

Starting Strong @Keira in 2020



KEIRA HIGH SCHOOL

Great traditions, a confident future.



SCHOOL CONTACTS

School name: Keira High School
Address: Lysaght Street
 Fairy Meadow, NSW, 2519
Telephone: +61 2 4229 4644
Email: keira-h.school@det.nsw.edu.au
Website: www.keira-h.schools.nsw.edu.au

CRICOS Provider name: NSW Department of Education
 CRICOS Provider Code: 00588M

TERM DATES 2020

TERM ONE:	Commences: Tuesday 28 January*	Concludes: Friday 9 April
TERM TWO:	Commences: Monday 27 April*	Concludes: Friday 3 July
TERM THREE:	Commences: Monday 20 July*	Concludes: Friday 5 September
TERM FOUR:	Commences: Monday 12 October	Concludes: Friday 18 December**

* School Development Days occur at the beginning of Terms 1, 2 & 3 and the last two days of Term 4

Year 7, 11 and 12 commence Wednesday 29 January 2020

Year 8, 9 and 10 commence Thursday 30 January 202

BELL TIMES

MONDAY & WEDNESDAY		TUESDAY, THURSDAY & FRIDAY		ASSEMBLY AND/OR EXTENDED ROLL CALL
Roll Call	8:50 - 9:00	Roll Call	8:50 - 9:00	Roll Call
Period 1	9:00 - 9:40	Period 1	9:00 - 9:40	and assembly 8:50 - 9:05
Period 2	9:40 - 10:20	Period 2	9:40 - 10:20	Period 1 9:05 - 9:45
Period 3	10:20 - 11:00	Period 3	10:20 - 11:00	Period 2 9:45 - 10:25
RECESS 1	11:00 - 11:15	Period 4 11:00 - 11:35		Period 3 10:25 - 11:05
RECESS 2	11:15 - 11:30			
Period 4	11:30 - 12:10	RECESS 1	11:35 - 11:50	Period 4 11:05 - 11:40
		RECESS 2	11:50 - 12:05	
Period 5	12:10 - 12:45	Period 5 12:05 - 12:45		RECESS 1 11:40 - 11:55
				RECESS 2 11:55 - 12:10
LUNCH 1	12:45 - 1:00	Period 6 12:45 - 1:25		Period 5 12:10 - 12:45
LUNCH 2	1:00 - 1:15			
Period 6	1:15 - 1:55	LUNCH 1	1:25 - 1:40	Period 6 12:45 - 1:25
		LUNCH 2	1:40 - 1:55	
Period 7	1:55 - 2:35	Period 7	1:55 - 2:35	
Period 8	Staff Meetings	Period 8	2:35 - 3:10	Normal bell times after Period 6

Welcome to Keira High School

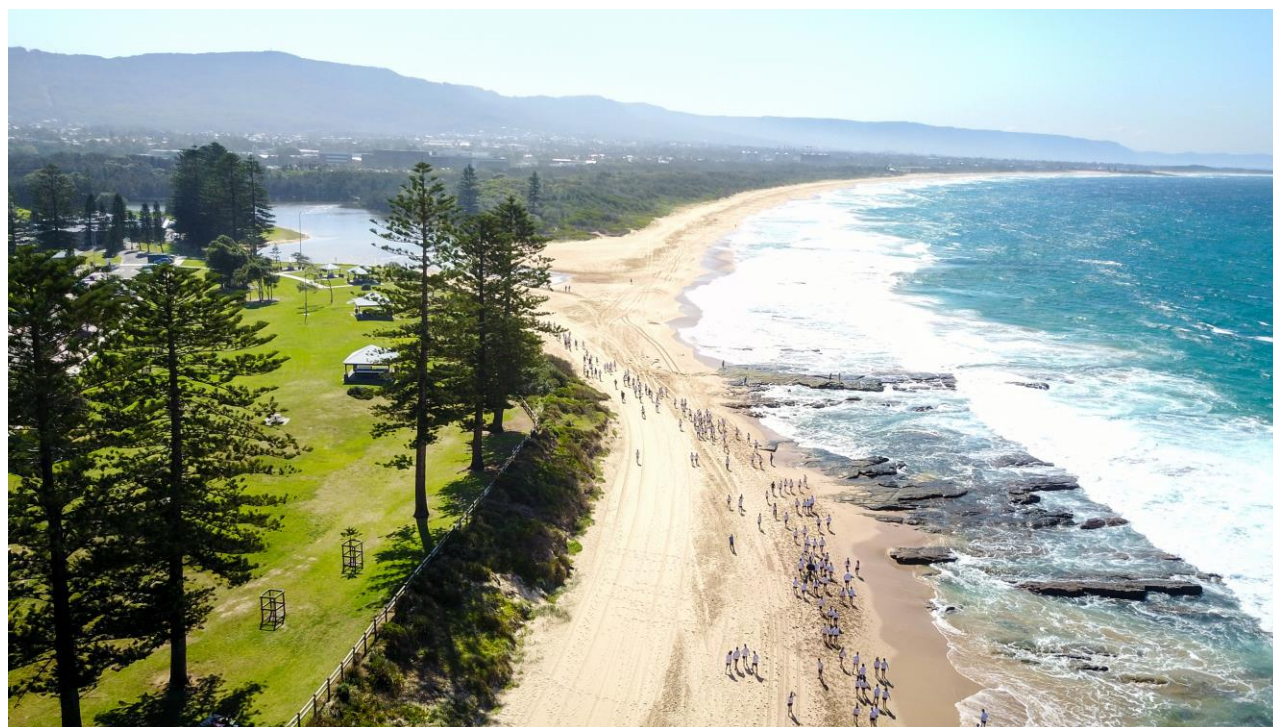
The school of choice for our local community



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PRINCIPALS MESSAGE

Keira High School offers outstanding opportunities, a dynamic comprehensive, co-educational high school that serves students and their families from central Wollongong and suburbs adjacent to North Wollongong. The school has a long tradition of delivering quality public education to the community of the Illawarra since 1917. Keira's sustained growth and success is a result of vital partnerships between the school, its parents, partner schools and the wider education community.

The school is driven by the aspirations of the Melbourne Declaration on Goals for Young Australians. We promote equity and excellence and seek relentlessly that all our students become:



successful learners

confident and creative individuals

active and informed citizens

Our curriculum is confidently focused upon a holistic education that is rich in academic, cultural, creative and performing arts, wellbeing, sporting, civic and citizenship learning programs. We promote personalised learning and celebrate individual differences. We also value a strong sense of community and are proud of the role our students will play in contributing to both their local and global contexts.

Keira High School is proud of its traditions and looks to the future, confident that it is a dynamic and innovative school. Since 2015 the school has celebrated the inclusion of Aboriginal Studies within the Stage 4 curriculum confirming Keira's status as a setting of innovation.

Our 2018 – 2020 School Plan is focused upon ensuring the highest quality of learning opportunities led by skilled and dedicated professionals in a community where wellbeing valued and enhanced.

Mr D J Robson
Principal



VISION STATEMENT

Keira's central purpose is to prepare young people to take up their role as intelligent, caring and committed citizens within Australian society. To this end, we emphasise academic achievement but also encourage students to engage in extra-curricular activities. This ranges from representative sporting teams, performing arts experiences, peer support programs, student leadership opportunities and much more. The school has a strong student welfare ethos and endeavours to instill in all students the values of excellence, cooperation, acceptance and integrity.

A BRIEF HISTORY OF KEIRA

Keira High School is a comprehensive, co-educational school that has a long tradition of delivering quality education to the community of Wollongong. The school was established in 1917 as Wollongong Junior Secondary Technical School. In 1939 land was purchased near the Princes Highway Fairy Meadow on which new school buildings were later built. In 1954 the school moved onto this site in Lysaght Street. Some years later, the school was renamed Keira Boys' High School. In the early 1980s, the State Government determined that the school would become co-educational with the first female students enrolling in 1984. The school was renamed Keira High School. In 1990, the school became a technology high school. Today, Keira High School is proud of its rich history and traditions but looks to the future as a confident innovative and dynamic school.

THE SCHOOL CREST EXPLAINED

The school's crest is a traditional shield designed and adopted in 1984 when the school became co-educational. It represents both strength and protection. The school's motto since 1917, Excelsior, is the comparative form of Excelsus, Latin for high or lofty, Excelsior then means 'ever higher'. Longfellow, the American poet, provided Keira's first teaching staff with the inspiration to adopt the word Excelsior as our motto. Longfellow wrote a poem on the incessant aspiration for youth to achieve, ending with the line, "A voice replied, 'For up the height, Excelsior'".



SENIOR EXECUTIVE



Mr D J Robson
Principal



Mr G Guevara
Relieving Deputy
Principal



Mrs S Gray
Deputy Principal



Mr T Loades
Acting Deputy
Principal

HEAD TEACHERS



Ms S Blackstock
English



Ms C Ward
Mathematics



Dr S McKenzie
Science



Mr K Weber
HSIE



Mrs T Power
Technology and
Applied Studies



Mrs E Matts
Physical Development,
Health & Physical



Mr D Olsen
Creative and
Performing Arts



Ms L Crockford
Special Education



Mrs V Kalatzis-Vlahakis
Welfare



Ms P Havilah
Teaching & Learning



Mr P Slattery
Administration



Ms K Artzen
Learning & Support

YEAR ADVISERS



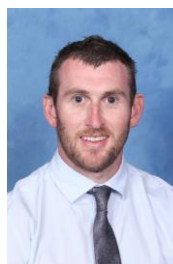
Mr J Berry
Year 7



Miss T Agim
Year 7 Assistant



Miss A Pike
Year 8



Mr K O'Brien
Year 8 Assistant



Ms C Ramos
Year 9



Ms S Hrnčić
Year 9 Assistant



Ms M Cara
Year 10



Mr J Dixon
Year 10 Assistant



Mr A Kellaway
Year 11



Mrs D O'Keefe
Year 12

OTHER KEY PERSONNEL



Ms L Varga
English as a Second
Language



Mr C Ling
English as a Second
Language



Ms K Davies
Learning and Support
Teacher



Ms K Arntzen
Learning and Support Teacher



Mr O Walker
Sports Organiser



Ms J Ellem
Careers Adviser



Mrs A Ahmed
School Counsellor



Ms M Andrievski
Supervisor of Female Students



Mrs T Tzanopoulos
Business Manager



Mrs L Deitz
Administration Manager

KEIRA HIGH SCHOOL STAFF 2020

PRINCIPAL

Mr D J Robson

DEPUTY PRINCIPALS

Ms S Gray, Mr G Guevara and Mr T Loades

ENGLISH

Ms S Blackstock Head Teacher
 Ms T Agim
 Ms M Cara
 Ms S Carruthers
 Mr M Crawford
 Mr D Fernandes
 Mr D Goodley
 Ms M Holliday
 Mr R Macken
 Ms J Stares

