careers Advisor. Mrs Chantal Bradshaw Mrs Chantal Bradshaw Mrs Dalene George Careers Advisor. Mrs Chantal Bradshaw Mrs Dalene George Mrs Sabine Pratt Mrs Chantal Bradshaw Mrs Dalene George Mrs Rod Hatton Mrs Chantal Bradshaw Mrs Dalene George Mrs Rod Hatton Mrs Kelly Cameron Anti Racism Contact Officer. Mrs Rod Hatton Mrs Kally Cameron Anti Racism Contact Officer. Mrs Rod Hatton Mrs Rod Hatton School Administrative and Support Staff Head Teacher Administration Mrs Kally Cameron Mrs Louise Ziegler Mrs Contact Officer. Mrs Louise Ziegler Mrs Cassie Yalden Mrs Sahora Paull Fron Mrs Rath Quigg, Ms Tanya Slavin Enrolment Office Mrs Pauch Cordinalon Mrs Rebecca Woodham Mrs Cassie Yalden Mrs Roders Paranthoiene Mrs Roders Paranthoiene	Key Teaching Staff	
Ms Diarna Kalmanidis, Ms Caterina Herder-Beke Head Teachers English	•	•
Head Teachers English Mis Erin Sheppard Mathematics Mrs Judith Armitt Science TBA Miss Skye Matthews TAS Miss Skye Matthews TAS Mrs Darlene Dallos Mrs Darlene Dallos Mrs Darlene Dallos Mrs Darlene Dallos Mrs Miss Mrs Darlene Darlens Mrs Miss Mrs Darlene Darlens Mrs Mrs Mrs Darlens Mrs Mrs Mrs Darlens Mrs Mrs Mrs Darlens Mrs Darlens		
English		Ms Diarna Kalmanidis, Ms Caterina Herder-Beke
Mathematics	Head Teachers	
Science TBA HSIE Miss Skye Matthews TAS Mrs Darlene Dallos PDHPE Ms Darlene Dallos PDHPE Ms Darlene Dallos Ms Danielle Dunajcik CAPA Mrs Michele Anuyahong Special Education Ms Kerryl Davie Learning Support Ms Maria Love Year 7 Advisor Mrs Sally Malone Assistant Mr Wade Matthews Year 8 Advisor Ms Skye Matthews Year 9 Advisor Ms Skye Matthews Ms Priscilla Li Assistant Mr Prew Peters Year 9 Advisor Ms Skye Matthews Ms Priscilla Li Assistant Mr Rod Hatton Year 10 Advisor Ms Skye Matthews Mrs Megan Nicholls Assistant Mr Glen Hall Year 11 Advisor Mr Rod Hatton Year 12 Advisor Mr Rod Hatton Year 12 Advisor Mr Rod Hatton Wr Frank Scognamiglio Counsellors Ms Amanda Hall, Ms Sophie Endersbee Careers Advisor Mr Schantal Bradshaw Transition Advisor Ms Palene George Teacher - Librarian Mr Frank Scognamiglio Girls Supervisor Ms Erin Harris Wellbeing Coordinator. Mrs Kelly Cameron Anti Racism Contact Officer Ms Sabine Pratt Aboriginal Education team Mr Paul Carriage, Ms Renee Webb, Aunty Lavina White, Mrs Joelene Brierley Sports Organiser Mr Rod Hatton School Administrative and Support Staff Head Teacher Administration Mr Rod Hatton School Administrative Manager Ms Louise Ziegler Office Mr Samu Duncombe, Mrs Karen Milliken, Mrs Janet Henshaw, Mrs Cassie Yalden Library Mrs Sandra Paull Frood Technology Support Office Mrs Janet Henshaw, Mrs Cassie Yalden Library Mrs Sandra Paull Frood Technology Mr Mr Michael O'Brien Canteen Mrs Katrina Drew	•	• •
HSIE	Mathematics	Mrs Judith Armitt
TAS. Ms Darlene Dallos PDHPE Ms Darlene Dallos PDHPE Ms Ms Darlene Dunajcik CAPA Ms Michele Anuyahong Special Education. Ms Kerryl Davie Learning Support Ms Ms Maria Love Year 7 Advisor. Ms Maria Love Year 8 Advisor. Ms Priscilla Li Assistant Mr Wade Matthews Year 9 Advisor. Ms Priscilla Li Assistant Mr Drew Peters Year 9 Advisor. Ms Skye Matthews Assistant Mr Rod Hatton Year 10 Advisor. Mrs Megan Nicholls Assistant Mr Glen Hall Year 11 Advisor Mr Frank Scognamiglio Counsellors Ms Amanda Hall, Ms Sophie Endersbee Careers Advisor. Mrs