2016
STUDENT & PARENT HANDBOOK
WELCOME

Our staff and students welcome you to Le Fevre High School. We are pleased that you have chosen to come here for your secondary schooling. Our school has much to offer you and we urge you to make the most of your opportunities to become fully involved in the school and its activities.

Our teachers are here to help you. While there is much to learn about your new school, this handbook will provide you with some important information.

Parents, if at any time we can assist you, please contact your child's home group teacher, subject teachers or year level manager. Effective communication between home and school will facilitate a spirit of cooperation and understanding, which we regard as being of the utmost importance.

Our key priorities focus on quality and flexible curriculum offerings and facilities supporting learning, quality relations supporting learning, including an emphasis on positive learning environments, strong pastoral support of individual student needs, student well-being, close links with the community and quality teaching and learning including staff training in diverse methodologies to support preferred student learning styles. Student success is supported through a wide range of quality appropriate programs.

Principal:
Regional Senior Secondary Manager
Assistant Principal, Student Welfare and Innovations
Assistant Principal, Curriculum STEM, IBMYP, SACE
Assistant Principal, Daily Management:
Maritime Leader
Business Manager:
International Student Liaison

Mr Rob Shepherd
Ms Toni Andrew
Mr Craig Bailey
Mr Troy Barker
Ms Jean Perry
Mr Liam Narcys
Ms Leanne Hembrow
Mr Rob Shepherd/Ms Sarah Craddock

CRICOS Provider number 00018A
South Australian Department for Education and Child Development
Trading as South Australian Government Schools
**ABSENCES**

Parents/Caregivers please ring the school before 9.00a.m. [Phone 8449 7004](tel:84497004) to let us know that your child will be absent and confirm with a signed note in the **Student Diary** on return to school. (Please state the student's care group when you ring.) We also have an automated SMS service to advise of student absences. If you receive such a message, please respond to the response number **0427 186 710**. The message is sent once the day’s attendance data is electronically collated. When you have prior notice of an impending absence a note in the **Student Diary** will enable your child’s teachers to know in advance. For prolonged absences, you are expected to ring to talk about having work sent home. If there is a planned absence of over 1 week (e.g. overseas holiday) you are expected to contact the Principal to negotiate an exemption from attendance at school for the period of absence.

**ACCESS TO TOILETS/TAPS DURING LESSON**

Generally recess and lunchtime provides ample opportunity for students to attend to thirst and toiletry matters. We expect students to be actively involved in their lessons during classes. Teachers will consider reasonable requests from students and will acknowledge any permission granted with an entry in the **Student Diary** or on a student destination note. Students need to carry the **Student Diary and Hall Pass** with them when out of their learning area.

**ALLERGIES**

The school does not permit students to use aerosol deodorant sprays due to allergic reactions to such products. Similarly we have a peanut policy as we have at least one student in our school with a very extreme allergy to PEANUTS.

We seek the cooperation of ALL school community members; that is ALL staff, ALL students and ALL parents to make our school safe for this person. We seek the full cooperation of parents and students not to bring ANY peanut products into the school. This includes any muesli bars, loose nuts or products which list PEANUTS as an ingredient. It does not apply to products which have the label ‘may contain traces of nuts or made on machinery that also processes nuts’. It is a very serious matter as PEANUTS are potentially fatal to this person.

**BEHAVIOUR MANAGEMENT PROCEDURE**

We are committed to ensuring that teachers and students can be assured of effective and safe learning environments. Students who find it difficult to engage in their own learning are supported through a range of options, including withdrawal from class. We also operate a detention system for those students who do not meet their school responsibilities or who act in a disruptive manner.

Students who do not support successful learning during a lesson will be sent out of the lesson to the Withdrawal Room. Repeated offences or serious incidents result in suspension. When re-entering school after suspension, a meeting is held with the student, family and school representatives to establish improved learning and behaviour goals focussed on successful thinking processes.

