

# SECONDARY

## Student Handbook

### 2021





# Message From The Principal

Welcome to new families joining Bingara Central School and current families returning for another year.

Beginning at a new school or commencing a new school year can be an exciting and sometimes daunting time. The information provided in this booklet is intended to help parents and students navigate many of the basics to make a smooth transition. In addition, there will be wonderful opportunities to engage with the school as the year unfolds and we look forward to working alongside you to make 2021 a great one!

As a staff we are committed to providing a well rounded education so that your child experiences growth in the cognitive, physical, social, cultural and spiritual domains of learning. We have been busy planning to ensure your child will receive an education that is suited to his/her individual needs within our vibrant school community.

I hope you will take the time to read this handbook as research indicates that parental interest has the most influence on children's learning success. Students at any year level do better in school, feel better about themselves as learners, set higher goals and dream bigger dreams, when parents are knowledgeable about, supportive and encouraging of, and involved in their child's education. I know our learning partnership will be strengthened as we work together for the best educational outcomes for your child.

Brooke Wall  
**Principal**



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# Key Contacts



**Brooke Wall**  
**Principal**



**Riley Eastcott-Layton**  
**Head Teacher**  
**Secondary Studies**



**Lisa Moore**  
**Relieving**  
**Head Teacher**  
**Teaching & Learning**

## Contact Us!

Address: 55 Finch St, Bingara, NSW 2404

Phone: 67 241 606

Fax: 67 241 927

Email: [bingara-c.school@det.nsw.gov.au](mailto:bingara-c.school@det.nsw.gov.au)

Website: <http://www.bingara-c.schools.nsw.edu.au>

Facebook: <https://www.facebook.com/BingaraCentralSchool>



# Staff



**MRS KYLIE  
BUTLER**

Mandatory Technology  
Visual Arts  
Food Technology



**MISS MONICA  
CODDINGTON**

English  
HSIE  
Librarian



**MR SCOT  
CRISPIN**

Science  
Biology  
Music  
STEM



**MRS MARNIE  
CROWLEY**

PDHPE  
SLR



**MR RILEY  
EASTCOTT-  
LAYTON**

Mathematics



**MRS ROBYN  
GASSON**

Careers  
Work Education  
Learning & Support  
Teacher



**MR MARK  
MCGOWAN**

Agriculture  
Design & Technology  
Primary Industries



**MR CHARLES  
MILL**

PDHPE  
PASS  
Primary Industries  
Sports Coordinator



**MS LISA  
MOORE**

Mathematics



**MRS EMMA  
PLEFFER**

English  
HSIE



**MR MARK  
SIMPSON**

PDHPE  
SLR



**MRS FIONA  
BOYLE**

School Learning &  
Support Officer

# Secondary

## A-Z

### ATTENDANCE

#### ABSENCES

The law requires a note or reason from parents for ALL absences from school, including partial absences. At Bingara Central School we have moved to SMS. If your child is absent for two or more days due to illness, a medical certificate is required. It is preferable if you ring the office on the day your child is absent and provide a verbal notification of the reason for an illness or absence.

Leave must be a VALID reason including such reasons as dental or doctor appointments, illness and funerals. In all cases, absences from school should be kept to an absolute minimum. For example, a day off school to go shopping or to go on holidays is not a valid reason for being absent from school.

The Home School Liaison Officer employed by the Department of Education checks rolls for unexplained absences, as by law, attendance at school is compulsory. If a pattern of absenteeism is noted or if the number of days absent exceeds that allowed by law, it is the duty of the Home Liaison Officer to follow up the absences with the student and their parents/carers.

If a student is unable to take part in PE or Sport, a note should be sent for the day concerned explaining the reason. For a long-term illness or disability, a doctor's certificate is required.

#### ADDRESSES

Please advise us if you change your address or phone number so that our records and the ability to contact you in an emergency are maintained.

#### ARRIVAL AT SCHOOL

Students should not arrive at school before 8:30 am. Those who do so may be asked to sit in a designated area, as no playground supervision is provided prior to this time. Students should leave the school grounds promptly at the end of the school day. Students should not visit the school after school hours or on the weekend unless authorised. Please check prior to the holiday period if our school is participating in the 'Share Our Space' program.



SENTRAL  
EDUCATION

### SENTRAL ABSENCE SMS

Bingara Central School has now gone to  
**SMS FOR PARTIAL AND FULL DAY ABSENCE.**

You will receive a message that looks like the below.

Please respond either via SMS or alternatively contact:

BCS Front Office on 02 6724 1606 with a **reason for absence.**





## **ATTENDANCE AT SCHOOL**

The Education Act determines that students are legally required to complete Year 10. After Year 10, and until they turn 17, students must:

- Be enrolled in school, or
- Be in approved education or training (eg, TAFE, apprenticeships etc)
- Be in full time paid employment (average of 25 hours per week).
- Be in a combination of work, education and training.

## **APPROVED AND UNAPPROVED LEAVE**

Students must notify the school of any absences within 7 days of the absence.

Justified absences include:

- Unavoidable medical or dental appointments.
- Being too sick to attend school.
- Being required to attend a serious family situation.

Regular attendance at school is not only compulsory by law up to the age of 17, but is also one of the requirements for the granting of the Higher School Certificate.

Attendance is monitored daily. Parents will be notified if an absence is unexplained.

## **BUS TRAVEL**

Students travelling to school by bus must enter the school grounds immediately upon leaving the bus. Students who catch buses home are supervised within the school grounds, by a Teacher until they board their bus. Application forms for bus travel and travel subsidies are available on line at <https://transportnsw.info/travel-info/using-public-transport/school-travel>. Students who are transported from their home to the bus pick-up-point (more than 3 km) by a parent or guardian are eligible for travel a subsidy. Please contact the school office for further information.

## **STUDENTS LEAVING SCHOOL GROUNDS DURING THE DAY**

Students **MUST** have parent/carer permission to leave the school and primary students must be accompanied by an adult.

Students **MUST** have written permission from their parent/guardian to leave the school grounds, (e.g. doctors' appointment). Students leaving school early must report to the office (primary students with parents) to collect a Leave Early Slip. Parents are asked, where possible, to keep appointments in school time to a minimum.