Chantal Bradshaw Transition Advisor. Mrs Dalene George Teacher - Librarian Mr Frank Scognamiglio Girls Supervisor Ms Erin Harris Wellbeing Coordinator Mrs Kelly Cameron Anti Racism Contact Officer Ms Sabine Pratt Aboriginal Education team Mr Paul Carriage, Ms Renee Webb, Aunty Lavina White, Mrs Joelene Brierley Sports Organiser Mr Rod Hatton School Administrative and Support Staff Head Teacher Administration Mr Rod Hatton Mr Rod Hatton School Administrative Manager Mr Ian Dawson School Administrative Manager Mrs Paul Carriage, Ms Renee Milliken, Mrs Jacki Allen, Mrs Ruth Quigg, Ms Tanya Slavin Enrolment Office Mrs Emma Duncombe, Mrs Karen Milliken, Mrs Jacki Allen, Mrs Ruth Quigg, Ms Tanya Slavin Enrolment Office Mrs Bandra Paull Food Technology Mrs Rebecca Woodham Science Mrs Kelly Gordon General Assistant Mr Michael O'Brien Canteen. Mrs Katrina Drew		
PDHPE	HSIE	Miss Skye Matthews
CAPA		
Special Education	PDHPE	Ms Danielle Dunajcik
Learning Support	CAPA	Mrs Michele Anuyahong
Year 7 Advisor	Special Education	Ms Kerryl Davie
Assistant Mr Wade Matthews Year 8 Advisor	Learning Support	Ms Maria Love
Year 8 Advisor	Year 7 Advisor	Mrs Sally Malone
Assistant Mr Drew Peters Year 9 Advisor		Assistant Mr Wade Matthews
Year 9 Advisor	Year 8 Advisor	Ms Priscilla Li
Assistant Mr Rod Hatton Year 10 Advisor		Assistant Mr Drew Peters
Year 10 Advisor	Year 9 Advisor	Ms Skye Matthews
Assistant Mr Glen Hall Year 11 Advisor. Mr Paul Hardy Year 12 Advisor. Mr Frank Scognamiglio Counsellors Ms Amanda Hall, Ms Sophie Endersbee Careers Advisor. Mrs Chantal Bradshaw Transition Advisor. Mrs Dalene George Teacher - Librarian Mr Frank Scognamiglio Girls Supervisor Ms Erin Harris Wellbeing Coordinator. Mrs Kelly Cameron Anti Racism Contact Officer Ms Sabine Pratt Aboriginal Education team Mr Paul Carriage, Ms Renee Webb, Aunty Lavina White, Mrs Joelene Brierley Sports Organiser Mr Rod Hatton School Administrative and Support Staff Head Teacher Administration Mr Kit May Technology Support Officer Mr Ian Dawson School Administrative Manager Ms Louise Ziegler Office Mrs Emma Duncombe, Mrs Karen Milliken, Mrs Jacki Allen, Mrs Ruth Quigg, Ms Tanya Slavin Enrolment Office. Mrs Sandra Paull Food Technology Mrs Rebecca Woodham Science Mr Mr Kitly Gordon General Assistant Mr Michael O'Brien Mrs Katrina Drew		Assistant Mr Rod Hatton
Year 11 AdvisorMr Paul HardyYear 12 AdvisorMr Frank ScognamiglioCounsellorsMs Amanda Hall, Ms Sophie EndersbeeCareers AdvisorMrs Chantal BradshawTransition AdvisorMrs Dalene GeorgeTeacher - LibrarianMr Frank ScognamiglioGirls SupervisorMs Erin HarrisWellbeing CoordinatorMrs Kelly CameronAnti Racism Contact OfficerMs Sabine PrattAboriginal Education teamMr Paul Carriage, Ms Renee Webb,Aunty Lavina White, Mrs Joelene BrierleySports OrganiserMr Rod HattonSchool Administrative and Support StaffHead Teacher AdministrationMr Kit MayTechnology Support OfficerMr Ian DawsonSchool Administrative ManagerMs Louise ZieglerOfficeMrs Emma Duncombe, Mrs Karen Milliken,Mrs Jacki Allen, Mrs Ruth Quigg, Ms Tanya SlavinEnrolment OfficeMrs Janet Henshaw, Mrs Cassie YaldenLibraryMrs Sandra PaullFood TechnologyMrs Rebecca WoodhamScienceMs Kelly GordonGeneral AssistantMr Michael O'BrienCanteenMrs Katrina Drew	Year 10 Advisor	Mrs Megan Nicholls