**BELL TIMES AND LINE STRUCTURE**

<table>
<thead>
<tr>
<th>Time</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45-8.55</td>
<td>CARE GROUP</td>
<td>CARE GROUP</td>
<td>CARE GROUP</td>
<td>CARE GROUP</td>
<td>CARE GROUP</td>
</tr>
<tr>
<td>Lesson 1</td>
<td>8.55-9.50</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>4</td>
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<tr>
<td>Lesson 2</td>
<td>9.50-10.45</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>4</td>
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<tr>
<td>10.45-11.05</td>
<td>RECESS</td>
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<tr>
<td>Lesson 3</td>
<td>11.05-12.00</td>
<td>1</td>
<td>7</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Lesson 4</td>
<td>12.00-12.55</td>
<td>6</td>
<td>Care group, Assemblies, meetings</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>12.55-1.35</td>
<td>LUNCH</td>
<td>LUNCH</td>
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<tr>
<td>Lesson 5</td>
<td>1.35-2.25</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Lesson 6</td>
<td>2.25-3.15</td>
<td>2</td>
<td>STAFF T &amp; D</td>
<td>6</td>
<td>1</td>
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</tbody>
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**CARE GROUP**

Students meet at 8.45am each day with their care group teacher for essential organisational matters (roll call, daily notices, checking of **Student Diary**, uniform monitoring and sharing important information). In addition to this we support student development through a range of pastoral care programs, including career planning, conducted by the care group teachers and supported by the Year Level Coordinators and Student Counsellors. Topics will vary in focus depending on the student’s year level and on the needs of students and include dealing with harassment, making friends, protective behaviours, problem solving, self-esteem and good manners, pathway planning, portfolio development, career advice and post school options.

**DAILY NOTICES**

There is a lot of important information about school activities and other important matters distributed or announced at care group each morning. It is very important that students arrive at school before 8.45am, are punctual to care group each day.
All students in years 8-11 will be issued with a Student Diary by their first day and they must have it with them at all times. The Student Diary is designed to help students to successfully plan and manage their work at school and at home. The Student Diary is also a valuable means of communication between home and the school. Please use it to record notes relating to absences and appointments.

**Emergency Signals**

Long intermittent blast for ‘lock down’, long continuous blast for ‘evacuation’. Each room has a detailed map and a set of instructions for emergency procedures.

**Entrances**

Visitors report to the main reception entrance of the school at the corner of Hart St. and Swan Tce. All the school buildings have a number of entrances for students to access their care group room and classrooms and lockers.

**Finance Payments**

The Student Services Office is open each day from 8.30am – 9.00am for the payment of money for excursions and school activities. On line payments can be made through B Point. In addition we have a phone banking App called Qkr (Quicker) via CommBank. This app is very flexible and can process full and part payments for nominated school related payments. Teachers do not collect money from students. We also accept VISA and Mastercard credit card payments over the counter.

**First Day**

Year 8 students arriving on the first day of the year should arrive at approximately 8.20 am and meet at the front of the school near the front office. The Year 8 Coordinators and Care Group teachers will meet you there. At the 8.45am siren we will move to the gymnasium for a full school assembly. Students will be split into year levels after the assembly and Year 8s will move to the lawn area near the flagpole. At this time you will be allocated care groups. Year 8 students will remain with the Care Group teacher for the first three lessons of the day. Students will receive a timetable for subjects and the Care Group teacher will help students sort out where they will go for each subject.

If you are a new student starting during the school year, please come to the front office and staff will locate the Year Level Coordinator who will assist you.

**Grievance Procedure**

We support the right of any member of the school community who believes our school policies are not being supported or enforced appropriately to have their grievance addressed. A copy of the Grievance Procedure policy is available from the school’s web site and is printed in the first newsletter of the year.

**Harassment**

Students will be guided through the procedures for identifying and dealing with harassment. We stress that students should not accept harassment from any other individual. They have rights - the most important one being that they have the right to feel good about themselves and safe at all times. We will discuss and practise strategies, which help students to become more confident and assertive and will clearly state the procedures for reporting harassment. **Disciplinary consequences are applied consistently in the management of harassment complaints.**

**Hart Street and Swan Terrace**

Students are reminded to cross roads at the pedestrian lights or major intersections. Do not cross the road directly opposite the school on Hart Street, as it is a busy road and this behaviour is a risk to your safety and the convenience of drivers on the road. The school regularly supervises this area and issues consequences for repeat offenders.