MATHEMATICS

Ms C Ward (Rel) Head Teacher
 Mr C English
 Miss J Kirton
 Mr C Law
 Mx R Nielsen
 Mr D Page
 Mr T Talbot
 Ms S White-McFadden

SCIENCE

Dr S McKenzie Head Teacher
 Mr G Holmes
 Mr S Olsen
 Ms L Perretta
 Mr M Schmidt
 Mr P Slattey
 Mr L Weynen
 Mrs R Ryan-McCormack Admin Officer

HSIE

Mr K Weber Head Teacher
 Ms M Andrievski
 Ms L Brassington
 Mr A Bridger
 Ms P Havilah
 Ms S Hrnica
 Mr M Kahabka
 Ms V Kalatzis-Vlahakis
 Mr G Mihail
 Ms C Ramos
 Ms S Saunders

LANGUAGE OTHER THAN ENGLISH

Mr A Gale
 Mr M Kahabka

TECHNOLOGY AND APPLIED STUDIES

Ms T Power (Rel) Head Teacher
 Mrs K Berry
 Mr A Kellaway
 Mr T Loades
 Mrs T McPherson
 Mrs M Ryan
 Mr T Wong
 Mrs W Vicary Admin Officer

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

Mrs E Matts (Rel) Head Teacher
 Mr L Brauchart
 Ms L Hicks
 Ms A Pike
 Mr S Sartori
 Mr O Walker
 Mr C Wenzel

CREATIVE AND PERFORMING ARTS

Mr D Olsen Head Teacher
 Ms K Kundicevic
 Mr R Macken
 Ms K Mors
 Ms S Saunders
 Ms A Smith

SPECIAL EDUCATION

Ms L Crockford (Rel) Head Teacher
 Mr J Berry
 Mr J Dixon
 Mr K O'Brien
 Ms C Rutty
 Ms K Bailey SLSO
 Ms N Blundell SLSO
 Ms K Clifton SLSO
 Mrs F Sahin SLSO

ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT

Mr C Ling
 Ms L Varga

HEAD TEACHER ADMINISTRATION

Mr P Slattey

HEAD TEACHER TEACHING & LEARNING

Ms P Havilah

HEAD TEACHER WELFARE

Ms V Kalatzis-Vlahakis

CAREERS

Ms J Ellem

COUNSELLORS

Mrs A Ahmed
 Mr P Comino

YEAR ADVISERS

Year 7: Mr J Berry & Ms T Agim
 Year 8: Ms A Pike & Mr K O'Brien
 Year 9: Mr B Thompson & Mr D Page
 Year 10: Ms M Cara & Mr J Dixon
 Year 11: Mr A Kellaway
 Year 12: Ms D O'Keefe

LEARNING CENTRE

Ms J Kay
 Ms J McFarlane
 Mrs D Wellins Admin Officer

LEARNING AND SUPPORT TEACHER

Mrs L Brassington Head Teacher
 Ms K Arntzen
 Ms K Davies

SUPERVISOR OF FEMALE STUDENTS

Mrs M Andrievski

SPORTS ORGANISER

Mr O Walker

BUSINESS MANAGER

Mrs T Tzanopoulos

ADMINISTRATIVE STAFF

Mrs L Deitz Administrative Manager
 Mrs M Ciufu
 Mrs T Feld
 Ms C Grimshaw
 Mrs J Josevski
 Mrs K Moore
 Mrs S Reid

GENERAL ASSISTANT

Juan Chazarreta

ROLE STATEMENT

Principal

As the primary Instructional Leader in the school they lead and support a culture of high expectations and community engagement.

Deputy Principals

Responsible for the efficient operation of the school from day to day. They are concerned with the planning of the organisation of the school and the general supervision of staff and students. They supervise the school's Welfare and Discipline Policy.

The Deputy Principals are responsible for the co-ordination of school in-services and the professional development of teachers, the improvement of classroom teaching techniques for all staff, the provision of assistance and advice on matters related to the total school curriculum, as well as the co-ordination of assessment and examination programs.

Head Teacher Administration

Assists the Principal and Deputy Principals in the general organisation of the school and student attendance. Responsibilities also include the daily organisation of casual teachers.

Head Teacher Welfare

The role of the Head Teacher Welfare is to support the physical and mental wellbeing of the students through the management of the Welfare Team. This team consists of the Year Adviser, Counsellor and the Supervisor of Female students.

Head Teacher Learning and Engagement

Head Teacher Learning and Engagement, leads the Learning and Engagement team to strategically ensure that all students are able to thrive in their learning.

Head Teachers

Responsible for Leading the Learning in each of their respective subjects. They place students in their classes and are responsible for determining their progress and assessment. They are available by appointment for discussions with parents and students.

Year Advisers

Responsible for the personal welfare of the students in their Year. They check progress, attendance, behaviour, and if necessary, contact parents. Students should always feel free to approach their Adviser. Parents, by appointment, may obtain a full report on the progress in all subjects, conduct and adjustment of their child, from the Year Adviser.

Sports Organiser

Responsible for the organisation of all grade (inter-school) sport, house sport, knockout teams, swimming, athletics and cross-country carnivals. Sport is compulsory for all Year 7 – 10 students.

School Counsellors

Experienced teachers and psychologists with an understanding of child development and experience in recognising and understanding problems of learning and behaviour and recommending ways of dealing with them. Appointments may be made with the Counsellor by staff, students or parents by contacting the School Administrative staff in the front office. Students can also come to the School Counsellors office to make an appointment.

Careers Adviser

Provides guidance and advice to students with regard to their selection of careers. Parents and students may arrange interviews with the Careers Adviser by appointment.

School Administrative Officers

Provide information on school activities. Appointments to see the Principal or any members of staff should be made through these staff members.

PARENT & CITIZEN ASSOCIATION

The Keira High School P&C meets on the first Wednesday evening of each month during school term. The meetings start at 7.30pm and are held in the staff Common Room. All parents are welcome. A Newsletter is posted home prior to each meeting with news and information regarding the school.

SCHOOL NEWSLETTER

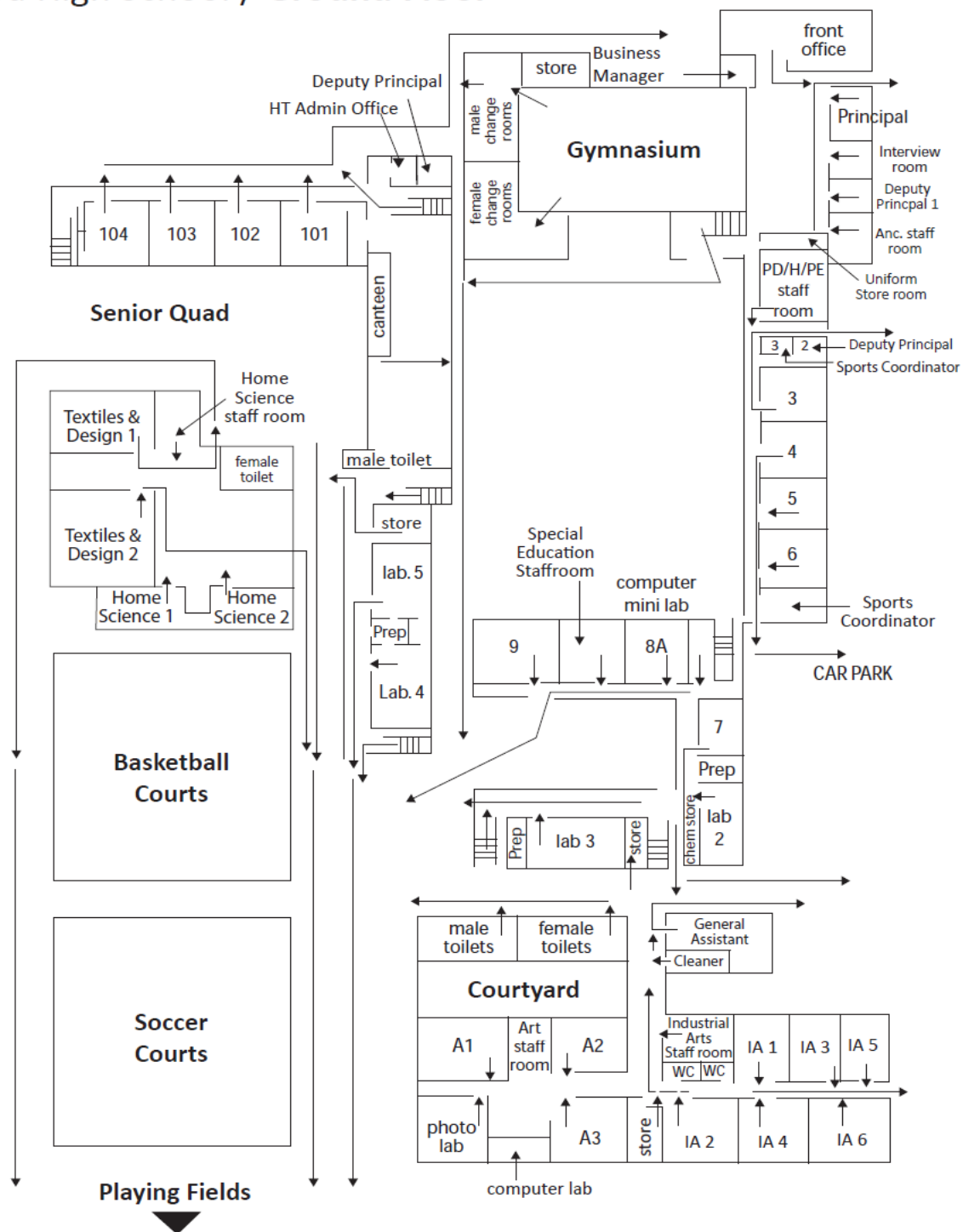
The school newsletter is published regularly and is either emailed or posted to each student's postal address. You can view our newsletter online or subscribe to receive emails via the school website at www.keira-h.schools.nsw.edu.au

The newsletter contains interesting and important information that students, parents and caregivers need to know. Please notify the school if contact details are changed.