# **BEHAVIOUR CODE FOR STUDENTS**

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

## **IN NSW PUBLIC SCHOOLS STUDENTS ARE EXPECTED TO:**

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code

- Attend school every day
  - Respect all property
  - Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools • •
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

### BEHAVIOUR CODE FOR STUDENTS: ACTIONS

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education and Communities.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

#### RESPECT

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

#### SAFETY

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

#### ENGAGEMENT

- Attend school every day
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning



Education

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education and Communities will back the authority and judgment of principals and school staff at the local level.



**Respect. Pride. Honesty.**

## BELL TIMES

8.40 – 9.05am	Roll Call
9.05 – 10.05am	Period 1
10.05 – 11.05am	Period 2
<b>11.05 – 11.25am</b>	<b>RECESS</b>
11.25 – 12.25pm	Period 3
12.25 – 1.25pm	Period 4
<b>1.25 – 2.05pm</b>	<b>LUNCH</b>
2.05 – 3.05pm	Period 5
3.05pm	Home

## CANTEEN

All students can place their lunch orders in a paper bag/envelope, with their name and class details on the front, in the wooden box placed on the steps under the COLA between 8:35 and 9:05 am. For any late orders students need to see the Canteen Supervisor at Recess.

The school canteen operates Monday, Wednesday, Thursday & Friday.

The School canteen also offers to an online ordering system which you can access through the following steps.

### Simplify your school life.

We have partnered with Flexischools, to make school lunches even easier.



#### Set up your account

**1 Download the Flexischools App**  
**Note:** for iPhone and iPad please select 'Allow' notifications.

**2 Login/Register**

- **Already a Flexischools user** – Enter your details and login. To save your login details select 'remember me'.
- **New Flexischools user** – Click 'Register', enter your email address and follow the instructions in the email to set up your account. Once your account is set up, add new student; search for their school, enter student details and select their class.

**3 Top Up Your Account**

To make ordering fast and simple, you can set up automatic top ups.

#### Order

**1 Place your Order**

In the Flexischools App, click the 'Order now' button located in the bottom right-hand corner of the app and select your student.

**2 Make your Selection**

Select the items you wish to order.

**3 Make Payment**

Select your payment option and complete payment to place your order.

Alternatively you can sign-up at [flexischools.com.au](http://flexischools.com.au)



10 years supporting the school community



Committed to healthy eating



Over 1,500 happy schools

**flexischools**



**1** Order online at anytime

**2** Easily monitor your child's nutrition

**3** Pay with Visa, Mastercard, PayPal or direct deposit

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## **CAREERS AND TRANSITION COORDINATOR**

The Careers Adviser (Mrs Robyn Gasson) assists students with decisions on future careers in accordance with their abilities and interests. The Careers Adviser also gives information about employment opportunities and further education.

The Careers Adviser is available to assist students to establish good study patterns and to discuss any difficulties the student may have in making the progression from school to work. The school's Work Experience program is also co-ordinated by the Careers Adviser.



## **CATTLE CLUB**

Commencing in 2021, Cattle Club will be open to students from Stage 3 (Yr 5 & 6) to Stage 6.

The aim of this program is to provide students of Bingara Central School the opportunity to participate in a beef cattle program which is designed to broaden their perspective on life and to foster and promote the following employability skills:

- Teamwork
- Leadership
- Resilience
- Time Management
- Perseverance
- Communication
- Social Skills
- Problem Solving



## **COMMUNICATION**

### **CONTACT DETAILS**

Address: 55 Finch St, Bingara, NSW 2404

Phone: 67 241 606

Fax: 67 241 927

Email: [bingara-c.school@det.nsw.gov.au](mailto:bingara-c.school@det.nsw.gov.au)

Website: <http://www.bingara-c.schools.nsw.edu.au>

Facebook: <https://www.facebook.com/BingaraCentralSchool>

### **OFFICE HOURS**

The hours during which the front office is open for business are 8:30 am – 3:15 pm.



## **Respect. Pride. Honesty.**

### **SCHOOL COMMUNICATION**

The weekly school newsletter is published every Thursday and is available to view on the Bingara Central School website [www.bingara-c.schools.nsw.edu.au](http://www.bingara-c.schools.nsw.edu.au) or on our Facebook page <https://www.facebook.com/BingaraCentralSchool>. It is preferred that families join our electronic mailing list to have the Newsletter emailed each week.

### **PARENT – TEACHER CONTACT**

This is very important. There are many opportunities throughout the school year to informally visit our school and be an active member of our school community.

If parents are visiting the school, it is necessary to sign in at the office. This is a measure to ensure the safety of our students at all times.

It is preferred that parents/carers contact the office to arrange a convenient time for an appointment with any member of the teaching staff.

### **PARENT-TEACHER-STUDENT EVENINGS AND SCHOOL REPORTS**

The school will report twice per year to parents in Term 2 and Term 4.

Parent/Teacher evenings occur each semester to discuss the progress of each child.

Parents are encouraged to regard these sessions as an opportunity to discuss their children with the staff. The school has an online booking system with

<http://www.schoolinterviews.com.au>

Stage 6 parent teacher interviews will be conducted in Term 1 and 3

## **ENROLMENT**

Children who turn 5 years old before the 1st of August in that year may be enrolled at the beginning of the school year. Proof of residency, age (birth certificate), and immunisation certificate are required and parents are asked to complete an enrolment form. Any court orders (if relevant) also need to be supplied to the school.

For more information on enrolment and for enrolment forms, please head to our website <https://bingara-c.schools.nsw.gov.au/about-our-school/enrolment.html>

# **ELECTRONIC DEVICES ACCEPTABLE USE**

## **ACCEPTABLE USE**

Mobile phones must be kept in the silent mode and left in the students bags. They are NOT permitted in the classroom. Urgent messages to students can be delivered through the Front Office on 67 241606. Mobile phones will be confiscated if students have them out in class. They can be picked up from the office.

## **COMPUTER USAGE POLICY**

The computer network at Bingara Central School supports the teaching and learning program. It is intended to enable, enhance and extend students' learning, to facilitate completion of course work and to provide opportunities for students to develop skills in the use of Information and Communication Technology..



## **INAPPROPRIATE CONDUCT**

It is a criminal offence to use mobile phones to menace, harass, offend or photograph another person and the school reserves the right to involve the police in matters when this occurs.