**Homework**

Homework is set regularly for all students. Homework is set for each subject taught on the day. All homework **must** be entered by the student in the Student Diary during lesson time. Senior school students may have more flexible arrangements, which encourage personal organisational skills to be developed.

Parents can help students establish good homework procedures. Useful strategies include:

- Helping to establish regular study habits e.g. at set times, preferably away from the TV or music
- Having good lighting
- Encouraging your child to be specific when writing in homework e.g. page numbers, questions, name of books needed. Discourage them from writing vague entries e.g. ‘continue’, ‘Story’
- Writing notes to the teacher to communicate any problems (or successes) with homework.
- Assisting your child to establish sound organisational skills e.g. bringing the correct books home, planning use of time (very important in long-term projects)
- Praising efforts made. Aim to make homework a positive experience
- Avoiding the temptation to do it for them
- Contacting the subject teacher directly should you have any concerns.

**Illness/Accidents at School**

The student needs to ask the subject teacher to place a note in the diary giving permission to report to the First Aid area at Student Services. Duty staff will either treat the injury (e.g. first aid) and/or ring the contact number provided by parents in the enrolment information. Please
inform the school if emergency contact details change. If required, the child's parent will be called to take the child home. Under some circumstances an ambulance may be called. Students returning to class from the Sick Room or Student Services will need to ask for a signature and time to be entered in their diary. Student Services staff are not able to supply painkillers or any other medication unless the student has an agreed health care plan completed and signed by a Medical Practitioner lodged with the school. Students requiring regular medication should notify the Student Services staff of the medication involved, and if necessary leave spare supplies with them.

**LATE ARRIVALS**

Students who arrive at school after 8.45am are required to report to the Student Service Office check in station, where they will have their parent note signed and a late arrival slip issued for inclusion in their Student Diary. This slip must be shown to the subject teacher when the student goes to lesson. **Students without a satisfactory reason for their lateness may be required to perform community service or attend detention.**

**LEAVING SCHOOL EARLY**

Students who have prior arranged appointments need to have the appointment time noted in their Student Diary by their parent or caregiver and they need to show this note to Student Services Office staff when they sign out. **Students are NOT to leave the school without permission.** They must report to the Student Services Office before seeking school permission to leave. Parents are asked to arrange as many appointments as possible after school hours.

**LOCKER POLICY**

Le Fevre High School has a locker policy. Students are expected to carry only the books and equipment they need for the set of lessons between each break in the day. Larger school bags are **not** permitted in classrooms or to be carried in the yard during the day. Only small pouch bags or compendium folders approved by the teachers to carry lesson materials are permitted. **Students need to supply their own lock to secure their lockers.**

**LUNCH PASSES NOT ISSUED**

Le Fevre High School does not permit students to leave the school grounds except for excursions and senior students who have arrangements to go home or another campus to study. The school does not issue lunch passes.

**MATERIALS NEEDED - STATIONERY**

Students are expected to have their own items for each lesson - e.g. pens and pencils, ruler, eraser, test pad, work books, etc. Mark these items clearly with your name. Their books need to be maintained in good order. Students may cover their workbooks and Student Diary with appropriate materials. These expectations underline our principle of encouraging students to develop good organisational skills. Our supplier Staples have a secure online “Back to School” ordering platform. All you have to do is log on to [www.staplesbacktoschool.com.au](http://www.staplesbacktoschool.com.au) search for your school and place your order. Your items will be delivered straight to your door and delivery is free of charge.

How to order:
2. Type in our School ID 866704 to access a list of items that we have selected
3. Follow the prompts to place your order

**MOBILE PHONES AND ELECTRONIC MEDIA**

The school advises that mobile phones and other electronic devices such as ipods must be **switched off and secured safely on your person during all lessons. Students are not permitted to use their phones in class for SMS, facebook or any other non-approved activity, and that mobile phones and other electronic media are brought to school at their owner's own financial risk.** Students misusing mobile phones or other electronic media will be expected to accept the disciplinary consequences which may include being asked to take the phone to the front office for the remainder of the day for safe storage, or to hand it to a staff member. Inappropriate use may result in further disciplinary or police matters. There are Federal Laws which prohibit the use of electronic media for the distribution of inappropriate images or text, and the jurisdiction of the Principal to administer disciplinary action for electronic harassment of students is not limited to events on campus or during school hours.