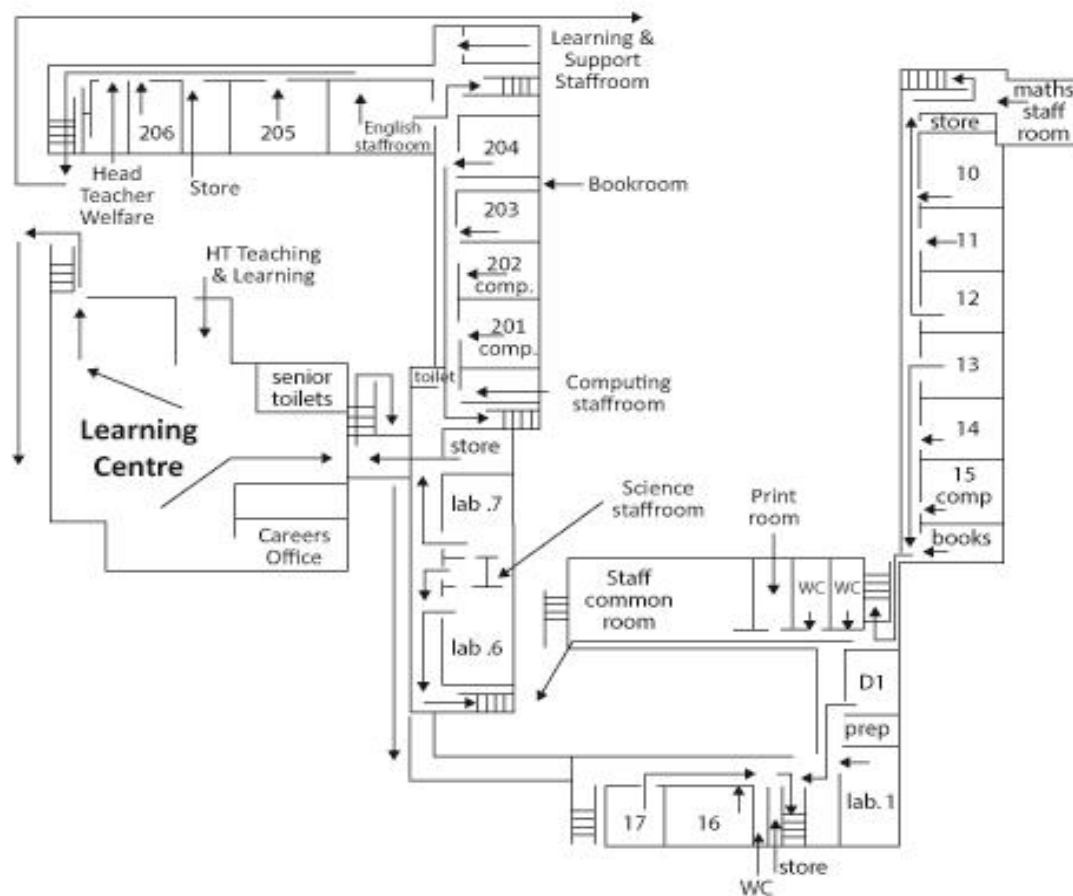
SCHOOL FACILITIES

Keira High School / Ground Floor



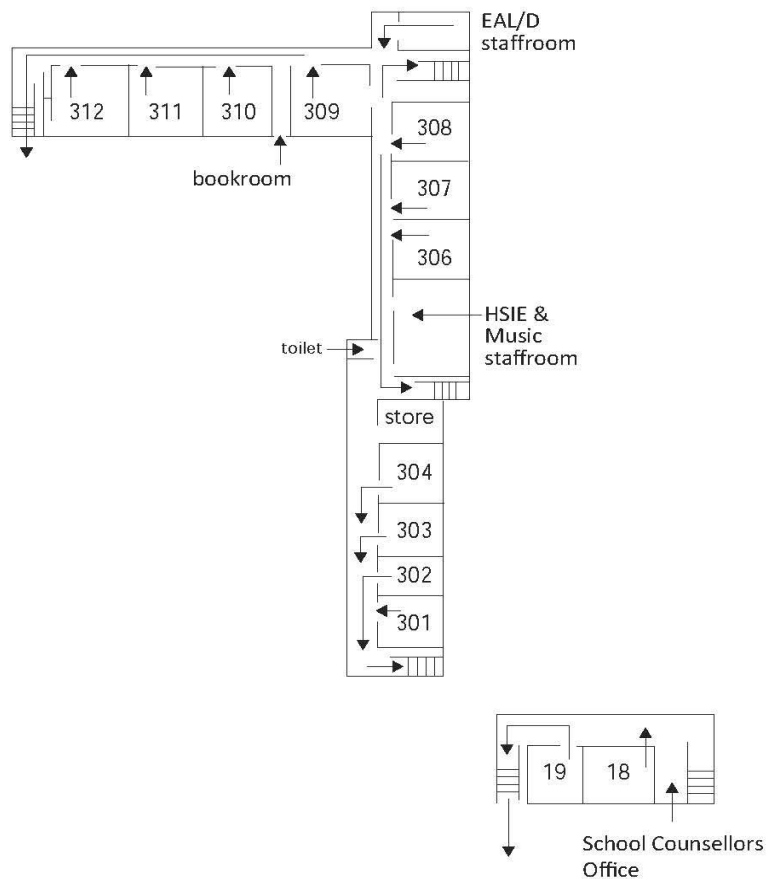
ALL EVACUATED PEOPLE TO ASSEMBLE ON FAR END
OF PLAYING FIELDS AWAY FROM BUILDINGS AND
NEAR ROAD ACCESS FOR ROLL MARKING

Keira High School / First Floor



ALL EVACUATED PEOPLE TO ASSEMBLE ON FAR END
OF PLAYING FIELDS AWAY FROM BUILDINGS AND
NEAR ROAD ACCESS FOR ROLLMARKING

Keira High School / Second Floor



ALL EVACUATED PEOPLE TO ASSEMBLE ON FAR END
OF PLAYING FIELDS AWAY FROM BUILDINGS AND
NEAR ROAD ACCESS FOR ROLLMARKING

LEARNING CENTRE – WAR MEMORIAL LIBRARY

Hours of Operation

- Every morning from 8:20 – 8:50 am
- Every recess except Tuesday for borrowing, returning and photocopying
- Every lunchtime except sports day

Borrowing

- Books may be borrowed for two weeks and then must be renewed or returned
- Photocopying: 20 cents each page (black and white) and 50 cents (colour)
- Internet research facilities are available in the Learning Centre.

INTERNET ACCESS

Accessing inappropriate sites, attempting to access or being party to the transmission of receiving of any offensive material and interfering with the work of another student will be treated as serious offences. All students must complete an agreement regarding responsible use of the internet and the school computer facilities. Non-compliance with this agreement will result in the student not having access to the school network facilities.

CANTEEN

The Keira High School Canteen is managed and operated by Kay Mackey. Kay has a long-term partnership with Keira, managing the canteen for over ten years.

The canteen takes pride in providing freshly made sandwiches, wraps, rolls, salads, snacks and hot items that are all prepared on the Canteen premises daily, as well as providing drinks that all adhere to the NSW Healthy School Canteen Strategy.

Breakfast items will also be available from 8am.

EFTPOS facilities are provided, and recess and lunch orders are actively encouraged.

KEIRA HIGH SCHOOL CANTEEN MENU					
BREAKFAST		HEALTHY CONTAINERS		DRINKS	
Fresh Fruit Salad-GF-V	4.50	Fresh Fruit Salad-GF-V	4.50	Water 600ml	2.50
Toasted Sandwiches One filling	3.00	Chicken Caesar Salad	5.00	Juices 250 ml	3.00
Two fillings	3.50	Garden Salad-GF-V-Vegan	5.00	Milk-plain 300ml	1.50
Three fillings	4.00	Roast Pumpkin & Lentil Salad-GF	5.00	600ml	2.50
Raisin Toast	2.50	Greek Salad-GF-V	5.00	Flavoured Milk 300ml	2.50
Toast (2 slices)	2.00	Falafel & Salad-GF-V-Vegan	5.00	Poppers 200ml	1.50
Yoghurt	2.00			Up & Gos	2.50
Muesli, Yoghurt & Fruit	2.50				
Hot Chocolate	2.50				
SANDWICHES, ROLLS & WRAPS		HOT FOOD- \$6.00 EACH		HEALTHY SNACKS	
Available on Wholemeal or Multigrain					
Egg-V	3.00	Chicken Breast Roll, Lett, Mayo -H		Garlic Bread -V	2.00
Egg & Lettuce-V	3.50	Lean Beef Burger,Tom,Lett,beef & sauce		Whole Fresh Fruit	1.00
Curried Egg-V	3.50	Homemade Beef Lasagne		Cheese & Crackers	2.50
Tasty Light Cheese-V	3.00	Beef Ravioli with Homemade Tomato Sauce		Dried Fruit-V-Vegan	2.50
Tasty Light Cheese & Tomato-V	3.50	Vegetarian Ravioli with Homemade Tomato Sauce		Freshly Baked Scone	2.50
Ham, Cheese & Tomato	4.00	Steak Sandwich,Lettuce,Beetroot,Tomato & Sauce		Freshly Cooked Pikelets	2.50
Salad-V-Vegan	4.50	Chicken Dish (varies)		Egg-Boiled & Peeled	1.00
Chicken Breast-H	4.00	Homemade Soups & Bread Roll		Air-popped Popcorn	.50
Chicken, Lettuce & Mayo	4.50				
Roast Beef,Avo,Tom,Lett,Chutney	4.50	Sausage Roll	\$3.00		
Corned Silverside,Tom,Lett,Pickles	4.50				
Turkey,Ch,Avo,Lett & Cranberry	4.50				
		V - Vegetarian			
		GF - Gluten Free			
		H - Halal			

KHS CURRICULUM

COURSES IN YEAR 7

English	History/Geography	Design & Technology
Mathematics	Music	PD/Health/PE
Science	Visual Arts	Sport
Aboriginal Studies	Excelsior	

COURSES IN YEAR 8

English	Geography	PD/Health/PE
Mathematics	Music	Japanese
Science	Visual Arts	
Aboriginal Studies	Design & Technology	

COURSES IN YEARS 9 and 10

Core subjects: English, Mathematics, Science, History, Geography, PD/H/PE plus 200 hours of electives.

For details, refer to KHS Stage 5 Handbook available from the school.

COURSES IN YEARS 11 and 12

Year 11 students must complete 12 units of courses including 2 units of English. Year 12 must complete a minimum of 10 units including at least 2 units of English.

For details, refer to KHS Stage 6 Handbook available from the school.