## **MOBILE PHONE RESPONSIBILITY**

It is the responsibility of students who bring mobile phones onto school premises to be aware of and adhere to the guidelines outlined in this document. Privacy issues are associated with photography.

## **RESPONSIBILITIES**

Each student has a responsibility to take care of the computing resources and use them in a careful and constructive way. It is essential for students to:

- Leave all equipment in place unless teacher permission is obtained to do otherwise.
- Report equipment problems and or damage to staff as soon as they are apparent.
- Not tamper with systems settings, switches, buttons or cables.
- Logoff from the network and leave the work station area neat and tidy at the end of the session.
- Avoid unnecessary printing by carefully checking work on screen before printing.
- Only use file names that which are meaningful and non-offensive.
- Only use computing resources in relation to the curriculum requirements and not for private or recreational activities.



## Respect. Pride. Honesty.

### STUDENT USE OF EMAIL


Students must not use email for any of the following:

- To abuse, vilify, defame, harass, or discriminate.
- To send or receive pornographic material.
- To injure the reputation of the School/Staff/Community/Student.
- To infringe copyright of other intellectual property rights.
- To perform unlawful or inappropriate acts.

### THEFT OR DAMAGE

Students bring mobile phones onto the school premises at their own risk. The school accepts no responsibility for theft or damage either at school or while travelling to or from school.

## EVACUATION & LOCKDOWN PROCEDURES



**EVACUATE**

- REPEATED SHORT BLASTS OF BELL
- CHECK ROOM, CLOSE WINDOWS & DOORS
- DO NOT COLLECT SCHOOL BAGS
- PROCEED QUIETLY & CAREFULLY TO ASSEMBLY POINT 1 ON FENCE OF PRIMARY OVAL (FRASER STREET)
- STAND IN CLASS LINES (DO NOT SIT UNTIL WHOLE CLASS IS ACCOUNTED FOR)



**LOCKDOWN**

- LONG CONTINUOUS BLAST OF BELL
- REMAIN INDOORS
- LOCK DOORS & CLOSE SHADES
- SHELTER UNDER TABLES OR AWAY FROM DIRECT LINE OF SIGHT
- IF OUTSIDE, STUDENTS TO GO TO THE NEAREST CLASSROOM OR SCHOOL BUILDING
- WAIT FOR A 30 SECOND CONTINUOUS BLAST OF BELL INDICATING END OF LOCKDOWN



**ALERT**

- AN ALERT SIGNAL IS DELIVERED VIA PHONE PAGER, TXT MESSAGE OR BELL
- AN ALERT INFORMS US TO KEEP ALL STUDENTS INSIDE BUILDINGS UNTIL FURTHER NOTICE
- LESSONS CONTINUE AS NORMAL
- THE BELL WILL RING ONE SHORT ONE LONG BLAST FOR A MINUTE
- THE ALERT WILL FINISH WITH A 30 SECOND BELL BLAST



**BLOCK A**  
K-6 Classrooms  
Guddu, Barayamal (classrooms)  
Administration Office  
Principal's Office  
SAM's Office  
Primary Computer Room  
Staff Common Room  
Auditorium (Hall)  
Sick Bay (EPIPEN)  
Shirley's Nook (Store Room)  
Disability Toilet  
Staff Toilets  
Cleaner's Store Room

**BLOCK C**  
Metals  
Welding Workshop  
Kiln

**BLOCK D**  
AG Plot

**BLOCK E**  
Secondary Computer Room

**BLOCK F**  
Library  
Computer Server  
Literacy/Classroom

**BLOCK G**  
Science Lab  
Food Technology  
Laundry

**BLOCK H**  
Canteen (EPIPEN)  
Councillor  
IT  
Boys & Girls Infants Toilets

**BLOCK I**  
Staff Room (EPIPEN)  
Secondary Classrooms  
Careers  
Secondary Toilets

**BLOCK J**  
Siberia

**BLOCK K**  
Woodwork Room  
Art Room

**BLOCK L**  
Music Room

**BLOCK M**  
Sports Shed  
Gym

**BLOCK N**  
Ag Office (EPIPEN)  
Garage

**BLOCK O**  
Bus Shed



## EXTRA-CURRICULAR ACTIVITIES

Excursions and sporting visits are important features of our school program. Bus travel is usually involved, with the cost of such travel being met by the student. All external activities require parental permission in the form of a Consent Form sent home with the student for the parent/carer to sign. Travel details are sent home so that parents are aware of the time of departure and arrival back at school. Some excursions leave and return outside school hours and parents/carers may be required to make the necessary arrangements for the drop off and pick up of their child. Unless otherwise advised, full school or full sport uniform (not a combination of both) must be worn on all visits. Students need to pay any costs for activities by the due date or excursions may be cancelled.

## HOMEWORK

Homework is set regularly. It is designed to assist learning. Homework varies in nature and purpose. It can be written, oral, visual, thinking or a creative task. It can promote practice, consolidation and revision, investigating and discovery, creativity and thinking.

Homework is best done at set times in a quiet place – in a calm mood. Parents can help by being interested, a good listener, encouraging effort and by keeping in contact with the teacher(s).

Please check [www.education.nsw.gov.au/public-schools/practical-help-for-parents-and-carers/help-with-homework](http://www.education.nsw.gov.au/public-schools/practical-help-for-parents-and-carers/help-with-homework) website for great tips and revision notes/activities.

## LIBRARY

The school Library is open for reading and borrowing books at the following times:  
Monday, Tuesday, Wednesday and Friday from 1.45pm to 2.05pm



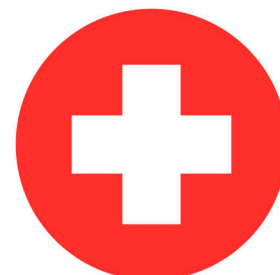
## **MEDICAL, HEALTH & WELLBEING**

### **ACCIDENT & ILLNESS AT SCHOOL**

If a student has an accident or becomes ill at school, parents will be contacted. Students who become ill will be taken to the sick bay to rest. Should the school be unable to contact the parents/carers and if medical assistance is required urgently, the school will take emergency action as necessary to support the student. The school is covered for free ambulance cover for all students.