Year 12 AdvisorMr Frank ScognamiglioCounsellorsMs Amanda Hall, Ms Sophie EndersbeeCareers AdvisorMrs Chantal BradshawTransition AdvisorMrs Dalene GeorgeTeacher - LibrarianMr Frank ScognamiglioGirls SupervisorMs Erin HarrisWellbeing CoordinatorMrs Kelly CameronAnti Racism Contact OfficerMs Sabine PrattAboriginal Education teamMr Paul Carriage, Ms Renee Webb,Aunty Lavina White, Mrs Joelene BrierleySports OrganiserMr Rod HattonSchool Administrative and Support StaffHead Teacher AdministrationMr Kit MayTechnology Support OfficerMr Ian DawsonSchool Administrative ManagerMs Louise ZieglerOfficeMrs Emma Duncombe, Mrs Karen Milliken,Mrs Jacki Allen, Mrs Ruth Quigg, Ms Tanya SlavinEnrolment OfficeMrs Janet Henshaw, Mrs Cassie YaldenLibraryMrs Sandra PaullFood TechnologyMrs Rebecca WoodhamScienceMs Kelly GordonGeneral AssistantMr Michael O'BrienCanteenMrs Katrina Drew		Assistant Mr Glen Hall
Counsellors	Year 11 Advisor	Mr Paul Hardy
Careers Advisor	Year 12 Advisor	Mr Frank Scognamiglio
Transition Advisor	Counsellors	Ms Amanda Hall, Ms Sophie Endersbee
Teacher - Librarian	Careers Advisor	Mrs Chantal Bradshaw
Girls Supervisor Ms Erin Harris Wellbeing Coordinator. Mrs Kelly Cameron Anti Racism Contact Officer. Ms Sabine Pratt Aboriginal Education team. Mr Paul Carriage, Ms Renee Webb,	Transition Advisor	Mrs Dalene George
Wellbeing Coordinator	Teacher - Librarian	Mr Frank Scognamiglio
Anti Racism Contact Officer	Girls Supervisor	Ms Erin Harris
Aboriginal Education team	Wellbeing Coordinator	Mrs Kelly Cameron
Sports Organiser	Anti Racism Contact Officer	Ms Sabine Pratt
Sports Organiser	Aboriginal Education team	Mr Paul Carriage, Ms Renee Webb,
School Administrative and Support Staff Head Teacher Administration		Aunty Lavina White, Mrs Joelene Brierley
Head Teacher Administration Mr Kit May Technology Support Officer Mr Ian Dawson School Administrative Manager Ms Louise Ziegler Office Mrs Emma Duncombe, Mrs Karen Milliken, Mrs Jacki Allen, Mrs Ruth Quigg, Ms Tanya Slavin Enrolment Office Mrs Janet Henshaw, Mrs Cassie Yalden Library Mrs Sandra Paull Food Technology Mrs Rebecca Woodham Science Ms Kelly Gordon General Assistant Mr Michael O'Brien Canteen Mrs Katrina Drew	Sports Organiser	Mr Rod Hatton
Technology Support Officer	School Administrative and Support Staff	
School Administrative Manager Mrs Louise Ziegler Office Mrs Emma Duncombe, Mrs Karen Milliken, Mrs Jacki Allen, Mrs Ruth Quigg, Ms Tanya Slavin Enrolment Office Mrs Janet Henshaw, Mrs Cassie Yalden Library Mrs Sandra Paull Food Technology Mrs Rebecca Woodham Science Ms Kelly Gordon General Assistant Mr Michael O'Brien Canteen Mrs Katrina Drew	Head Teacher Administration	Mr Kit May
Office	Technology Support Officer	Mr Ian Dawson
Mrs Jacki Allen, Mrs Ruth Quigg, Ms Tanya Slavin Enrolment Office	School Administrative Manager	Ms Louise Ziegler
Enrolment Office	Office	Mrs Emma Duncombe, Mrs Karen Milliken,
Library		Mrs Jacki Allen, Mrs Ruth Quigg, Ms Tanya Slavin
Food Technology	Enrolment Office	Mrs Janet Henshaw, Mrs Cassie Yalden
Science	Library	Mrs Sandra Paull
Science	· · · · · · · · · · · · · · · · · · ·	
General AssistantMr Michael O'Brien CanteenMrs Katrina Drew	•	
CanteenMrs Katrina Drew		•
AgricultureMr Terry Paranthoiene		
	Agriculture	Mr Terry Paranthoiene