SPORT

Sport is compulsory for all students, Years 7 - 10. Students in Years 7 – 10 may choose either recreational or grade team sport, the latter involving inter-school competition as part of the Northern Illawarra Schools Sports Zone. Sport takes place each Wednesday afternoon.



FEES

In order to resource all curriculum programs in their current form, it is vital for parents to provide some essential learning resources and materials. This takes the form of a school fee that is to be collected from all students from Year 7 to 12. All fees collected from parents are spent on classroom resources for students.

The money collected allows the school to supplement a range of learning support programs including additional texts, photocopying, technology facilities, maintenance of student computer folders, sporting equipment, student welfare initiatives and extra-curricular activities. This makes for a more interesting, dynamic and diverse school. The learning outcomes of all students are therefore improved with the use of the resources.

For 2020, the school has set the fees at (unchanged since 2001):

Years 7 – 10 \$50.00 Years 11 – 12 \$65.00

As well, those elective subjects that involve the consumption of additional expensive resources attract a Subject Elective Fee on a cost-recovery basis.

STUDENT REQUIREMENTS 2020

To enable students to be prepared for 2020 we have included a list of requirements needed for each subject.

ALL STUDENTS

- \$10.00 School Diary (compulsory, issued Term 1)
- \$10 Sport Levy covers entry fee and equipment hire for all sports carnivals (swimming, cross country, athletics)
- Scientific Calculator
- Pencil case with pens (blue, black and red), coloured highlighters, ruler, scissors, glue stick, pencils, eraser, sharpener and coloured pencils

YEAR 7

Year 7 Book Pack (\$48.97) This has all the stationery requirements for the year including a USB thumb drive. Please refer to pages 42-43 of this handbook for further information.	
Mathematics	Scientific calculator \$22.00 available from school
Technology	Home Economics and Industrial Arts - A4 display folder, blank paper, lined paper
PDHPE	KHS sports uniform: white Keira polo shirt, blue Keira sport shorts or navy tracksuit pants, joggers for practical lessons.

YEAR 8

English	1 x 192 page A4 stapled exercise book, 1x 96 page A4 stapled exercise book. Scissors, 4 different coloured highlighters, gluestick
Mathematics	Keira Krunchers - Maths Homework Sheets (compulsory, issued each term), Exercise book (grid optional), Scientific calculator, geometry set
Science	196 page stapled A4 covered exercise book and a 4GB USB drive
HSIE	History and Geography – 2 X 192 page stapled A4 exercise book, coloured pencils, scissors, glue, ruler and highlighters
PDHPE	KHS sports uniform: white Keira polo shirt, blue Keira sport shorts or navy tracksuit pants, joggers for practical lessons. A4 128 page book
Visual Arts	A4 VAPD (120 pages), 2B, 4B pencils, eraser, ruler, sharpener
Music	96 page music exercise book (small size not A4, manuscript in the middle)
Technology	Home Economics and Industrial Arts - A4 display folder, blank paper, lined paper

YEAR 9

English	1 x 192 page A4 stapled exercise book, 1x 96 page A4 stapled exercise book. Scissors, 4 different coloured highlighters, gluestick
Mathematics	Lined A4 128 page exercise book, Scientific calculator, pens, pencils, eraser, 30cm ruler and protractor
Science	192 page stapled A4 covered exercise book and a 4GB USB drive
HSIE	History and Geography – 2 X 196 page stapled A4 exercise book, coloured pencils, scissors, glue, ruler and highlighters
PDHPE	KHS sports uniform: white Keira polo shirt, blue Keira sport shorts or navy tracksuit pants, joggers for practical lessons. A4 128 page book

YEAR 9/10 ELECTIVES

Basic Catering (\$120.00)	A4 book, display folder, Food storage containers, tea towel
Child Studies (\$15.00)	A4 book – 128 pages
Commerce	A4 folder, plastic sleeves, 1 x A4 stapled book with margins 120 pages
Dance	KHS sports uniform: white Keira polo shirt, blue Keira sport shorts or navy tracksuit pants, joggers for practical lessons. A4 128 page book
Drama (\$10.00)	A4 exercise book 96 pages
Electronics Technology (\$90.00)	A4 display folder, blank paper, lined paper
Engineering Technology (\$80.00)	A4 display folder, blank paper, lined paper
Film Making (\$40.00)	A4 96 page exercise book, 16GB USB Drive, 32GB V10 SDHC Memory Card
Food Technology (\$120.00)	128 page A4 book, Display folder, Food storage containers, tea towel
Graphics Technology (\$10.00)	A4 display folder, blank paper, lined paper
Japanese	A4 exercise book 128 pages
Marine & Aquaculture Technology (\$10.00)	120 page A4 covered stapled exercise book 4GB USB drive
Music Elective (\$10.00)	Music stave lines & manuscript/writing exercise book or A4 size booklet (no folders), display book
Photography & Digital Media (\$80.00)	A4 display folder / A4 VAPD preferably alternate black/white pages, 16 GB USB Drive
Physical Activity & Sports Studies (\$40.00)	KHS sports uniform: white Keira polo shirt, blue Keira sport shorts or navy tracksuit pants, joggers for practical lessons. A4 128 page book
Textile & Design (\$60.00)	Display folder, blank paper, lined paper
Transition to Trades (90.00)	Work boots, broad brimmed hat, A4 folder, lined paper
Visual Arts (\$50.00)	A3 VAPD, 2B & 4B pencil, eraser, sharpener, ruler, ballpoint pen
Wood Technology (\$90.00)	A4 display folder, blank paper, lined paper

YEAR 10

English	1 x 192 page A4 stapled exercise book, 1x 96 page A4 stapled exercise book. Scissors, 4 different coloured highlighters, gluestick
Mathematics	Lined A4 128 page exercise book, Scientific calculator, pens, pencils, eraser, 30cm ruler and protractor
Science	192 page stapled A4 covered exercise book and a 4GB USB drive
HSIE	History and Geography – 2 X 192 page stapled A4 exercise book, coloured pencils, scissors, glue, ruler and highlighters
PDHPE	KHS sports uniform: white Keira polo shirt, blue Keira sport shorts or navy tracksuit pants, joggers for practical lessons. A4 128 page book

YEAR 11 AND YEAR 12

English	1 x 192 page A4 stapled exercise book, 1x 96 page A4 stapled exercise book. Scissors, 4 different coloured highlighters, gluestick
Mathematics	Lined A4 128 page exercise book, Scientific calculator, pens, pencils, eraser, 30cm ruler and protractor
Science (\$20.00 per course) (biology, chemistry, physics, investigating science and science extension)	192 page stapled A4 exercise book (theory), 196 page stapled A4 exercise book (practical) and a 4GB USB drive
Ancient History	192 page stapled A4 exercise book and glue
Society & Culture	A4 folder (loose leaf pages), scissors, glue and highlighters
Modern History	192 page stapled A4 exercise book
Japanese	A4 exercise book 128 pages
Legal Studies	A4 folder (loose leaf pages)
Work Studies	A4 folder (loose leaf pages)
Business Services	A4 folder (loose leaf pages)
Business Studies	A4 folder (loose leaf pages)
PDHPE	A4 folder (loose leaf pages) or 196 page A4 exercise book and glue
Sport, Lifestyle & Recreation	KHS sports uniform: white Keira polo shirt, blue Keira sport shorts or navy tracksuit pants, joggers for practical lessons. A4 128 page book
Drama (\$10.00)	3 x A4 exercise books 96 pages
Visual Arts (\$65.00)	A3 VAPD (120 pages) 2 x 96 page A4 lined notebooks, 2B, 4B pencil, sharpener, eraser and ruler
Food Technology (Year 11 \$90.00, Year 12 \$80.00)	4 x 96 page A4 books or folder
Music (\$10.00)	Manuscript /exercise or writing pages. (folders may be used) Display folder
Photography & Digital Media (Year 11 \$80.00, Year 12 \$90.00)	A3 or A4 VAPD preferably alternate black/white pages, 16GB USB Drive
DAT (Year 11 \$35.00, Year 12 \$10.00) individual fees for project materials will be charged where appropriate)	A4 display folder Year 11 fee includes textbook
Construction (\$40.00)	Work boots, broad-brimmed hat
Industrial Technology (\$80.00)	A4 display folder, blank paper, lined paper
Engineering Studies (\$30.00)	Calculator, A4 display booklet
Hospitality (\$120.00)	A4 book, display folder (extra \$ 25 includes uniform)
Community & Family Studies	3 x 96 page A4 books or folder & paper
Textiles and Designs (\$100.00)	A3 Folio

SCHOOL UNIFORM

The tone and prestige of a school is important for the future of students as they leave and join the wider community. You can assist your child and the school by providing the correct uniform and ensuring the co-operation of your child with dress and deportment. The correct school uniform helps in creating a sense of belonging and assists in developing the correct mental set in the student about the purpose of school for the day. The wearing of the school uniform is also required on most school excursions. On some field excursions casual clothes are more appropriate. The teacher will advise the students if casual clothes are required.

Note on shoes: Due to Health and Safety requirements, black shoes with a firm leather/leatherette or suede upper must be worn. Shoes must be all black.

Our school uniform is available at Lowes - Crown Street Mall, Wollongong. Please refer to pages 31-32 of this handbook for a price list from Lowes. The school holds a stock of second-hand items. If you need to discuss any uniform needs please contact your child's Year Adviser or the Deputy Principal responsible for their cohort.

All items of clothing must be free of advertising and brand logos.

Jewellery must be kept to a minimum and deemed safe and suitable by the school. The following is a guide: one light neck chain, one pair of small earrings (i.e. sleepers or studs), one small light bracelet or bangle, one small ring without stones. No other facial jewellery is permitted. Makeup must be kept to a minimum.

SPORT UNIFORM

GIRLS	PE / SPORT UNIFORM ONLY	BOYS	PE / SPORT UNIFORM ONLY
PE SHIRT	White polo, blue trim, Keira crest	PE SHIRT	White polo, blue trim, Keira crest
PE SHORTS	Navy, Keira crest	PE SHORTS	Navy, Keira crest
PE SKIRT	Navy, Keira crest	PANTS	Navy, white piping, Keira crest
PANTS	Navy, white piping, Keira crest		

NOTE: Years 7-10 students may wear the sports uniform on Wednesday. Only Year 11 participating in Sport are permitted to wear the Sport uniform on Wednesday.