If your child has a medical condition or disability, we should be informed. Please advise us, e.g. allergy and/or reactions to stings, hearing or visual difficulties.

N.B. The school is not able to provide medication such as painkillers to students without parent/carer permission.



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### **COUNSELLOR**

Our school counsellor is Mrs Kate Newton. Appointments can be made at the office, with our Learning and Support Teachers or Principal, classroom teachers or Year Advisor. The school counsellor assists students with learning and behaviour difficulties and provides advice to students, teachers and parents.

As well, our students have the advantage of caring teachers, who provide warmth and interest in attending to their needs.

Counselling is available every Friday to students who have parental permission and have been referred to the counsellor. Students can elect to see the Counsellor without parental permission from the age of 15.

<https://education.nsw.gov.au/student-wellbeing>

### **MEDICAL CONDITIONS**

If a student suffers from a medical condition (e.g. asthma, allergies etc.), it is the responsibility of the family to inform the school. The school can then assist students with an appropriate Health Care Plan to meet their needs. Please contact the school for further information if your child has a medical condition or disability, we should be aware of. Please advise us, e.g. allergy and/or reactions to stings, hearing or visual difficulties.

N.B. The school is not able to provide medication such as painkillers to students without parent/carer permission.

### **OUTSIDE AGENCY SERVICES**

<http://www.familyreferralservice.com.au/>

<https://gwydirshire.com/gwydir-youth-council/>

### **SUN PROTECTION**

All students should take precautions to protect themselves from the harmful effects of the sun. Students should wear protective clothing including hats and use sunscreen when participating in Sport and PE. Students are encouraged to bring a water bottle to school each day.



**Respect. Pride. Honesty.**

## **PARENTS & CITIZENS ASSOCIATION (P&C)**

The P&C is a group of volunteers made up of parent/carer and community members, who work together to support school programs. Their support includes active involvement in and around the school, fundraising for school events and programs and supporting in whatever way they are able. The school urges all parents/carers to join this important body. It provides a forum for discussion of matters concerning your child's education and an opportunity for parents/carers to assist practically in the school's development.

The P&C Levy for 2021 per student is \$20. Funds raised through this voluntary levy will be used to supplement educational resources and programs for students in our school. The P & C meet: Monday, Week 3 and Week 7 of each term at 5.15pm in the school library.

Please keep up to date with meeting times by following the school Facebook page and reading the newsletter.

### **2021 P&C TEAM**

President: Mr Peter Tevaga

Vice President: Ms Charmain Reading

Secretary: Mrs Julie Reddan

Treasurer: Ms Natalie White

## **PARTICIPATION & YOUR SCHOOL**

Our school encourages parents/carers to become involved in school activities for the benefit of their children.

### **ASSISTING IN SCHOOL ACTIVITIES**

Parent/carers are invited to become involved in many school activities. Some of the activities for which assistance is sought are;

- Assisting in classrooms with activities such as reading, maths, craft or story writing
- Helping to supervise on excursions
- Transporting children to and from school activities
- Assisting with covering books
- Being an invited guest for special lessons
- Participating in curriculum and evaluation committees

The school greatly appreciates the help received from parents/carers and hopes that you will be able to assist in some way.

### **INVITATION TO VISIT THE SCHOOL**

Parents /carers are always welcome to our school. Please visit us for all our special occasions, but also feel free to arrange a visit for any purpose. The interest you show in your child's school is reflected in your child's attitude.

All visitors are required to sign in at the front office when visiting the school, in case of emergency or necessary evacuation.

## **PERSONAL BELONGINGS**

Students should take care of their own belongings. All bags, clothing, books and articles such as pencil cases, calculator, should be clearly labelled. If material is lost, ask your class teacher or the school office staff.

Students should not leave money or other valuables in their bags at any time. Mobile phones are not permitted in the classroom. All care will be taken to provide a school community which cares for and considers the rights of others, however, the ultimate responsibility for personal property rests with the individual student.

**AEROSOL CANS (deodorant) ARE NOT TO BE BROUGHT TO SCHOOL.** Pump packs or roll-on stick deodorants may be used as an alternative.

Bags must be left outside all classrooms during lessons. They are to be left in a row against the wall so as not to restrict movement. School bags should not be left in the playground unattended.

## **PLAYGROUND**

Primary and Secondary have separate play areas. While the school emphasises and encourages children to play in a courteous and co-operative manner with one another, giving consideration for rights of others, there are a number of important rules which children are asked to observe for their safety and social wellbeing.

The following are not permitted:

- Damage to property
- Dangerous behaviour
- Disruption of teaching and learning
- Dishonesty
- Cheating
- Inappropriate use of technology
- Truancy
- Offensive behaviour
- Continued Inappropriate behaviour
- Continued inappropriate behaviour following Executive intervention
- Substances illegal
- Aggressive/dangerous behaviour
- Harassment (continued and ongoing)
- Violence to others/Aggressive behaviour

## **POSITIVE BEHAVIOUR FOR LEARNING (PBL)**

PBL is a broad range of positive systematic and individualised strategies for achieving important social and learning outcomes.

The values which our school has adopted under the PBL framework are;

- RESPECT
- PRIDE
- HONESTY

These values came about after a lengthy process of teaching the definitions of a range of values within the school and advertising these values in the community. Over 400 votes were collated for the adoption of these values, where 200 votes came from the community. We have a PBL logo which was launched in early 2013. We all work together (students, teachers, community) to identify what these values look like in different areas of the school. This is an ongoing process.



There are 9 merit categories;

- Behaviour
- Citizenship
- Work Ethic
- Honesty
- Leadership
- Academic application
- Sporting participation
- Uniform
- Attendance





### MERIT AWARD LEVELS

Students need to get the following number of merit awards with the number of different categories to achieve the following merit levels;

Merit Level	Number of Merits		Number of Categories
	Years 7-11	Year 12	
Bronze	5	5	Any
Silver	15	10	3 (with Year Advisers recommendation)
Gold	20	15	5 (with Year Advisers recommendation)
Platinum	25	20	7 with Year Advisers & Head Teachers Recommendation)

Year Advisers can veto students from receiving their merit level and attending Rewards Day if they cannot recommend the student for the following areas;

Merit Level	Year Advisers Recommendation
Silver	Behaviour
Gold	Behaviour, uniform and attendance
Platinum	Behaviour, uniform and attendance

For Platinum level, the Executive also need to recommend the student for the following criteria;

Merit Level	Year Advisers Recommendation
Platinum	Work ethic

If students have been on a level in the term between the whole school assemblies, their award is withheld until the following assembly. It is the School Executive's responsibility to follow it up as a discipline matter and letting them know that they are ineligible for their award.