**OUT OF BOUNDS AREAS**

The school grounds have many areas with shade and lawn and most of these are available to everyone at recess and lunch breaks. In the interest of well-being, safety and litter management there are some areas that are out of bounds. These include car parks, front lawn areas, classrooms, corridors and stairways. The oval is only available to students at lunchtimes, if they are involved in sporting activities. A map of out of bounds areas is distributed to Care Group teachers and students at the start of the year.

**PERFORMING ARTS**

All students are encouraged to participate in the Performing Arts. An extensive physical movement, music and drama program is available for boys and girls.

**PORTABLE MUSIC DEVICES**

For security purposes, the school discourages students from bringing expensive items to school. If students do bring these items to school they accept responsibility for damage or loss. Staff may give permission for headphones to be used during some activities, but this is at the
discretion of the teacher. As with all classroom management issues students are expected to follow the instructions of their teacher in relation to the use of any portable music devices.

**PUNCTUALITY – RECESS and LUNCH PERIODS and HOME TIME**

School starts at 8.45am every day. Students are expected to be at their care group room with their books from their locker straight after the second bell sounds. School finishes at 2.25pm on Tuesday and at 3.15pm all other school days unless special arrangements are advised to parents.

**SCHOOL CONTACT**

- If parents or students have problems with a specific subject please ring the subject teacher at school and leave a message or contact phone number. Calls will be returned as soon as the teacher’s timetable allows: usually within 24-48 hours. Parents can also contact staff members via the ‘contact us’ button on the web page.
- If you have information which impacts on your child’s academic or social well-being please contact your child's Care Group teacher.
- If your concerns are of a more general nature please contact the Year Level Coordinator.
- Request for interviews should be made by directly contacting the teacher (if only one), or the Year Level Coordinator if your concerns relate to more than one teacher of your child.
- For personal problems (child and/or family) please contact the Student Counsellors.
- **Please notify us of any changes of address, phone number, health issues or family circumstances so that we can communicate with you effectively, this is especially important in relation to emergencies.**
- Remember - we like to hear good news too!

**SCHOOL ENVIRONMENT**

It is the responsibility of all students to maintain a clean and well-presented school environment. Each student can expect to share this responsibility as part of the school program. Students are expected to pick up a reasonable number of papers (between 3-5) when asked to do so by staff.

**SECURITY**

Students need to ensure that all their belongings (particularly clothing, books, pens, calculators, etc) are clearly labelled with their name. **Lockers are provided, but students are responsible for their own padlock.** We recommend strong code locks. Students will move out of their care group room for some lessons and other students will use their care group room. Students are reminded not to leave valuable items lying around or unattended. School bags are to be left in lockers and only small pouch or bum bag style bags are permitted into classrooms. If students do have a large sum of money or a valuable item at school, they should give it to their care group teacher, Year Level Coordinator or the Student Services Office staff to keep it safe. If students ride a bike, they need to have a chain and lock it for security and store it within the security cage provided. **All such items such as bikes, but not limited to, are brought to school at their owner’s own financial risk.**

**SENIOR STUDENT STUDY**

Special study facilities are provided for Year 11 and 12 students within an area of the Resource Centre, various study room locations and in the Flexi centre.

**SENIOR STUDENTS**

New senior students must ensure that they have provided their SACE and TAFE enrolment numbers to the school. This is essential for senior students transferring from another school during the year or re-enrolling. If students are transferring mid semester they should supply information about current levels of achievement and evidence of work completed. This will ensure teachers can arrange that the appropriate credit is given and that the school can develop programs of work that support student success.