UNIFORM

GIRLS	Years 7 to 10	BOYS	Years 7 to 10
SKIRT	Dark blue pleated check Length – mid thigh	SHIRTS	School blue with Keira crest
SHORTS	Navy – drill cotton Length – mid thigh	SHORTS	Navy – drill cotton (maximum length to knees)
BLOUSE	School blue with ‘Peter Pan’ collar and Keira crest	TROUSERS	Navy straight leg (7-8) Navy or grey (9-10)
POLAR FLEECE	Polar fleece with embroidered Keira crest	POLAR FLEECE	Polar fleece with embroidered Keira crest Navy blue with embroidered Keira crest
WOOL JUMPER	Navy blue with embroidered Keira crest. *Wool Cardigan also available	WOOL JUMPER	Navy blue with Keira crest (optional)
BLAZER	Navy blue with Keira crest (optional)	BLAZER	School designed with Keira crest
JACKET	School designed with Keira crest	JACKET	Full black leather/leatherette or suede including black shoe laces
SLACKS	Navy Blue straight leg	SHOES	White and visible above shoe line
SHOES	Full black leather/leatherette or suede including black shoe laces	SOCKS	Junior KHS (optional)
SOCKS	White and visible above shoe line	TIE	Plain navy baseball cap or hat with or without KHS crest, no other logo accepted (optional)
TIE	Junior KHS (optional)	HAT	
HAT	Plain navy baseball cap or hat with or without KHS crest, no other logo accepted (optional)		

STUDENTS WHO CHOOSE TO WEAR A HIJAB

Hijab – School blue or navy blue, Long sleeve shirt – white or navy blue, Pants under skirt must be blue, Tights must be blue

GIRLS	Years 11 to 12	BOYS	Years 11 to 12
SKIRT	Grey and blue pleated check serge Length – mid thigh	SHIRTS	S/S White with Keira crest. L/S White with Keira crest
SHORTS	Navy – drill cotton, length – mid thigh	SHORTS	Navy – drill cotton (maximum length to knees)
BLOUSE	White with Keira crest	TROUSERS	Navy straight leg (or grey)
POLAR FLEECE	Polar fleece with embroidered Keira crest	POLAR FLEECE	Polar fleece with embroidered Keira crest Navy blue with embroidered Keira crest
WOOL JUMPER	Navy blue with embroidered Keira crest. Wool Cardigan also available	WOOL JUMPER	Navy blue with Keira crest (optional)
BLAZER	Navy blue with Keira crest (optional)	BLAZER	School designed with Keira crest
JACKET	School designed with Keira crest	JACKET	Full black leather/leatherette or suede including black shoe laces
SLACKS	Navy Blue straight leg	SHOES	White and visible above shoe line
SHOES	Full black leather/leatherette or suede including black shoe laces	SOCKS	Senior KHS (optional)
SOCKS	White and visible above shoe line	TIE	Plain navy baseball cap or hat with or without KHS crest, no other logo accepted (optional)
TIE	Senior KHS (optional)	HAT	
HAT	Plain navy baseball cap or hat with or without KHS crest, no other logo accepted (optional)		

STUDENTS WHO CHOOSE TO WEAR A HIJAB

Hijab – School blue or navy blue, Long sleeve shirt – white or navy blue, Pants under skirt must be blue, Tights must be blue

NOTE: Boys will be required to wear long sleeved white school shirt and long grey trousers for official occasions and photographs



Keira High School

LYSAGHT STREET, FAIRYMEADOW

UNIFORM PRICE LIST

Junior Girls All Seasons Uniform

SKIRT:	BLUE CHECK - PLEAT FRONT & BACK		\$59.95
SHORTS:	NAVY STRETCH - NO CUFFS		\$35.95
SLACKS:	TAILORED INK NAVY		\$49.95
BLOUSE:	SS SCHOOL BLUE PETER PAN JNR + EMB	From	\$34.95
BLOUSE:	LS PETER PAN SCHOOL BLUE + EMB	From	\$39.95
PULLOVER:	SCEGGS BLUE WOOL BLEND WITH EMB.	From	\$74.95
CARDIGAN:	SCEGGS BLUE WOOL BLEND WITH EMB	From	\$79.95
JACKET:	NAVY 1/2 ZIP POLAR FLEECE WITH EMB.	From	\$35.95
BLAZER:	JNR NAVY WITH EMB. (OPTIONAL)		\$199.50
SOCK:	WHITE ANKLE		\$5.95
SHOES:	BLACK		

Senior Girls All Seasons Uniform

SKIRT:	GREY CHECK - PLEAT FRONT & BACK		\$59.95
SHORTS:	NAVY STRETCH - NO CUFFS		\$35.95
SLACKS:	TAILORED INK NAVY		\$49.95
BLOUSE:	S/S WHITE PETER PAN PINTUCK EMB.	From	\$43.95
BLOUSE:	L/S WHITE PPAN PINTUCK WITH EMB	From	\$48.99
PULLOVER:	SCEGGS BLUE WOOL BLEND WITH EMB.	From	\$74.95
CARDIGAN:	SCEGGS BLUE WOOL BLEND WITH EMB	From	\$79.95
JACKET:	NAVY 1/2 ZIP POLAR FLEECE WITH EMB.	From	\$35.95
BLAZER:	JNR NAVY WITH EMB. (OPTIONAL)		\$199.50
TIGHTS:	JACKIE 40D NAVY OR BEIGE		\$6.95

Junior Boys All Seasons Uniform

SHIRT:	SCHOOL BLUE DELUXE WITH EMB.	From	\$34.95
PULLOVER:	SCEGGS BLUE WOOL BLEND WITH EMB.	From	\$74.95
JACKET:	NAVY 1/2 ZIP POLAR FLEECE WITH EMB.	From	\$35.95
BLAZER:	JNR NAVY WITH EMB. (OPTIONAL)		\$199.50
SHORTS:	NAVY COLLEGE STYLE		\$44.95
TROUSERS:	NAVY DELUXE LONG BAGGIES		\$59.95
SOCK:	WHITE ANKLE		\$5.95
SHOES:	BLACK		

Senior Boys All Seasons Uniform

SHIRT:	WHITE S/S DELUXE WITH EMB.	From	\$34.95
SHIRT:	S/S WHITE SHIRT WITH EMB	From	\$39.95
SHORTS:	NAVY COLLEGE STYLE		\$44.95
TROUSERS:	NAVY DELUXE LONG BAGGIES		\$59.95
PULLOVER:	SCEGGS BLUE WOOL BLEND WITH EMB.	From	\$74.95
JACKET:	NAVY 1/2 ZIP POLAR FLEECE WITH EMB.	From	\$35.95
BLAZER:	JNR NAVY WITH EMB. (OPTIONAL)		\$199.50
SOCK:	WHITE ANKLE		\$5.95

Sports Uniform

POLO:	WHITE MICROFIBRE WITH EMB.		\$45.95
POLO:	L/S WHITE WITH EMB		\$49.95
SHORTS:	NAVY MICROFIBRE MESH WITH EMB.	From	\$32.95

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to the school on
every item of school
uniform sold in our
local store.



Keira High School

LYSAGHT STREET , FAIRYMEADOW

UNIFORM PRICE LIST

TRACKJACKET:	NAVY MICROFIBRE - WHITE PIPING EMB	\$64.95
TRACKPANTS:	NAVY MICROFIBRE-WHITE PIPING & EMB	\$41.95
SOCKS:	WHITE ANKLE STYLE (SPORTS)	\$4.95
SHOES:	JOGGERS	

ALL PRICES ARE SUBJECT TO ALTERATION

191 Crown Street, NSW 2500
(02) 42288377

Please shop instore at



or online at
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For more information please contact Ezy-Way on 1300 156 937 or zero@lowes.com.au

SUPPORT SERVICES



Mrs Kalatzis-Vlahakis
Head Teacher Welfare



Mrs M Andrievski
Supervisor of Female Students

COUNSELLING

Ms Ahmed is the School Counsellor and is located next to Room 18.

What is a School Counsellor?

In all New South Wales government schools, there is a counsellor who is a qualified teacher and educational psychologist with special training to help students with any problems they are having, or to help them get information they may need.

This service is free and confidential.

Why do students see the Counsellor?

Academic problems

- Worries about progress
- Indecision about staying at school
- No quiet place to study at home

Personal problems

- Sadness in missing your country/friends
- Feeling lonely at school
- Home problems such as not getting along with family members
- Feeling anxious about making friends

To make an appointment with the school Counsellor:

- See your Deputy Principal or Head Teacher Welfare

STUDENT WELLBEING

We are committed to the wellbeing of all students at Keira High School. This is focused on strengthening their cognitive, physical, social, emotional and spiritual development.

Students develop self-awareness and emotional intelligence to support their wellbeing in order to be self-regulating in their learning and their interactions with other members of the school community.

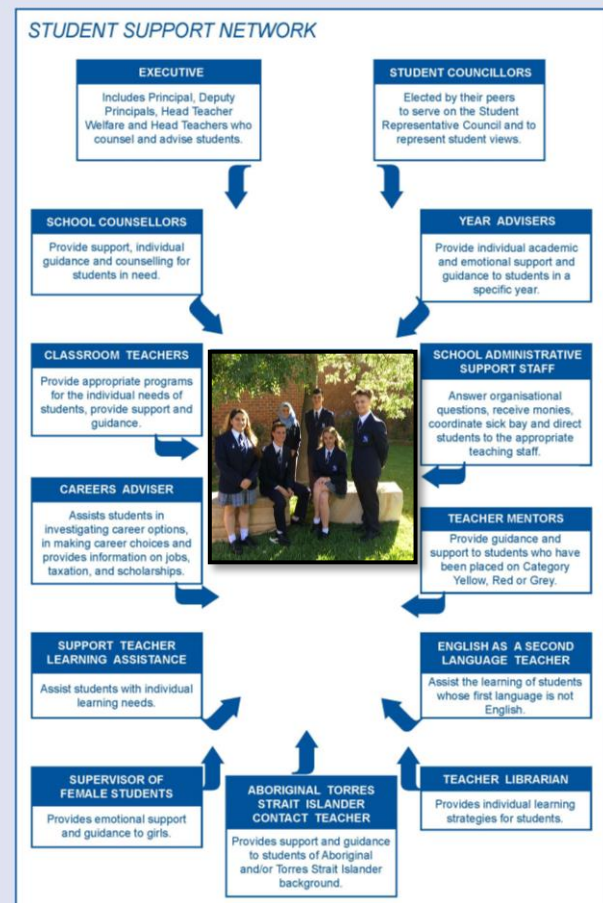
Students develop attitudes, habits and beliefs that enable them to achieve their potential and participate fully in school life and our society.

All members of the school community have a right to teach and learn in a safe and happy environment. Harassment, bullying, anti-social and aggressive behaviour will not be tolerated at Keira High School.