Period times

The school timetable in 2023 is changing - we will have 4 x 75 minute periods each day. A bell sounds at the start of each interval. A second bell will sound three minutes after breaks to indicate that students should be in class.

Break 1 is 15 minutes Break 2 is 30 minutes Break 3 is 15 minutes

Assembly

There will be one formal Assembly each term held in the MPC. Students are required to sit in year groups and house groups at all Assemblies. Year meetings are arranged informally.

Year meeting outside areas

Year 7	Basketball courts
Year 8	Library
Year 9	Hall (MPC)
Year 10	Tiered Learning Space (TLC)
Year 11	Rooms 11 and 12
Year 12	Lower quad

Houses

Students will be allocated a house based on the first letter of their surnames.

	Acheron	A-C	Yellow
The state of the s	Burrawarra	D-J	Blue
	Richmond	K-P	Red
	Murramarang	Q-Z	Green

Phone procedure

Batemans Bay High School phone procedures include a partnership with Yondr. Our partnership with Yondr will make our school a phone free space where our students will be focused on their learning and positive engagement with their peers.

Once allocated a Yondr pouch, students will be expected to have their phone secured in their pouch and in their bags for the duration of the school day unless an exemption applies. This procedure must not interfere with the processes of learning. We want to assure our families that you can reach your child via the front office on 02 4478 3600. More information is available on the Batemans Bay High School website, under – Online Resources / Procedures and Protocols / Mobile Phone Procedures.

Core rules

Student Discipline in NSW Government School

All students in NSW government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and co-operating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Library

The school library is a 21st century learning space. It is more than just a repository of books. It is a place where students come to discover, interact and create as well as learn. It is a resource for the whole school.

The library is open for general use from 8:30am to 3:10pm. All students must leave bags, food and drinks (except for water) in the designated area of the library fover.

Students may use the library independently before school, at recess or at lunch. Students can use library resources, including computers and iPads, during these times. They do not have access to these resources during class time.

Canteen information

Our canteen is known as Bay High Bites and has recently undergone a complete refurbishment.

Lunch orders are welcomed, placement before 9am is appreciated. Lunch bags are free and available at the canteen, or alternatively you can supply your own. Eftpos facilities are available however the cash out function is not.

We have recently received our 5 star excellent score for hygiene and food safety, which we are very proud of. Our canteen has also passed the Menu Check Service that underpins the NSW Healthy School Canteen Strategy.

We open for breakfast at 8.30am every morning, offering toasted sandwiches, hash browns, fresh fruit salad, muesli and yoghurt cups. A great way to begin your day!

Homework

"The key to a good education is the home, not the school. Only in the home do we learn the essential building blocks of a good education. Only in the home do we learn study habits, time planning, attitude to work and pay, priorities, ambitions, self-discipline, a sense of responsibility, motivation, satisfaction in achievement. A child who has these will get a good education at any school. Are we not failing to see the wood for the trees?"

Professor Alf Pollard

Although homework plays a very limited role in the success of primary school age students, it has a massive bearing on the success of high school students.

Learning how to study and manage time are some of the hardest things for high school students to grasp. Parents can do much to help children develop good study habits. They can help children organise their study and to do it efficiently.

No student can legitimately say "I don't have any homework".

Homework can take many forms, including:

- specific tasks that need to be completed prior to future lessons
- · revision of the lessons of the day, including reading, answering questions and summarising
- completion of unfinished class work
- work on assignments
- reading of novels, especially English texts
- completion of practice questions and past papers
- · undertaking of research for assignments
- preparation for tests and examinations

The following time commitments are recommended:

Years 7, 8 and 9	1 hour per night,	Monday to Friday (5 hours/week)
Year 10	2 hours per night,	Monday to Friday (10 hours/week)
Year 11 and 12	3 hours per night,	Monday to Friday (15 hours/week)

School work may also be completed at the weekend. Parents need to be very understanding, especially around examination time when children find difficulties coping with family responsibilities and studies.

Students should choose a time that suits them best to study; it could be straight after school, later into the night or perhaps early in the morning. For some, this is an excellent time to study since the brain is fresh and very receptive. Whichever time they choose, it should be a time of day when they feel alert. Students are encouraged to develop a homework and study timetable and use this to maintain a routine. Classroom teachers can assist in preparation of study timetables.

Student achievement program

The Personal Achievement Program allows students to achieve across THREE distinct areas within school life. The three areas of achievement include: **Academic, School Service, Sport**

Students receive and collect Achievement Awards from their teachers. These awards progressively move towards more significant levels of achievement. If a student excels in any area/s they may receive Honours Level and are placed on the Batemans Bay High School Honours Board.

This program aims to:

- reward and publicly recognise students for their positive achievements
- encourage student to behave in appropriate ways
- encourage learning, work ethic and a positive school environment
- allow students to contribute to the schools workings and increase their sense of ownership and belonging.

Technology

Computer usage policy

Students should understand that the use of school computers, the school network and Department of Education (DoE) services will support their educational research and learning.

All students of Batemans Bay High School must abide by the following rules when using technology at the school including BYOD.