There will be a Platinum excursion at the end of Term 4.

## **SCHOOL CALENDAR EVENTS**

School events will be published in the school newsletter, included in our calendar on the school website and posted weekly on our Facebook page

[www.bingara-c.schools.nsw.edu.au](http://www.bingara-c.schools.nsw.edu.au)

[www.facebook.com/BingaraCentralSchool](https://www.facebook.com/BingaraCentralSchool)

Like our Facebook page to receive up to date notifications. Information about some events is sent home in separate notes.

## **SCHOOL DISCIPLINE**

The school has a comprehensive discipline and wellbeing scheme which is described in a separate booklet.

The following points are to be noted:

- Damage to Property
- Dangerous behaviour
- Disruption of teaching and learning
- Dishonesty
- Cheating
- Inappropriate use of technology
- Truancy
- Offensive behaviour
- Illegal Substances

## **SCHOOL MOTTO**

Strive to Succeed

## **SCHOOL SONG**

Our school stands in Bingara it's among the hills so green,  
Our school stands in Bingara where the Gwydir River's seen,  
Here we come to work and play beneath the western skies,  
The days that make us happy make us wise.

Lift your voice for Bingara Central,  
Lift your voice for Bingara Central,  
Lift your voice for Bingara Central,  
The days that make us happy make us wise.

We try to learn to tolerate the other person's view,  
To read and write is not enough there's wider work to do,  
And when our carefree days are done, we'll know and realise,  
The days that make us happy make us wise.



**Respect. Pride. Honesty.**

## SCHOOL UNIFORM

It is expected that students wear the correct uniform at all times. If representing the school for sport, the sports uniform is required. On excursions and other variations, full school uniform is required. School uniform is also required for formal occasions such as formal assemblies and Presentation Night, inclusive of the correct footwear.

School uniform is worn to help build school PRIDE and a sense of belonging in each child. Parents are encouraged to ensure that their children wear school uniform on all school days and to all events where their children are representing the school. If students are not required to wear uniform, parents will be notified.

If your child is for any reason 'out of uniform' for any day, please provide a note explaining the reason. This note must be presented to the teacher at roll call.

The Principal will be available to discuss with parents any difficulties regarding the wearing of uniforms. The school office can be contacted for information on the supply of uniforms. The uniforms are available from the school. All polo shirts, jumpers, blouses, and jackets should be embroidered with the school logo. *PLEASE SEE UNIFORM HANDBOOK FOR UNIFORM PICTURES AND PRICES*

## SPORT

All students, other than Year 12, take part in sport. All sport occurs on Friday afternoon. Students must bring a note from their parents and give it to the Sports Coordinator if they have a medical condition and are unable to participate in sport. Full sports uniform must be worn during sport. If your child has a practical subject on a Friday they will be required to bring fully enclosed leather shoes to change in to for this particular subject.

Students have the option to participate in nominated CHS sport competitions throughout the year.

## SPORTING HOUSES

All students on enrolment are allocated a sporting house. We try to allocate all members of the same family to the same house. Primary and Secondary children are allocated a Team House as follows,

Fraser – Red, Laver – Green and Bradman – Yellow.



## **SPORTING HOUSE CAPTAINS 2021**



**LAVER  
CAPTAIN**  
SHARNEE  
BARTON



**LAVER  
VICE-CAPTAIN**  
JOHNATHON  
O'DELL



**FRASER  
CAPTAIN**  
ISAAK  
JOHNSON



**FRASER  
VICE-CAPTAIN**  
SHAYLAH  
RICHARDSON



**BRADMAN  
CAPTAIN**  
LEILANI  
TEVAGA



**BRADMAN  
VICE-CAPTAIN**  
ANDREW  
BANCROFT

## STAGE & YEAR ADVISERS

One teacher is allocated to each Stage 4, 5, Year 11 and Year 12.

The Year Advisers are responsible for the wellbeing of all these students.

If students are having any difficulties at school or need information, they should contact their Stage/Year Adviser.

Parents are also urged to contact the relevant Year Advisers if there are any concerns relating to their child.

In 2021 the Stage & Year Advisers are:



**Stage 4**

Ms Lisa Moore



**Stage 5**

Mr Charles Mill



**Year 11**

Mrs Robyn Gasson



**Year 12**

Mr Scott Crispin

## STUDENT ASSISTANCE

When families find themselves in exceptional circumstances i.e. where families are facing financial difficulties for their child to participate or purchase materials essential to learning, the school may have funds to assist. Applications for assistance must be made in writing to the Principal. We cannot always guarantee assistance, but will try the best we can.

**Respect. Pride. Honesty.**

## **STUDENT REPRESENTATIVE COUNCIL**

Annual elections are held to determine the representatives to the SRC from each year group. These students are elected to provide a student voice in the school. A teacher is appointed SRC Coordinator to convey requests and proposal to the school administration. The SRC provides an opportunity for students to display and develop leadership qualities. The SRC consists of elected students from each stage year plus a Vice Captain and School Captain from Year 12.

The 2021 Leadership Team consists of



**School Captain**  
William Johnson



**Vice-Captain**  
Angel Neal



**SRC Coordinator**  
Monica Coddington



**SRC Coordinator**  
Emma Pleffer



**SRC**  
Karys Smith



**SRC**  
Sarah Dennis



**SRC**  
Brooke McKinnon



**SRC**  
Emily-Kate Rattray



**SRC**  
Brandon Tveaga



**SRC**  
Blaire Johnson



**SRC**  
Aylah Mounter



**SRC**  
Zoe Allen



# STUDENT SUBJECT REQUIREMENTS

## SUBJECT FEES AND SCHOOL CONTRIBUTIONS

If students are studying one of the following elective subjects, then they will be required to pay the following subject contributions for that course. These fees go towards covering the cost of consumable items used in the course. Students unable to pay these fees need to contact the Principal to make alternative arrangements, otherwise they may forfeit the practical content.