If you are having any concerns in this area, please contact your Year Adviser or a member of the teaching staff as soon as possible.

What do you do if you are being bullied or harassed?

1. If you are being bullied or harassed, DO NOT retaliate. It will only make things worse.
2. Try very hard to ignore the intimidating behaviour, gossip, rumours, as bullies like to see you react. So if you don't react, the bully may get bored or give up.
3. If it continues, let your class teacher/s know about class matters or your Year Adviser for non-class or more general issues. You should also tell someone at home.
4. When you report it to your class teacher/s or Year Adviser you will be asked to complete an Incident Report.
5. The Executive (Principal, Deputy Principals or Head Teachers) may need to investigate.



(vi)

KEIRA HIGH SCHOOL

WHAT TO DO IF:

1. I am absent from school

Submit a note (signed by a parent or caregiver) to your home group teacher on your return to school. The note must clearly state your full name, class/year and home group number. If an absence is likely to exceed three days, a telephone message to the office would be appreciated.

2. I will be absent from school for five days or more

Collect an extended leave form from the front office and follow its directions. This form will require you to complete a series of steps before your leave is approved.

3. I am late to school

You must bring a note with you from home explaining your lateness. If you do not have a note or a reasonable explanation you will be placed on detention at lunchtime on the day that you are late. You must also, fill out the blue Late Student Attendance Record slip and then have this signed by each class teacher. Keep this note and present it to your roll call teacher the next day signed by your parent or a caregiver. Frequent lateness will be investigated.

4. I need to leave school early

Report to the Head Teacher Administration's office before roll call with a note from your parent or caregiver giving reasons for your early departure for authorisation. Students will need to collect their pass from the Front Office at recess, or earlier if required. Present this pass to your class teacher before you ask permission to leave. Present this pass to the Front Office before you leave the school.

5. I need to be out of class for any reason

You must have an Out Of Class Authority note (OCA) from the teacher.

6. I feel unwell in class

Ask your teacher for an OCA to go to sickbay. This note must be presented to the front office. If a parent or caregiver is to be telephoned it will be done by the front office not by you.

7. I am out of uniform

You should have a note of explanation written and signed by a parent or caregiver. The note must indicate when you will be back in uniform. Your roll call teacher will give you an Out of Uniform Authority (O.U.A)

8. I have a problem and I need advice

Contact your Year Adviser or approach any staff member.

9. I have lost something

Check at the front office.

10. I am being harassed or I am being bullied

Tell one of your teachers or your Year Adviser. Something can and will be done about it.

11. I hear bells

- **3 bells:** move to roll call lines in the quadrangle. Line up in alphabetical order.
- **6 bells:** follow the evacuation procedure as instructed by your teacher.
- **2 minute continuous bell:** follow the lock-down procedure as instructed by your teacher.

RULES & POLICIES

ATTENDANCE POLICY

Rationale

Keira High School regards attendance as an essential pre-requisite to achieving good learning outcomes. Indeed, student achievement and attendance are directly related. Therefore, the school community will endeavour at all times to promote the primacy of the teaching and learning experiences of the classroom.

This policy will reflect the requirements for attendance as outlined in both Department of Education (DoE) and NSW Education Standards Authority (NESA) policies.

Reporting to parents

- As well as reporting to parents/caregivers regarding unexplained absences, the school will report whole school absences on each Half-Yearly and Yearly Report.
- Each teacher will report for his/her subject the number of lessons that each student has attended relative to the number scheduled. Teachers will be expected to comment on attendance in relation to a student's ability to meet course outcomes.

Application for extended leave

- On occasions, families may require students to be granted extended leave, such as for overseas travel. In this instance, parents/caregivers must complete the DoE Application for Extended Leave – Travel form for Principal permission. A copy of the student's travel itinerary must be submitted along with the form. If permission is granted, the appropriate school form will be collected from the Front Office and taken to the Head Teacher Administration first by the student before being signed by all class teachers.
- In some cases where there is a concern that course outcomes may not be achieved, particularly in relation to senior courses, permission may not be granted.

Sport

- Students who are unable to participate in Sport due to medical conditions must bring a parent/carer signed note (and, for ongoing problems, a medical certificate) and present this documentation to the Sports Organiser. If permission is granted, students must attend non-sport.

Leaver's Pass

- Any student who has authority to leave the school early will be issued with an official DoE Leaver's Pass. This pass must be produced on demand and retained by the student upon leaving the school. An Early Leavers record will be maintained by the Front Office.

HOMEWORK POLICY

Rationale

Homework is important for students of all ages, as it helps them build on what they have already learnt in the classroom and prepares them for the next stage in their learning. Homework is also valuable for teachers, as it helps them assess the progress of their students. Homework helps to bridge the gap between home and school.

Homework activities will vary according to the needs of the various subjects being studied.

While most homework will consist of completing work begun in class and preparing for future lessons, students may also be given work to consolidate what they have learnt and to help them progress to the next stage of their learning.

Guidelines

- Homework is an integral part of the learning process at Keira High School.
- Homework for each subject must be recorded in the student's diary.
- It needs to be given on a regular basis, but should not be unreasonable in its demands on the students.
- Homework needs to be well planned and should consider demands from other subject areas, examination timetables etc.
- Homework set must be followed up as soon as possible to provide constructive feedback to students.
- Homework will take a variety of forms and could include:
 - completing in-class course work
 - research assignments
 - model making / diary / play-design / rehearsal
 - reading
- Students who have not completed homework will be followed up using the school's welfare/discipline system.

Parent/Caregiver Support

- supporting students in completing homework
- providing, if possible, a dedicated place and desk for homework and study
- assisting teachers to monitor homework by signing off tasks according to the timeline indicated in the student's homework record or diary
- communicating with teachers about any concerns with homework or their child's approach to homework

Outcomes

As a result of following the Keira High School Homework Policy students will:

- be better prepared for lessons
- have developed a range of homework / study techniques
- be up to date with school work and arrangement

Keira's Home Work Centre

Enhancing Learning Beyond the Classroom

Dear Keira Community,

Some of a student's best learning can occur away from the class room when they are reinforcing their understanding, practising skills, researching assignments and composing responses to assessment activities, preparing for future learning activities or examinations.



Our Home Work Centre can be a great place where students can learn after school.

What is available at the Home Work Centre?

- a space for *all students* to learn and complete tasks, assignments and study
- the chance to collaborate with others
- resources, computers and the internet
- one on one teacher guidance
- focused learning
- literacy support and extension
- a healthy afternoon tea to sustain focus

Where and When and Who?

- Our Library/Learning Centre
- Every Tuesday, 3:15 - 4:30pm
- All students from all years



Please consider taking advantage of this wonderful opportunity that will provide support to enhance their learning. Regular attendance is encouraged; however, a *drop in when needed* attendance is also supported.

*Time, Support, Resources and Space
Everything you need from a Learning Place*

MOBILE PHONE POLICY

Mobile telephones with video/photographic capabilities are banned from the school. **Mobiles should be left at home for security reasons.** The school accepts no responsibility for the loss, damage or theft of mobile telephones. If brought to school, mobile phones must be switched completely off between 8:50am and 3:10pm and must be kept out of sight in a student's bag. Mobile phones cannot be kept on the student's person. They must not be used **for any purpose** during school hours.

Students may ask to use the Front Office telephone if they need to contact parents during school hours. Parents may also contact the school switch to pass on urgent messages or to speak to their child in an emergency. **Mobiles are not to be used for contact during school hours.**

STUDENT WELFARE AND DISCIPLINE POLICY

Principles

When parents/caregivers enrol their children at Keira High School they enter into a partnership with the school staff to provide a secure environment in which each member of the school community is able to work effectively and achieve personal success.

This partnership is based on shared responsibility and mutual respect. It should aim at achieving effective learning and good discipline so that the school environment is both productive and harmonious. The partnership must strive to create in children an understanding of appropriate behaviour.

Such understanding should lead the student to develop a responsibility for his or her own behaviour.

The precise character of this partnership will be unique to each student. There are, however, certain expectations in common to all such partnerships.

Parents/caregivers are responsible for ensuring their children attend school. They share in the responsibility of shaping their children's understandings and attitudes about acceptable behaviour. They assume greater responsibility for their children's behaviour as their children travel to and from school.

Teachers are responsible for the education and care of their students when at school. Their task is to provide the best possible program to meet the needs, capabilities and aspirations of each student. They are also responsible for appropriately communicating with parents/caregivers about the educational progress and behaviour of each student.

When the partnership is based on mutual respect, each partner will support the decisions and responsibilities exercised by the others.

Aims and Objectives

Through its structure, practices and courses and the relationships within it, the school will contribute to the general personal development of students by providing opportunities for them to:

- gain the satisfaction associated with challenge and achievement;
- develop understanding and skills in communication and inter-personal relationships;
- develop a realistic and comprehensive self-concept;
- enhance their self-esteem;
- develop their interests and abilities;
- develop their personal values within a framework of broadly accepted community values;
- develop their skills in decision making;
- understand their own feelings and their behaviour and those of others;
- positively value cultural differences;
- be caring and supportive of others;
- contribute to the life of the school and local community;
- assist students towards full participation in the school's educational programs;
- establish clear, fair and consistent ways of dealing with behaviour problems;
- develop respect for property and possessions;
- develop respect for all living things, including animals and the environment.

The Core Rules For NSW Government School Students

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 cooperating with instructions and learning activities
- Treat one another with dignity and respect
- Care for property belonging to themselves, the school and others
- Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated

The School Code

The School Code is part of the evidence of the partnership between the members of the school community. Both students and teachers have responsibilities and rights in relation to:

- maintaining a high standard of diligence and a work ethic;
- establishing an expectation of high standards of behaviour in the classroom, in the playground and while travelling to and from school;
- ensuring a safe environment in and around the school and at all school activities;
- ensuring acceptable standards of behaviour while on excursions and participating in or attending sporting and other activities;
- obedience to requests from staff and others in positions of authority;
- implementing the school's homework policy;
- adhering to the standards of student dress and uniform as determined by the school's community;
- attending all scheduled classes and activities;
- being punctual to all activities and classes;
- establishing the school and its related venues as areas free from prohibited drugs, alcohol, tobacco and weapons;
- developing positive and respectful relationships among all members of the school community;
- ensuring that animals are treated in a responsible and humane manner either at school or during school-based activities.

STRATEGIES FOR PROMOTING LEARNING SUCCESS

Student achievement is also recognised by commendations and presentations at special assemblies, Year meetings, presentation days and sports award functions. The community is welcome to attend these functions.