- I will not give anyone my password.
- I understand that I am responsible for all activity in my e-learning account.
- I will refrain from accessing areas of cyberspace that would be considered offensive in the judgment of the school principal because of pornographic, racist, violent, illegal, illicit or other content.
- I will tell my teacher if I find any information that is inappropriate or makes me feel uncomfortable. I will delete inappropriate material.
- I will tell my teacher if I think someone has interfered with my account.
- I will not reveal personal information including names, addresses, credit card details and telephone numbers of others or myself via the Internet or school intranet.
- I will not use valuable Internet time playing non-educational games. Playing Internet games slows the network and affects the learning opportunities of other students in the school.
- I will not use my e-learning account for personal gain or illegal activity.
- I will be courteous and use appropriate language in all communication via the Internet. Therefore, I will refrain from cyber bullying, using obscene, harassing or abusive language and will report any cases of such usage against me to my teacher.
- I understand the school and the Department of Education may monitor all information sent and received and are able to trace activity to specific user accounts.
- I will follow teacher instructions and use Internet services for purpose which support my learning and educational research.
- Plagiarism is unacceptable. Therefore I will use any downloaded material in an appropriate manner in assignments, listing its source in a bibliography and clearly specifying any directly quoted material.
- I will not damage or disable the computers, computer systems or computer networks of the school. Furthermore, if I discover any methods of causing such damage I will report them to my teacher and I will not demonstrate them to others.
- If I violate any of the terms of this agreement, I will be denied access to the Internet for a time to be determined by the principal and may face further disciplinary action as determined by the principal.
- I am responsible for the care and maintenance of my BYO device and understand that the school is not liable for replacement if lost or stolen.

Bring your own device

The school does not mandate the use of mobile electronic technology, such as laptops or tablets. However, students may use their own devices at school to assist their learning. Parents and students must be familiar with the school's Bring Your Own Device (BYOD) policy prior to purchasing a device for school use. The policy can be viewed at https://education.nsw.gov.au/policy-library/policies/student-bring-your-own-device-policy-byod?refid=285859

Digital communications

The school uses six types of digital communications to engage with students, parents and the community.

- School Website
- Facebook
- School Enews Batemans Bay High School App
- Parent Portal
- Student Portal
- School internet usage

School website

The school's website can be found at https://batemansba-h.schools.nsw.gov.au/. It is your 24x7 "go to" place for information about the school, education, events, news and links to other sites or applications such as the parent portal.

Facebook

Find and follow our Facebook page "Batemans Bay High School" which is about positive promotion of our school that also links to our school website. The school is governed by the DoE's Social Media Policy https://education.nsw.gov.au/policy-library/policies/social-media-policy

Batemans Bay High School Enews app

Within the App store on your smartphone or tablet, search for "Batemans Bay High School" and install the School's Enews App. The app enables our school to communicate with parents via notifications or alerts for news, permission forms/notes and links to the school website.

The parent portal

The parent portal gives you access to information about your child/children including timetables, attendance wellbeing, reports, school records and booking parent teacher interviews.

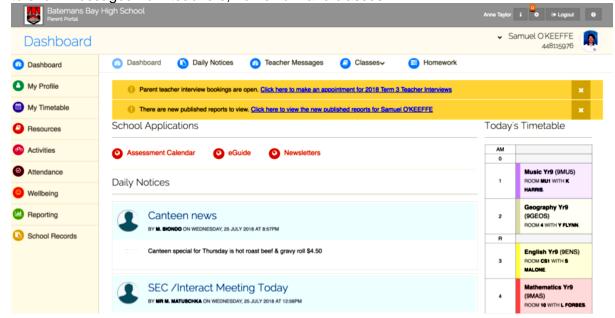
To register access to the parent portal please go to: <u>bbhs.sentral.com.au/portal/login</u> and register. When you have received a confirmation email, you will then be able to login to the portal at <u>bbhs.sentral.com.au/portal</u>.

After logging into the Parent portal you will need to enter the access key for your child in order to be linked to their records. The access key will be provided by email to you.

Below is a guideline of how to use the Parent Portal once you have logged in and linked your child's record to your login. Once your child appears on the screen, click on them to access their portal record.

1. Dashboard

The dashboard shows School Applications which link to the assessment calendar, Daily Notices for your child's year group, and over on the right hand side their timetable for the day. The dashboard also has links to show messages from teachers, homework and classes.



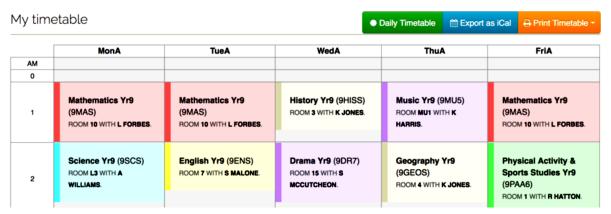
2. My Profile

Shows a weekly student journal that is editable by student, read-only by parent.



3. My Timetable

Shows a full timetable that can be viewed in daily or cyclical format, with options to print and export in an iCal format.



4. Resources

Holds copies of relevant school documents such as Year 7 to Year 12 assessments, a link to the eGuide for Parents and a link to Newsletters on the school website.