These fees are compulsory and should be paid prior to Week 5 annually to enable students to complete the required tasks. Students not paying the fees may not be able to continue in this practical subject.

If the payment of this contribution would cause hardship due to a family's financial position, parents are requested to contact the Principal personally by telephone or letter to make other arrangements. Such information will be kept confidential.

Year Group	Subject	Fees
Stage 5	Visual Arts	\$40
Stage 5	Industrial Technology – Metal	\$50
Stage 5	Food Technology	\$100

## SUBJECT REQUIREMENTS

The following list is an indication of the requirements for the following subjects. Teachers may vary this list depending on the program being delivered. It is intended to be a guide so that student scan be organised for their subjects. It is always a good idea to see your teacher to double check this list.

## STAGE 4 (YEAR 7 & 8)

Subject	Books	Generic Equipment
Music	A4 book (96 page) – doesn't need to be a music book	USB drive, glue, scissors, eraser, pens, coloured pencils, pencils, highlighters, ruler, fully enclosed leather shoes, Tupperware container, Sports uniform
Mandatory Technology	1 x 2 ring folder, loose leaf A4 writing paper, plastic sleeves, 5 cardboard dividers, A4 display folder x 2	
English	2 ring A4 sized folder, 5 cardboard tabs	
Mathematics	A4 book (240 page), A4 plastic envelope or A4 display folder	
Science	A4 book	
Visual Arts	A4 or A3 Visual Arts diary	
Geography	A4 book (96 page)	
PDHPE	A4 book (96 page)	
History	A4 book (96 page)	
LOTE	A4 book (96 page)	



## STAGE 5 (YEAR 9 & 10)

Subject	Books	Generic Equipment
English	1 x 2 ring folder, loose leaf A4 writing paper, plastic sleeves, 5 cardboard dividers	USB drive, glue, scissors, highlighters, ruler, Fx – 100AU Plus or Fx-82AU Plus II Casio calculator, geometry set lead pencil, coloured pencils, fully enclosed leather shoes, Sports uniform
Mathematics	A4 book (128 page), A4 plastic envelope or A4 display folder	
Science	A4 book (240 page),	
PDHPE	A4 book (96 page)	
Geography	A4 book (96 page)	
History	A4 book (96 page)	
Visual Arts *	A4 or A3 Visual Arts diary	pencils: 2B, 4B, 6B, 2H, HB
Commerce *	A4 book (240 page)	
Food Technology *	A4 2 ring folder, sheet protectors, A4 loose leaf sheets	Apron and a Tupperware container
PASS *	A4 book (128 page)	
Agriculture *	A4 book (190 page)	
Design and Technology *	A4 book (96 page)	
Child Studies*		
Music*		
Work Education		

\* Elective Subjects will vary depending on the student's choice of study

VET and T-VET courses are outlined separately in the Preliminary HSC Subject Selection Booklet. Please contact our Career Adviser for more Information

## **STAGE 5 PROGRAM OF STUDY**

### **INTRODUCTION**

In 2021/22, all Stage 5 students will continue to study English, Mathematics, Science, Geography, History Personal Development, Health and Physical Education (PDHPE). These subjects are mandatory. In addition, students will be studying Work Education and choose three elective subjects.

The curriculum at Bingara Central School is structured in such a way as to provide students with the opportunity to complete up to 200 hours of study in three (3) elective subjects. 100 hours of study can be completed in one year for each of the subjects. Students may have the opportunity to change elective subjects after the completion of a 100 hour course of study (1 year).

Whilst every effort is made to allow students to study the subjects of their choice, timetable and staffing constraints mandate which subjects are able to run at any particular time. It is essential that students choose wisely as their choices will determine the subjects being offered.

The subjects on offer in 2021 with the capacity to be taught at Bingara Central School include:

### **ELECTIVE SUBJECTS ON OFFER**

- Agricultural Technology
- Commerce
- Child Studies (Distance Education)
- Food Technology
- Industrial Technology- Metal
- Visual Arts
- Music (Distance Education)
- Physical Activity & Sports Studies

### **MANDATORY SUBJECTS**

It is compulsory for all students to study these courses in Stage 5 to be documented on their ROSA (Record of School Achievement):

- English
- Mathematics
- Science
- Geography
- History
- Personal Development, Health & Physical Education



## STAGE 6 (YEAR 11 & 12)

Subject	Books	Equipment
English Studies	A4 lever arch folder, A4 loose leaf paper, set of cardboard 5 tab dividers	
Mathematics	A4 book (198 pages), A4 display folder	Fx-100AU PLUS calculator or Fx -82AU Plus II Casio Calculator
Biology	A4 book (198 page)	Fx-100AU PLUS calculator or Fx -82AU Plus II Casio Calculator
PDHPE	Lever arch A4 size folder, loose leaf writing paper, A4 display folder	sports uniform
Sport, Lifestyle and Recreation	Lever arch A4 size folder, loose leaf writing paper, A4 display folder	sports uniform
Primary Industries		fully enclosed leather footwear

### **RULES AND PROCEDURES FOR 2021/22 HIGHER SCHOOL CERTIFICATE CANDIDATES**

#### ***Introduction to the HSC - General Information***

The Education Act 1990 (NSW) governs the award of the Higher School Certificate. The NSW Education

Standards Authority (NESA), under this Act, grants certificates to students who comply with the Act and NESA's requirements. The main rules and requirements are set out in this booklet.