This section will describe the things the school is doing to encourage appropriate behaviour and work ethic, for example:	EXAMPLES
Providing appropriate curriculum to meet the needs of each student	<ul style="list-style-type: none"> ▪ Life Skills ▪ Vocational Education ▪ Diverse Stage 5 Elective Curriculum ▪ Diverse Stage 6 Curriculum ▪ Academic and Vocational Pathways ▪ Board Endorsed Courses ▪ Board Determined Courses ▪ Extension Courses ▪ Extra curricula activities
Supporting children in achieving success in learning	<ul style="list-style-type: none"> ▪ Gifted and Talented programs ▪ Remedial program ▪ Study Period Monitoring ▪ Monitoring of Academic Progress ▪ Enhancing school environment ▪ Merit system ▪ Field work ▪ Homework Centre ▪ Technology Enhanced Learning Programs ▪ Literacy/Numeracy programs ▪ Integrated Learning ▪ Learning Teams
Developing a small number of easily understood rules which are fair, clear and consistently applied	<ul style="list-style-type: none"> ▪ School code ▪ Individual classroom rules
Discussing with parents/caregivers their role in promoting acceptable student behaviour	<ul style="list-style-type: none"> ▪ Welfare system ▪ Parent/Teacher evenings ▪ Parental contact - unsatisfactory completion of courses ▪ Progress reports ▪ Monitoring cards
Attending appropriate training and development programs	<ul style="list-style-type: none"> ▪ School development days ▪ Staff meetings ▪ Welfare meetings ▪ Child Protection Courses ▪ Curriculum based training and development ▪ Welfare based training and development ▪ Beginning teachers program
Providing programs that develop self-discipline, self evaluation, communication and conflict resolution skills	<ul style="list-style-type: none"> ▪ Peer support ▪ Welfare days ▪ PD/Health programs ▪ Anti-Violence ▪ Drug Education ▪ SRC











MERIT SYSTEM

The Keira High School Merit System is a key initiative that strengthens the learning culture at Keira. Underpinning the Merit System is the belief that in order to be empowered for the challenges of their present and future lives, students must develop the capacity to appreciate and celebrate the qualities that are necessary to not only survive in the real world, but thrive.

The Keira High Merit System is therefore a whole-school initiative that acknowledges and celebrates the personal qualities of students that are deemed highly valuable traits for a young person to possess. Students are rewarded for demonstrating the qualities shown in the diagram below by classroom teachers.



KHS Merit System – These are the qualities that you will receive a Copper Award for:

	Creativity:	Original ideas that have value
	Initiative:	Taking purposeful action without being told or asked, that adds value to the world around us
	Leadership:	Influencing others in a positive way
	Volunteering/Kindness	A personal action that enhances the quality of life of another
	Organisation	The process of obtaining and ordering necessary resources in a way that is efficient and sustainable
	Teamwork:	Working effectively with others towards the attainment of a common goal
	Critical thinking:	Thinking deeply about the individual parts of a larger concept, to better understand its function, purpose and impact within the world
	Commitment to studies:	Maintaining a strong and sustained focus on learning
	Resilience:	The ability to adapt and respond positively to stress, adversity and challenges in your life
	Effective communication:	The ability to express and comprehend verbal and non-verbal messages in an appropriate manner

MERIT CATEGORY SYSTEM

CATEGORY COPPER

The Classroom Teacher Merit Award Category

This merit is awarded by classroom teachers only. It could be used for a wide range of positive behaviours and successes from the classroom, sporting field or in the playground, based on personal qualities listed on next page.

Features: An immediate response to positive behaviour or successful learning. A stamp is recorded in the diary. Five Copper Merits result in a \$4 healthy canteen voucher issued by the Year Adviser.

CATEGORY BRONZE

The Head Teacher Merit Award Category

This merit is awarded by Head Teachers only. To receive this award a student must secure 10 Copper Merits from a particular quality. Head Teachers may also award a Bronze for significant classroom, cultural, sport or playground behaviour/success.

Features: A recognition of consistent or significant positive behaviour/success. A stamp is recorded on the Merit Record sheet in the diary. A merit certificate is awarded and a letter of congratulations sent home.

CATEGORY SILVER

The Deputy Principal Merit Award Category

This merit is awarded by the Deputy Principal only. To receive this award a student must secure 5 Bronze Merits from a variety of personal qualities. The Deputy Principal may also award a Silver for exceptional success in any area of school activities.

Features: A recognition of consistent or exceptional success in a number of subject settings. A stamp is recorded on the Merit Record sheet in the diary. A certificate is awarded by the Deputy Principal.

CATEGORY GOLD

The Principal Merit Award Category

This merit is awarded by the Principal only. To receive this award a student must secure 3 Silver Merits. The Principal may also award a Gold for exceptional success in any area of school life.

Features: A recognition of consistent or exceptional success in a number of subject settings. A stamp is recorded on the Merit Record sheet kept in the diary. A certificate is awarded by the Principal, an invitation to the Category Gold ceremony is issued and a letter of congratulations sent home.

STRATEGIES FOR SUPPORTING POSITIVE BEHAVIOUR

Students whose behaviour is unacceptable may be dealt with using the following Colour Category system. It is based on the premise that certain categories of behaviour are best managed by different personnel within the school.

Colour Category System Summary

CATEGORY GREEN

The Classroom Teacher category

This is the category that is initiated and managed by classroom teachers. It could be used for a wide range of negative behaviour from classroom, sport and playground misbehaviour, disobedience, fractional truancy, a lack of appropriate equipment, the non-completion of homework and so on. It is intended to indicate an immediate response to negative behaviour.

Features: Intended as an early intervention. Letter sent home.

CATEGORY YELLOW

The Head Teacher category

This is the category that is initiated and managed by Head Teachers only. It could be used for a wide range of more serious negative behaviour from classroom, sport and playground misbehaviour, persistent disobedience, fractional and whole school truancy, persistent non-wearing of uniform and so on. It may also be used when intervention by the classroom teacher has not been able to modify behaviour.

Features: Category Yellow monitoring card issued. Mentor chosen by student. Letter sent home.

CATEGORY RED

The Deputy Principal category

This is the category that is initiated and managed by Deputy Principals only. (In some cases, it will be used by the Principal on behalf of a Deputy). It could be used for a wide range of very serious negative behaviour that has been brought to the attention of the Deputy Principals by a Head Teacher.

Features: Category Red monitoring card issued. Mentor chosen by student. Letter sent home.

CATEGORY GREY

The Principal/Deputy Principal category

This is the category that is initiated and managed by the Senior Executive only. It is an automatic consequence for all students returning from either a short or long suspension.

Features: Automatic for a return from Suspension. More intense Category Grey monitoring booklet issued. Mentor chosen by student. Letter sent home.

The staff of Keira High School supports this system by:

- treating and respecting students as individuals
- promoting practices of fairness and equity
- modelling appropriate and acceptable behaviour
- encouraging students to have positive expectations of themselves.

Category Green consequences could include reprimand, short detention, loss of privilege and in-class isolation.

For Categories Yellow, Red and Grey, formal after-school detention, restitution, compensation or in-school suspensions can be used.

Restitution should be a collaborative problem solving process in which the student concerned faces the consequences of his or her action and focuses on “making things right” or redressing damage. One of the consequences of restitution may be that students are required to carry out works or services to repair or compensate for damage they have caused.

Parents/caregivers will be formally notified, in writing, of placement on all categories and informed of the penalty that is being applied and of the consequences of any further breaches. They must be informed of the availability of counselling to students and parents/caregivers. They should also be invited to negotiate an effective process to improve the situation. Should a further breach occur, the foreshadowed consequences will be applied.

If parents/caregivers or students have any questions or enquiries regarding a category on which they have been placed, they should contact the Head Teacher in charge of the relevant faculty or in the case of Category Red or Grey the Deputy Principal responsible for the placement.

Suspension and Expulsion

For very serious offences, penalties of suspension or expulsion will be carried out according to Department of Education policy.

Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for behaviours which led to the suspension and accept responsibility for changing their behaviour to meet the school's expectations in the future.

Keira High School and the Department of Education will work in partnership with parents/caregivers in assisting the student to rejoin the school community. This will include the provision of counselling and access to special behaviour programs. As long as the behaviour is unacceptable, the student's continued enrolment will be in jeopardy.

A short suspension of up to and including four school days may be imposed on students, consistent with the procedures, for the following reasons:

- Continued Disobedience
- Aggressive Behaviour

A long suspension of up to and including 20 school days, consistent with procedures, will be imposed for the following reasons:

- Physical violence
- Use or possession of prohibited weapon, firearm or knife
- Possession or use of suspected illegal substance
- Use of an implement as weapon or threatening to use a weapon
- Serious criminal behaviour related to the school
- Persistent misbehaviour

The Principal will report to the Police behaviour that is criminal or incidents where there is evidence of a suspected crime.

If parents/caregivers or students have any questions or enquiries regarding suspension or expulsion they should contact the Principal.

The Authority of the Principal

The Principal is accountable to the Secretary of the NSW Education Department for the educational leadership and effective management of the school. Part of that leadership responsibility involves ensuring the provision of a safe and harmonious work environment for students and staff and, in particular, an effective learning environment.

Principal has the authority to suspend for short or long periods or expel from the school.

A decision to expel from the government school system may be made by the Minister on a recommendation from the Secretary.

Consistent with legislation and government policy, the Principal also has the authority to determine the conditions for a student's continued enrolment.

The exercise of this authority will have regard to the Principal's responsibilities to the entire school community and the principles of procedural fairness and natural justice.

The Responsibilities of Parents/Caregivers

The school is not by itself responsible for, or equipped to develop, socially acceptable behaviour by students. That is a shared responsibility of parents and students in partnership with teachers. There must be a partnership between parents, teachers and students to teach and promote socially responsible behaviour.

Parents/caregivers have the responsibility of ensuring that their child meets Department of Education attendance requirements.

Evaluation

In order to ensure this policy remains relevant to the school's needs, and so as to ensure new parents/ caregivers entering the school community have the opportunity to participate in forming the policy, it will be evaluated by the school community on a regular basis.

Any changes to Department of Education policy and procedures will be reflected in revisions to this policy.

EQUIPMENT REQUIREMENTS

All students in Years 7 to 12 will have the opportunity to BYOD in 2020. Students will need parental permission to BYOD and will be required to agree to both terms and conditions of the school BYOD Policy.

What is BYOD?

BYOD is a strategy whereby students will be able to bring a familiar personal device to school to use as their primary technological device. The school can provide the ability to connect compatible devices to a filtered internet service. Due to the conclusion of the DER 1 to 1 Laptop Program, the Department of Education and Keira High School are supporting the bringing of your own device for use at school.