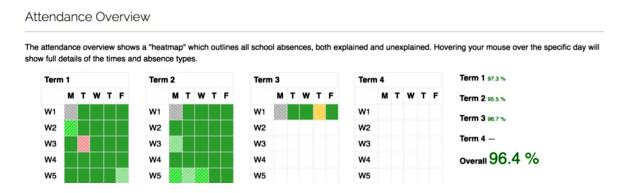
5. Activities

Shows details of any excursions/activities published to show in the portal.



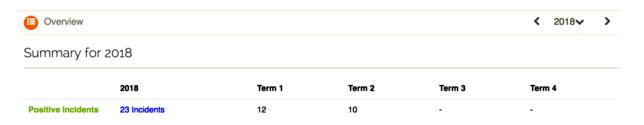
6. Attendance

Shows the overall attendance and percentage attendance overall and per term A student's period by period attendance is not shown. For example, if a student is found to truant a school period or partially truant a day, this information is not displayed, and in such a case the school will contact the parent(s) about the matter.



7. Wellbeing

Shows a tally of any positive incidents, ie student achievements and awards



8. Reporting

Shows past reports.



9. School Records

Provides and overview of any NAPLAN records.

The student portal

Students are automatically provided access to their student portal under the school's registration process. Students also access their portal from http://web3.batemansba-h.schools.nsw.edu.au/portal/login and login using the DoE username and password which they use to access the school's computers and their Google Drive resources.

School internet usage

All students must abide by the DoE's policy "Online Communication Services: acceptable usage for school students" policy found at https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students?type=history

I am late

Go to the attendance office, swipe in your school ID card and collect a pass to go into class.

I need to leave school early?

Go to a Deputy Principal before school and hand in your note to be signed. Show this to your teacher when you need to leave or return to the attendance office to swipe your school ID card and collect a leave pass before leaving the school.

• I am sick?

Go to the office where your name will be registered. If need be, your parents will be notified and you will be able to go home.

• I have been absent from school?

On your first day back bring a note explaining your absence and hand it in to the attendance office. All absences must be explained.

• I know I will be away from school for a long absence?

The Principal must approve any extended leave. Please apply in writing

You must bring a note to the office and arrange with your teachers for work to do during your absence.

• I need to pay my school contributions, sport, excursions etc.

Go to the office before school, recess or lunchtime. Do this well before the date of the activity.

• I need a bus pass or I lost my bus pass?

Go online to www.transportnsw.info/school-students.

I have changed my address or parent's contact number?

Parent or guardian attends or phones the office to supply the new information.

• I have money or valuables?

Leave money and valuables at the office. Never leave money or valuables in your bag.

I need to take medication during school hours?

All medication must be brought to the office with a note from your parents or guardians. The medication must be in a proper chemist container with students name and dosage details on printed chemist label. The medication will then be stored, and student comes to the office at the appropriate time to take the medication.

I am being bullied or harassed?

Tell someone. See your student year advisor, the school counsellor, a deputy principal or any other teacher.

• I am depressed, worried or feeling stressed?

Tell someone. See our school counsellor, your student Year Advisor or Wellbeing Coordinator.

• I am the victim of discrimination or racism?

See the Anti-Racism contact officer or a Deputy Principal.

• I am having trouble in the playground?

See the teacher on duty or a Deputy Principal.

• I have had my bag or money stolen?

Report to a teacher. See a Deputy Principal.

• I am concerned about subject selection or I want advice about career choices?

See the Deputy Principal, a head teacher, teacher or the Careers Advisor.

I need a locker?

See the librarian, or PDHPE head teacher.

I have lost my timetable?

See your Year Advisor, or class teacher.

• I am a student needing help?

See the Student Advisor girls, the School Counsellor, your Year Advisor, Wellbeing Coordinator or a Deputy Principal.

• I am worried about my friend?

See either the School Counsellor, your Year Advisor, the Wellbeing Coordinator, or any other member of staff.

• I need help with my schoolwork?

See your subject teacher or head teacher.

Emergency and evacuation instructions

Evacuation:

- A 30 second continuous bell
- Follow all evacuation and staff instructions

Lockdown & Lockout:

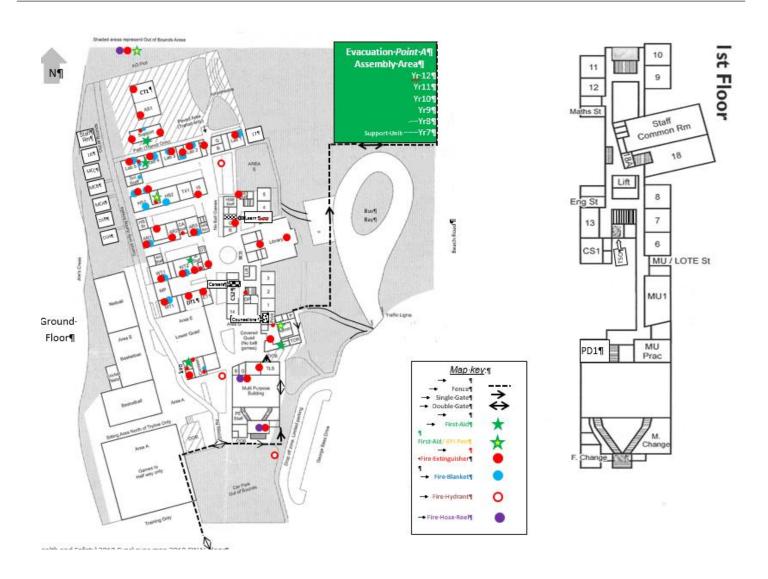
- · Ten short sharp bells
- Follow all lockdown & lockout and staff instructions