**SPECIAL RECOGNITION**

Academic Excellence Awards, Achievement Certificates Attendance and Service Awards are presented to students at the end of each term based on performance and application in subject areas. Special recognition awards celebrate personal skills. The focus is on acknowledging and encouraging desirable social behaviours such as good manners, consideration of others, positive communication skills and support of others. The school conducts an annual Prize Assembly for 8-11 students on campus and a year 12 Graduation and Prize Ceremony off campus.

**SPORT**

Sport is an important part of our school life. All students are encouraged to play in a sports team and can choose from a wide variety of sports. We offer both interschool knockout sports which are played during school time and interschool zone sports which are played after school on Wednesdays. The teams available depend, of course, on the level of interest shown by the students and on the availability of coaches (teachers or parents). The Sports Coordinator will ensure students and their families know about the options through assemblies, bulletin boards in the gym and daily notices.

**STUDENT MOVEMENT**

Each student moving around the school during lessons must have a hall pass in their possession issued by their teacher and destination note in their **Student Diary** signed by their subject teacher. In particular, students are not to go to the toilet without such a note.
TERM DATES 2016

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 February - 15 April</td>
<td>2 May – 8 July</td>
<td>25 July – 30 September</td>
<td>17th October – 16th December</td>
</tr>
</tbody>
</table>

UNIFORM

The Le Fevre High School uniform details are attached at the back of this booklet. The uniform items are available from M Hambour and Sons Pty Ltd, 2 Wilson Street, Royal Park SA 5015, Ph: 8447 2077, Fax: 8341 0275 E: reception@mhambour.com.au and their on-line store. All students are expected to wear uniform. Students are to bring a change of clothes to participate in PE lessons.

WEATHER CONDITIONS

At times of wet weather during recess and lunch, a siren (short blasts) will sound. Students move inside of designated buildings and under cover. Yard duty staff members move inside to the designated areas to supervise students. Students can be in specified corridors during wet weather, but not in classrooms. The school has many shaded areas for students during hot weather conditions.

YARD ONLY

Food and drink can only be consumed outside classrooms and buildings. Caps or hats are not allowed in the classrooms and buildings. It is everyone’s responsibility to keep the yard clean. Teachers will ask students to pick up a reasonable number of pieces of paper (3-5).

YEAR 8 EXCURSIONS

A one-day excursion for all Year 8 students will be held early Term 1. In recent years this has been an excursion to Noarlunga. Staff members organise a range of off campus activities as a part of the learning program and pastoral care activities for students throughout the year. A highlight for many Year 8 to Year 10 students is the opportunity to participate in the end of year Aquatics camp at Murray Bridge.
GUIDELINES FOR SCHOOL UNIFORM

2016 UNIFORM REQUIREMENTS YEARS 8-12:
The Le Fevre High School uniform is to be worn by all Years 8-12 students during the school day and on school excursions and sports events. It is the responsibility of the parent / family to ensure their children are in school uniform each school day. The only exceptions are special programs by negotiation with the Principal and when students are on camps.

UNIFORM RULES

- Only uniform items can be worn
- PE uniform items cannot be worn with daily uniform items
- Plain black shoes only are to be worn
Students in Years 8 to 10 at Le Fevre High are graded using the International Baccalaureate Middle Years schema. At the end of each semester, students will be given a grade from 1 to 7. A description of what each grade means is given below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Descriptor</th>
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</thead>
<tbody>
<tr>
<td>Grade 1</td>
<td>Minimal achievement in terms of the objectives.</td>
</tr>
<tr>
<td>Grade 2</td>
<td>Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support.</td>
</tr>
<tr>
<td>Grade 3</td>
<td>Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.</td>
</tr>
<tr>
<td>Grade 4</td>
<td>A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.</td>
</tr>
<tr>
<td>Grade 5</td>
<td>A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.</td>
</tr>
<tr>
<td>Grade 6</td>
<td>A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student generally demonstrates originality and insight.</td>
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<tr>
<td>Grade 7</td>
<td>A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.</td>
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</tbody>
</table>

As a guide, the following words apply to each of the levels:

7 = Excellent
6 = Very good
5 = Good
4 = Satisfactory
3 = Limited Achievement
2 = Poor
1 = Very Poor

This handbook is produced in good faith to assist students and parents without prejudice and is correct at the time of publication, but is subject to change.

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