Students can obtain more detailed explanations of the rules and requirements by referring to the

Assessment, Certification and Examination Manual. A copy of the manual is kept in every secondary school and college of TAFE in NSW and many council libraries. It can also be downloaded from the NESA website <https://ace.nesa.nsw.edu.au/>

## ELIGIBILITY REQUIREMENTS FOR THE HIGHER SCHOOL CERTIFICATE

To be eligible for the award of the Higher School Certificate you must have:

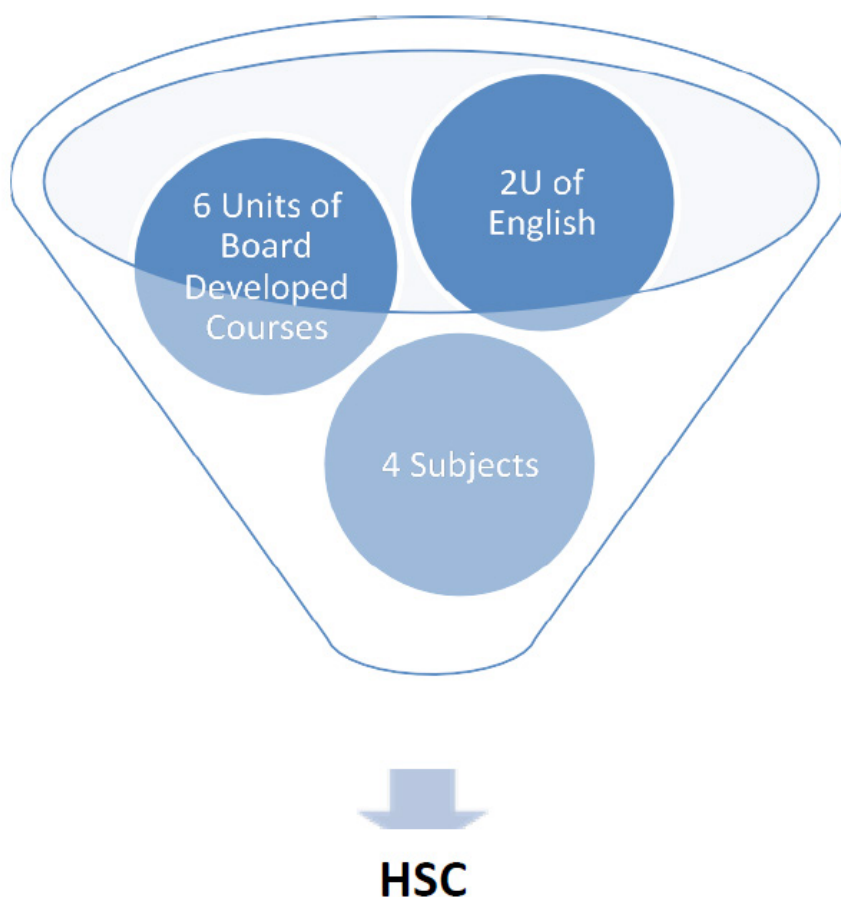
- I. gained the School Certificate or such other qualifications as NESA considers satisfactory
- II. attended a government school, an accredited non-government school, a school outside NSW recognised by the Board, or a college of TAFE
- III. satisfactorily completed courses that comprise the pattern of study required by NESA for the award of the Higher School Certificate
- IV. sat for and made a serious attempt at the required Higher School Certificate examinations.

## PATTERN OF STUDY

To qualify for the Higher School Certificate you must satisfactorily complete a Preliminary pattern of study comprising at least 12 units and an HSC pattern of study comprising at least 10 units.

Both patterns must include:

- at least 6 subjects of 2 units for the Preliminary Course
- at least 5 subjects of 2 units for the HSC Course
- three subjects must be Board Developed Course – Category A
- at least two units of a Board Developed Course – Category A in English
- at least three courses of two-unit value or greater (either Board Developed or Board Endorsed Courses)
- at least four subjects.



## **WHAT ARE UNITS?**

All courses offered for the Higher School Certificate have a unit value. Subjects may have a value of 1 unit or 2 units. Most courses are 2 unit.

The following is a guide to help you understand and pattern of courses.

2 Unit Course: This is the basic structure for all courses. It has a value of 100 marks.

Extension Course / Extension: Study is available in a number of subjects. Extension courses build on the content of the 2 unit course and carry an additional value of 1 unit requiring students to work beyond the standard of the 2 unit course. Extension courses are available in English, Mathematics, History, Music, some Languages and VET.

Undergraduate university courses may be available in some subjects.

English and Mathematics Extension Courses are available at Preliminary and HSC levels. Students must study the Preliminary extension course in the subjects before proceeding to the two HSC extension courses (Extension 1 and Extension 2). The Extension 2 course requires students to work beyond the standard of the Extension 1 course.

Extension courses in subjects other than English and Mathematics are offered and examined at the HSC level only.

Courses comprise two components:

- The Preliminary Course – This course will usually terminate at the end of Term 1 in each year. Satisfactory completion of it or its equivalent is a pre-requisite for entry into the HSC course.
- The HSC Course (component 2) – This course will usually begin immediately after the Term 1 break and proceed through to the HSC examinations in October/November of each year.