All clear:

A single bell



Emergency Evacuation Map



Uniform Policy

The school uniform has been specially designed by students, teachers and parents. All students are expected to wear full school uniform every day. The school uniform is:

Girls	Boys
 White polo shirt or white blouse Black pants or shorts Tartan skirt (jnr), grey skirt (snr) Fleecy jacket Microfiber jacket 	 White polo shirt Grey shorts Fleecy jacket Microfibre jacket
Sport Uniform	

The sport uniform is the same for girls and boys and is only to be worn for PDHPE and sport. It consists of a red polo shirt, black shorts and a black tracksuit

Students are also expected to maintain an appropriate standard of dress:

- shirt and skirt/pants should comfortably cover midriff area no skin showing.
- buttons to be done up to above cleavage line.
- shorts should not be worn below hip level or be shorter than mid thigh.
- no coloured logos/stripes on clothing.
- covered shoes to be worn at all times (no thongs/sandals).
- tights and jeans are not part of our uniform.

Please label all items of clothing as there is a 'lost property' system operating in the school in the front office.

Uniform is checked as part of every lesson of the day. If a student is unable to wear uniform on a particular day due to circumstances beyond his/her control, parents should provide the student with a note. Please take your note to roll call teacher. Year advisors monitor non-compliance in their year groups and can provide assistance where necessary. If a student is consistently out of uniform, he/she is placed on the Uniform List. Parents are informed by letter of a student being placed on the uniform list. Student refusal to wear correct uniform may be considered continued disobedience and result in disciplinary procedures being imposed. Students on the uniform list cannot attend non-mandatory school activities such as school socials, excursions and representative sports teams.

A student may be removed from the list when they have complied by wearing uniform for a minimum of four weeks. That means the student must be in uniform for all of the four weeks. Following the prescribed 4 week period on the uniform list, students must apply in writing to the appropriate Year Advisor to be considered for removal from the list. Students who continue to be out of uniform will be re-interviewed by the Year Advisor who may then refer the student to a Deputy Principal.

All uniform items are available from the uniform shop at school which is open on Tuesdays and Thursdays from 8:00am to 11:00am. The shop also has extended hours at the start of the school year. Online purchases are available at www.daylightsportswear.com/batemansbay. Pick up your order at the school uniform shop. Student assistance funds may be available for families in need. Please see the principal to apply for student assistance.

Batemans Bay High School Uniform shop









2023 - Year 7 Uniform Packs

(Offer available for purchase January 2023)

Girls Pack:

- 3 polo shirts, white blouses (or combination)
- 2 Tartan skirts or 2 black shorts (or combination)
- 1 Fleece jacket
- 1 Sport shirt
- 1 Sport shorts

Boys Pack:

- 3 Polo shirts
- 2 Shorts
- 1 Fleece jacket
- 1 Sport shorts
- 1 Sport shirt



Orders placed online can be collected once notified via text message. https://daylightsportswear.com/batemansbay

Then every Tuesday and Thursday 8-11:00am During school terms





Medication

- No medication (including general pain relief such as Panadol) can be administered to students unless parents have brought in medication specifically to the office for a particular student.
- Students that require prescribed medication should have their parents bring the medication to the office for storage. The medication must be in the original chemist supplied box and label showing details of dosage and name of student.
- Anaphylactic students should carry an EpiPen with them at all times. A second EpiPen must be kept in the office lockable medical cupboard.
- Asthmatic students should carry Ventolin etc with them at all times. A second Ventolin must be kept in the office lockable medical cupboard.
- A spare Ventolin and EpiPen are taken on excursions in a first aid kit by the teacher.
- EpiPens are available in an emergency at the following locations around our school: Administration, Agriculture shed, Food Technology, Canteen.

Where are our EpiPens?