- Student-provided laptops must be suitable to school use and meet minimum specifications
- Year 7 to 12 are required to bring laptops to school on a regular basis from the beginning of Term 1
- Families experiencing financial hardship can apply to receive a laptop on long-term loan through the student assistance program

For more information go to 'DEC – BYOD Policy and BYOD Guidelines' on the DOE website.

Keira High School is continuing BYOD in 2020

It is important that we assist students and parents for this great initiative. However, it is essential that the device that is brought to the school is compatible with the DEC network at the school.

Price and Suitability

The devices range greatly in price and suit a number of different purposes. Most suitable laptops can be purchased between \$400 and \$1000. The school is recommending a laptop as the MOST suitable BYOD, followed by a tablet. Mobile phones are not acceptable devices.

Wireless Connectivity

At the heart of any BYOD experience is connectivity to the internet. Every public high school in NSW has been equipped with a robust and centrally managed wireless network to allow staff and students to connect. The most reliable wireless network connection in high schools operate on the 801.11n 5GHz standard. Devices with 801.11a/b/g/n 2.4GHz may find it difficult to connect.

What will be provided by the school?

The school will provide access to a filtered WiFi internet service. No other support, software or service will be provided by the school.

Can I just bring a laptop from home?

Certainly, however the wireless card may not be suitable to reliably access the WiFi. If this is the case, a WiFi USB adapter can be purchased.

Please note the school is not responsible for the installation of these adapters or the connecting and management of the students' devices.

How is Keira High School addressing issues of equity?

As we make real world connections to prepare our students, a number of parents and students have asked; MUST you bring a device? Students from 7 to 12 will be encouraged to have their own device.

However, the concept of Bring Your Own Device is supported by “Addressing Equity”. That is, a student that does not have their own device will be supported in the following ways:

- BYOD recommendations include devices across a range of prices
- Pool devices will be made available for students who do not have access to a device
- A limited supply of school laptops will be made available to students on a long-term loan basis (this can be applied for through our existing welfare arrangements, enquiries made by completing a student assistance application form available from the office)
- Parents/Carers are advised that it is a preference that students do not have 3G/4G enabled devices, and only use the school’s wireless access points whilst at school. This minimises expense and offers web filtering.



BRING YOUR OWN DEVICE PROGRAM DEVICE SPECIFICATIONS AND MINIMUM SYSTEM REQUIREMENTS

Year 7 and 8

Students in Years 7 to 12 in 2019 are encouraged to bring their own device. If your student intends to bring their own device, they must complete the 'Student Agreement' and return it to the TSO office near the Learning Centre before attempting to connect to the DoE wireless. The Student Responsibility and Requirements section of the agreement is to be retained for reference.

This personal computing device must meet the Device specifications that are recommended by the school and listed below.

iOS (Apple iPads) and Android based devices are not recommended. The school strongly recommends that students choose a laptop device to ensure that their BYOD maximises their learning experience.

Approved Devices					
	Windows Laptops <i>Recommended</i>	MacBook Laptops <i>Recommended</i>	Windows Tablet**	Samsung Galaxy**	iPads**
Model	<ul style="list-style-type: none"> - Lenovo - Dell - Toshiba - Sony - Asus 	<ul style="list-style-type: none"> - Air - Pro 	<ul style="list-style-type: none"> - Surface Pro 2 or newer - Surface 2 or newer 	<ul style="list-style-type: none"> - Tab 3 or newer 	<ul style="list-style-type: none"> - Pro - Air 2 - Air - 4 - 3 - 2
Operating System	Windows 7 or newer	10.10 or newer	- Windows 8 or newer	<ul style="list-style-type: none"> - 4.4 Kit Kat - 4.3 Jellybean - 4.2 Jellybean - 5.X Lollipop 	- iOS 9 or newer
Wireless*	5GHz 802.11a,b,g,n	5GHz 802.11a,b,g,n	5GHz 802.11a,b,g,n	5GHz 802.11a,b,g,n	5GHz 802.11a,b,g,n
RAM	Min 4GB	Min 4GB			
Min Storage Capacity	128GB	128GB	32GB	32GB	32GB
Battery Life	Min 6 hours	Min 6 hours	Min 6 hours	Min 6 hours	Min 6 hours
Min Screen Size	11"	11.6"			

* It is recommended your device have dual band capabilities. We strongly recommend connecting to the 5GHz frequency. Some devices do not come standard with 5GHz capabilities and may not be able to access a DEC schools' network.

**Parents should also consider the limitations of tablet devices in ergonomics as well as supporting software and file formats.

Software Specification

Additionally, the device must meet all of the following functional requirements pertaining to software:

All of which are available to all DOE students via the student portal.

Software	Version	Device	Available from	Cost
Internet Explorer	10 or above	PC	Internet	Free
Mozilla Firefox	30.0 or above	Mac	Internet	Free
Google Chrome	Latest	PC or Mac	Internet	Free
Microsoft Office	2013 or newer (2016)	PC	http://onthehub.com/	Free with Student email
Microsoft Office	2013 or newer (2016)	Mac	http://onthehub.com/	Free with Student email
Adobe Reader	11 or above	PC and Mac	Internet	Free
Adobe Flash	Latest	PC and Mac	Internet	Free
Dropbox	Latest	PC and Mac	Internet	Free
Windows Defender Activated	Latest	PC	Pre-Installed	Nil

Additional Considerations:

The following are not requirements of the Bring Your Own Device program, but are considerations which you should direct your attention to:

Recommendations	Maximum weight: 2kg Disk configuration (Laptops) Solid State disk (SSD)
Considerations	Accidental loss and breakage insurance



2020 Book List

Item	Item Description	UOM	Price	Qty	Total
SM388470	SM Protractor 10CM 180DEG	Each	\$0.48	1	\$0.48
SMPEBA496	S/MATE Exercise BK A4 96PG	Each	\$1.19	1	\$1.19
SM388590	SM Wooden Ruler 30CM	Each	\$0.49	1	\$0.49
ST364WP4	PK4 Staedtler Highlighter AST	Set	\$4.00	1	\$4.00
MIWCD36	PK36 Micador Wtrcolour Palette	Each	\$14.88	1	\$14.88
VBLSNG16	NN-Verbatim SNG Slide BK 16GB	Each	\$5.96	1	\$5.96
ES61700C4B	PK2 Columbia Cplate Pencil 4B	Set	\$1.49	1	\$1.49
ES61700C2B	PK2 Columbia Cplate Pencil 2B	Set	\$1.49	1	\$1.49
NBDSPBCRBK	D/Book Refillable 20PKT A4 CR/BK	Set	\$0.99	2	\$1.98
KEXFEP050	Keji Visual Art DY A4 FSC	Each	\$3.98	1	\$3.98
SM9X7MB96	S/Mate 9X7 Music Book 96PG	Each	\$1.90	1	\$1.90
SMPEBA4128	S/Mate Exercise Book A4 128PG	Each	\$1.59	7	\$11.13
TOTAL					\$48.97

Prices current as of November 2019 and may be subject to change during January 2020 back to school sale period. Click and Collect is a free service. Home delivery will incur a fee of \$5.95

Back to School 2020

We are pleased to announce that Keira High School have partnered with Officeworks for Back to School 2020.

The Officeworks Back to School program is a safe and secure ordering platform. There are three options available to make your purchase.

Please turn over for purchasing options.

Ordering Options:

Option 1.

Visit officeworks.com.au
Select Services
Select School List Services
Upload copy of this book list

Option 2.

Visit officeworks.com.au
Add individual items to your own shopping cart to purchase

Option 3.

Visit Officeworks Fairy Meadow and collect a book pack

TRAVEL PASSES

Students **living two kilometres or more** from school are entitled to a travel pass. If your place of residence is not on a direct route to this school it may be necessary for you to apply for two travel passes - two bus passes or one bus pass and one train pass for each section of the route.

Students apply for a School Opal card by the following:

1. Complete the application online at transportnsw.info/school-students
2. Submit your application online. It will be automatically send to Keira High School for verification.
3. School Opal card will be sent from Transport NSW to the address provided on the application.

The School Opal card

The School Opal card gives eligible students free or discounted travel between home and school using metro, train, bus, ferry and light rail services you nominate in your application.

Who can apply?

To be eligible for a School Opal card, students may need to live a minimum distance from their school:

Years K-2 (Infants)

There is no minimum distance.

Years 3-6 (Primary)

More than 1.6km straight line distance or at least 2.3km walking.

Years 7-12 (Secondary)

More than 2.0km straight line distance or at least 2.9km walking.



If you live too close to be eligible for free travel, you may still qualify for a School Term Bus Pass, which offers travel on buses between home and school at a discounted rate for the whole school term.

Who needs to apply

A new application is only required if the student has not had a School Opal card before.

If the student already has a School Opal card and is changing schools, campuses or home address, you will need to update their Opal card for the new school year before mid-December at apps.transport.nsw.gov.au/ssts

How to apply

Applications for next year open at the start of Term 4 this year.

Step 1

Once the new school has confirmed your child's enrolment, complete the application at apps.transport.nsw.gov.au/ssts

Step 2

The school endorses your application.

Step 3

Once Transport for NSW has approved the application, a School Opal card will be sent to the address provided on the application.



A parent or guardian must apply for students 15 years and under. Students 16 years and over can apply for themselves.



Better together

The School Opal card is only for travel to and from school. So it's a good idea to get a Child/Youth Opal card for travel after hours, on weekends or during school holidays.

Child/Youth Opal card benefits

- Concession fares across the Opal network
- Half-price travel after eight paid journeys each week*
- \$1 transfer discount for every transfer between modes (metro/train, ferry, bus or light rail) as part of one journey within 60 minutes from the last tap off†
- Set auto top up and link it to your credit or debit card so there's always enough value on the card to travel.

Find out more at transportnsw.info/opal or pick one up from an Opal retailer. To find a retailer in your area visit transportnsw.info/opal-retailers



Secondary students aged 16 and over can travel with a Child/Youth Opal card when carrying a NSW/ACT Senior Secondary Student Concession Card, available from school offices.

* Excluding Sydney Airport station access fee.

† The Opal Transfer Discount doesn't apply when transferring between light rail and Sydney Ferries.

Privacy

For information on how we handle personal information please refer to the Opal Privacy Policy at transportnsw.info/tickets-opal/opal-privacy-policy and the School Pass Terms at apps.transport.nsw.gov.au/ssts/#/termsAndConditions