# STAGE 6 VERTICAL CURRICULUM

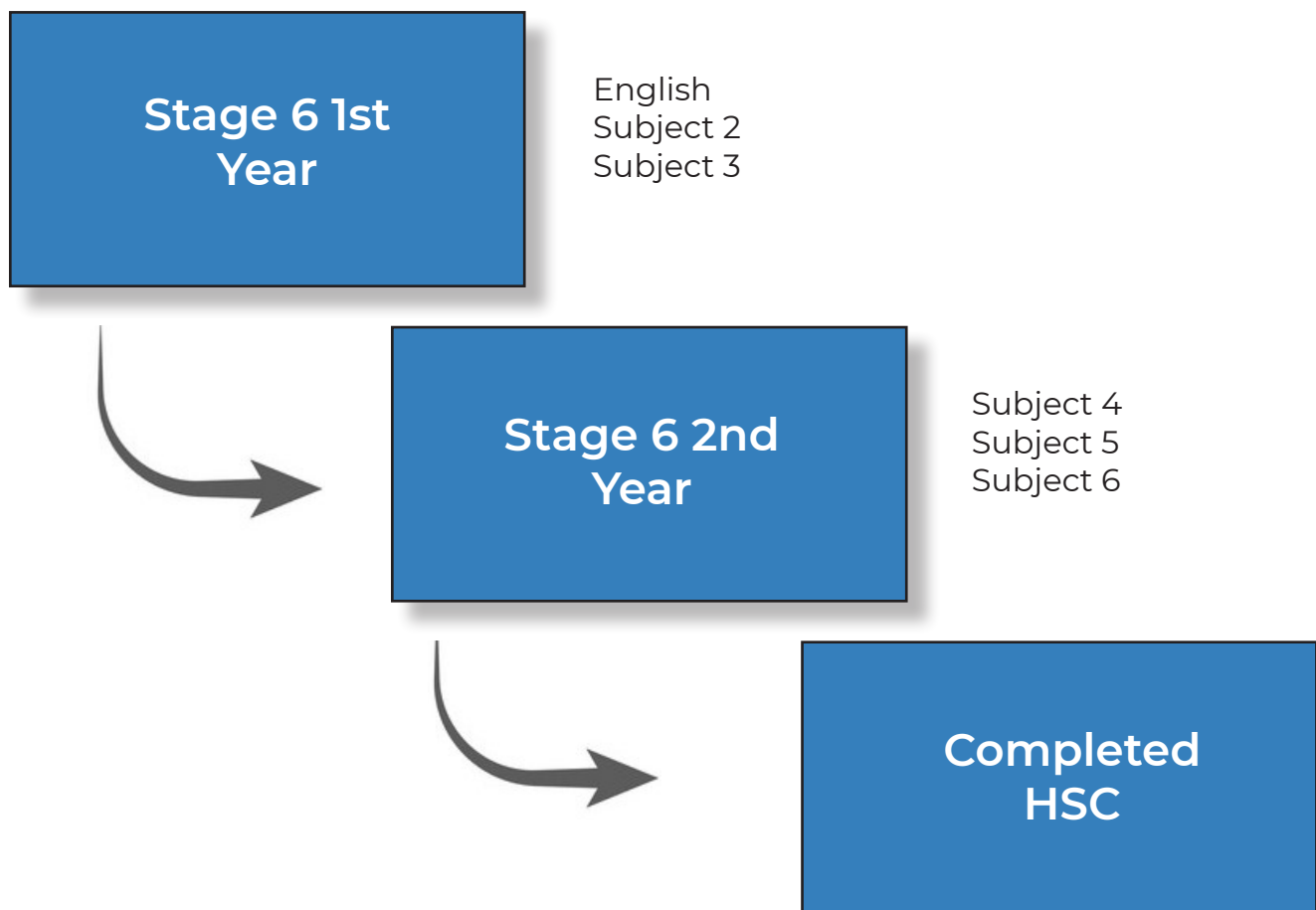
Stage 6 students at Bingara Central School have a compressed curriculum for their Preliminary and HSC studies. This involves students studying three subjects in Year 11 and three subjects in Year 12. This means that the new academic year begins in Term 4, Week 6, with students from beginning their new classes at this time.

## STAGE 6 1ST YEAR - 2021

English  
Subject 2  
Subject 3

## STAGE 6 2ND YEAR - 2022

Subject 4  
Subject 5  
Subject 6



*An English course must be studied in either 2021 or 2022*



## **WHAT TYPES OF COURSES CAN I SELECT?**

### ***Board Developed Course – Category A***

These courses were developed by writing teams from NESA.

All students entered for the HSC who are studying these courses follow the same syllabuses. Courses are examined externally at the end of the HSC course and can count towards the calculation of the Australian Tertiary Admission Rank (ATAR).

### ***Board Developed Course – Category B***

These courses were developed by writing teams from NESA or VET Industry Framework Courses (ICF) eg. English Studies, Mathematics Standard 1, Primary Industries, Retail and Business Services.

### ***Vocational Education and Training courses***

Board Developed VET Courses are available in nine industry curriculum frameworks: Automotive, Business Services, Construction, Electrotechnology, Entertainment Industry, Financial Services, Hospitality, Human Services, Information Technology, Metal and Engineering, Primary Industries, Retail Services and Tourism and Events. These Category B courses have an optional written examination. Students who choose to sit the examination may have the result for that course included in the calculation of their ATAR.

### ***Board Endorsed Courses***

There are three types of Board Endorsed Courses:

School Developed Courses-These are courses developed by individual schools in response to local interest or need that have been endorsed by the Board.

- University Developed Courses, these are developed by universities in conjunction with schools to suit the particular needs of high ability students.
- Content Endorsed Courses (CECs), these courses are based on School Developed Courses in the most popular areas of study. They fall into two categories: general CECs and VET CECs, including many delivered at TAFE.

There is no external examination for any Content Endorsed Course but all Board Endorsed Courses count towards the Higher School Certificate and appear on your Record of Achievement.

Board Endorsed Courses do not count in the calculation of the ATAR.

# SUBJECT SELECTION SUMMARY 2021

ENGLISH	UNITS	CATEGORY	ATAR
English Standard	2	A	✓
English Advanced	2	A	✓
English Extension	1	A	✓
English Studies	2	B	<i>optional</i>
<b>MATHEMATICS</b>			
Mathematics Standard 1	2	B	<i>optional</i>
Mathematics Standard 2	2	A	✓
Mathematics	2	A	✓
Mathematics Advanced	2	A	✓
Mathematics Extension 1		A	✓
Mathematics Extension 2		A	✓
<b>SCIENCE</b>			
Biology	2	A	✓
Chemistry	2	A	✓
Investigating Science	2	A	✓
<b>HSIE</b>			
Geography	2	A	✓
Modern History	2	A	✓
Ancient History	2	A	✓
<b>PDHPE</b>			
CAFS	2	A	✓
SLR	2	C	X
Society & Culture	2	A	✓
Sports Coaching	2	B	
<b>CAPA</b>			
Visual Arts	2	A	✓
Music 1	2	A	✓
Photography, Video & Digital Media	2	C	X
<b>TAS</b>			
Industrial Technology	2	A	✓
Agriculture	2	A	✓
<b>VET COURSES</b>			
Primary Industries (Cert II Agriculture)	2	B	<i>optional</i>
Business Services (Cert II Business Services)	2	B	<i>optional</i>
Skills for Work & Vocational Pathways (Cert II in Work & Vocational Pathways)	2	C	X

## **SUPERVISOR OF GIRLS**

The Supervisor of Girls (Mrs Emma Pleffer) is responsible for the care, conduct and wellbeing of Year 7-12 female students. Parents are encouraged to contact our Supervisor of Girls, to discuss the wellbeing of your daughter.



## **VERTICAL CURRICULUM**

Stage 6 students at Bingara Central School have a compressed curriculum for their Preliminary and HSC studies. This involves students studying three subjects in Year 11 and three subjects in Year 12. This means that the new academic year begins in Term 4, Week 6, with all students from Year 3 to Year 11 beginning their new classes at this time (e.g. Year 6 moves into Year 7).