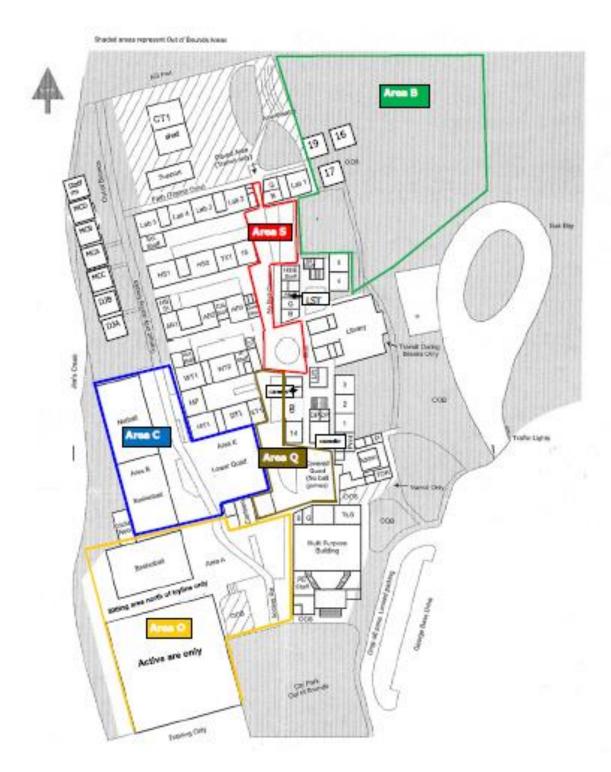
AdministrationOffice, under counter

Food Technology
First aid cabinet
In preparation room

CanteenFirst aid cabinet on wall

Agriculture Shed First aid cabinet on wall





Area O: Oval and white BB court, back of Hall and car park gates. The oval is an active area only. No

food or drink permitted.

Area C: Lower quad and basketball courts. The courts are also active areas only. No food or drink.

Area Q: Upper quad and canteen. Junior toilet supervision.

Area S: Outside library and area to science block. Toilet supervision near science labs.

Area B: Out in the front bus bay area. Active area on far side near the agriculture plot fence.

Passive area on bus bay side of the path.

Area T: Time out room.

Bus Duty: from 3.10pm in the bus bay

Student wellbeing contacts for the Eurobodalla shire

GPs and community health	
Batehaven medical centre	. 4472 4422
Bayview medical cottage	. 4472 4715
Batemans Bay medical centre	
Surf Beach surgery	
Old Princes Highway surgery	
Tuross Head surgery	
Moruya medical centre	
Queen St medical centre	
Wagonga St medical centre	
Blue house surgery	
Lighthouse surgery	
Bermagui medical centre	
Community health centre Batemans Bay	. 4475 1620
Community health centre Moruya	
Community health centre Narooma	
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Mental health	4000 044 544
Mental health line (24/7)	
• Lifeline (24/7)	
Kids Health line	
youthbeyondblue.com	
• youngcarers.net.au	. 1800 242 636
reachout.com	
Your school counsellor	
Sexual health and women's health	
Sexual health BBV services	
NSW Sexual health info line	
Women's Health nurse	. 4475 1625
 sti.health.gov.au 	
Likeitis.org.au	
Sexuality	
NSW Gay & Lesbian counselling	. 1800 18 45 27
• twenty10.org	
Sexual assault/domestic violence abuse	
Rape crisis centre NSW (24/7)	1800 424 017
Domestic violence line	
Cassie's place	
• Cassie's place	. 4473 0999
Aboriginal youth service	
Katungal Aboriginal medical service	
Moruya Campbell Page	. 4411 8470
Drugs and Alcohol	
Drug and Alcohol services	. 1800 809 423
Alcohol and other drugs info	
Drugs.health.goc.au	
Smoking	40 70 40 445 5: ::=
Quitline	. 13 78 48 (13 QUIT)
icanquit.com.au	
oxygen.org.au	

Legal/Justice

Legal aid youth hotline (under 18s) Juvenile Justice NSW Batemans Bay Lawstuff.org.au	
Transport • Batemans Bay taxis	4472 9555
Batemans Bay taxisMoruya Radio taxis	. 4472 0000 . 4474 3455
Narooma Taxi services	
Emergency and 24hr services	
Batemans Bay District hospital	
Moruya District Hospital	
Police, Fire and Ambulance	
Kids helpline	
Lifeline	. 13 11 14
Youth and Support services	
Batemans Bay youth café (12-17yrs)	. 4472 9156
Moruya Youth Centre	
Narooma Youth Café (12-17yrs)	. 4476 5720
Youth Connections Mogo	. 4475 6270
 tuneinnotout.com 	
 mynight.com.au (safe partying) 	
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Medicare

 You can receive your own Medicare card from age 15 by visiting humanservices.gov.au or calling 13 20 11

Vaccinations

- School principals are required to request an immunisation certificate for non government enrolments.
 The Australian Immunisation Register (AIR) certificate is available from Medicare online through myGov.
- Are you up to date?
 HPV for girls and boys Aged 12-13years
 DTPA (diphtheria, tetanus and whooping cough) for girls and boys aged 10-17 years.

End of booklet