



CONCORD HIGH SCHOOL

Student Information

*Concord High School motto is the Latin word **Concordia** which means **HARMONY**. All members of the school community are encouraged to live and work in HARMONY with others and their environment.*

3 Stanley Street
CONCORD 2137

T: 9745 3777

W: www.concord-h.schools.nsw.edu.au

E: concord-h.school@det.nsw.edu.au

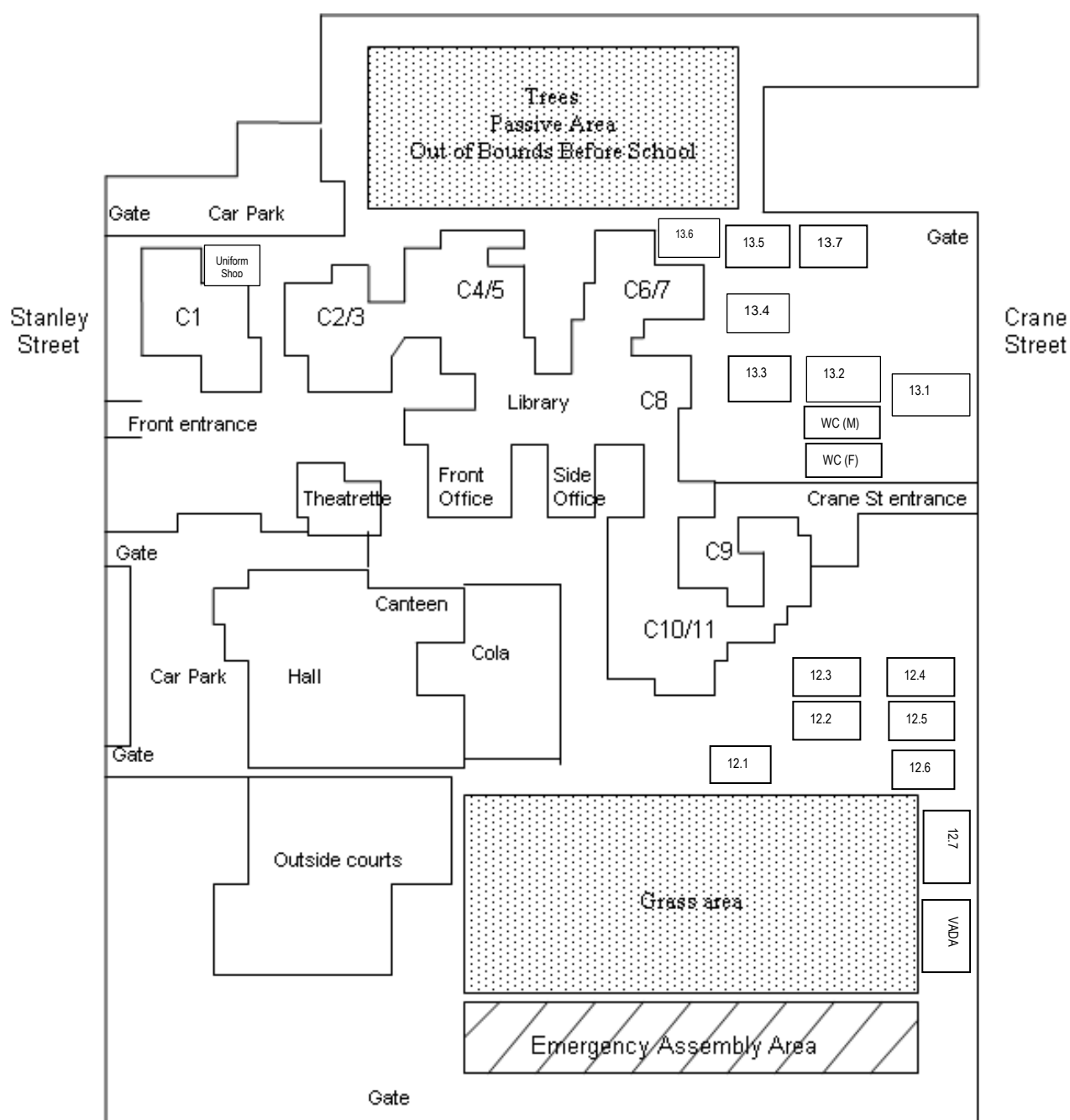
CLASSROOM LOCATIONS

GROUND FLOOR

Common 1	Music
Common 3	HSIE
Common 5	History
Common 7	Science
Common 9	TAS - Industrial Arts
Common 11	Art
Common 12/13	Demountables

TOP FLOOR

Common 2	English & Languages
Common 4	English
Common 6	Mathematics
Common 8	PD/Health/PE
Common 10	TAS



BELL TIMES

The school operates on a two-week timetable (Week A and Week B). Bell times are the same each week and are listed below. Students in Years 7 – 10 operate on a period 1 – 6 timetable. Senior students may have classes timetabled during periods 0, 7 and 8.

Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0	8.05	8.05	8.05	8.05	8.05
Warning Bell	8.53	8.53	8.53	8.53	8.53
1	8.55	8.55	8.55	8.55	8.55
2	9.45	9.45	9.45	9.45	9.45
RECESS	10.35	10.35	10.35	10.35	10.35
Warning Bell	11.02	10.52	11.02	11.02	11.02
3	11.05	10.55	11.05	11.05	11.05
4	11.55	11.45	11.55	11.55	11.55
LUNCH 1	12.45	12.35	12.45	12.45	12.45
LUNCH 2		12.55			
Warning Bell	1.12	1.12	1.12	1.12	1.12
5	1.15	1.15	1.15	1.15	1.15
6	2.05	2.05	2.05	2.05	2.05
7	2.55	2.55	2.55	2.55	2.55
8	3.45	3.45	3.45	3.45	3.45

A single bell signals the change of periods and recess.

Variations relate to the Emergency procedures.

EMERGENCY EVACUATION

The emergency procedure is:

- The emergency signal is a ringing of the bell
 - Evacuation** – whoop, whoop, whoop
 - Lockout** – sustained horn sound
 - Lockdown** – repeated short beeps
 - All Clear** – short ring recurring
- In all emergency situations remain calm and follow instructions from your teacher
- The emergency assembly area is at the far side of the school oval.

PEOPLE I NEED TO KNOW

Principal

Mr V Newby

Deputy Principals

Mr C Anderson, Mrs J Engisch, Ms C Gofers (Acting)

Head Teachers

Administration

Mr T Stinson

Careers/Welfare

Mrs F Milligan

CAPA

Ms V Cesta

English

Mr M Chalmers

English/EALD/Languages

Ms T Davies/Ms J Zhai (Relieving)

History

Ms H Scevity

Secondary Studies

Ms A Leung

Learning Support

Ms L Tapner

Maths

Ms D Rose

PDHPE

Ms L Bivona

Science

Mr T Sloane

Social Sciences

Ms D Milinovic

Student Leadership

Ms A Peoples

TAS

Mr A Basak

Year Advisers 2024

Year 7

Ms A Butler

Mr B Mitchell

Yr 8

Ms G Akin

Ms A Ha

Yr 9

Mr D Galea

Ms E Psaros

Yr 10

Ms T Hempstead

Mr D Johnson

Yr 11

Ms F Bekheet

Ms P Toner

Yr 12

Ms K Kalachian

Ms M Laggis

International Student Coordinator

Ms J Zhai

Boys Adviser

Mr W Paling

Girls Adviser

Ms A Butler

Teaching & Learning

Ms P Merchant

Ms M Snewin (Acting)

School Counsellors

Ms J Joy /Ms A Del Duca

School Nurse

Ms L Bechara



PLACES I NEED TO KNOW

FRONT OFFICE

Principal's Office, Main Clerical Office

SIDE OFFICE

Deputy Principals' Offices, Head Teacher Administration's Office, Attendance and First Aid

PLAYGROUND AREAS

- o The main areas of the playground are the COLA, Trees, Basketball Courts, Yr 12 Courtyard and Grass Area
- o The trees area is a passive area and no active games are to be played there
- o The trees area is out of bounds before school
- o Out of Bounds Areas are: the car parks, behind the basketball courts, behind building on Crane Street and between demountables
- o During Wet Weather: remain in the following areas – Canteen, COLA, covered areas between Commons 3 & 5 and Commons 7&11. The Library and Commons 3, 5 and 6 will be open during recess and lunch on wet weather days. NO FOOD OR DRINKS ARE PERMITTED INSIDE THE COMMONS, ON THE SCHOOL OVAL OR IN THE LIBRARY
- o Wet weather will be notified over the PA system



UNIFORM

Concord High School is a uniform school, as decided by the school community. All uniform items are to be purchased from the uniform shop only.

Any student who is out of uniform must follow these procedures:

- Bring a note of explanation signed by a parent/guardian
- Hand the note to the Side Office administration staff **before** school
- A uniform slip will be issued

Any student who is out of uniform without a note will be recorded and issued a slip. Students who are repeatedly out of uniform will be followed up in accordance with the school's Welfare and Discipline Policy.

Girls

- Junior knee-length check skirt in charcoal grey, green and gold **OR**
- Senior knee-length pin-striped skirt in charcoal grey, green and gold **OR**
- Checked skorts in charcoal grey, green and gold
- Charcoal grey trousers
- White/black crew socks (summer)
- Black tights (Winter)
- White blouse with piped, rounded collar and school emblem
- V-necked knitted jumper with emblem **OR**
- Sleeveless green knitted vest with emblem
- Optional charcoal grey scarf
- Optional green blazer with emblem
- Optional school charcoal grey cap with school initials (caps are not to be worn indoors)
- Black leather lace-up shoes (closed-in, hard leather - no joggers)
- Optional all-weather jacket



Boys

- Charcoal grey shorts **OR**
- Charcoal grey trousers
- White/Black crew socks
- White shirt with school emblem
- Green V-neck knitted jumper with emblem **OR**
- Sleeveless green knitted vest with emblem
- Optional green blazer with emblem
- Optional charcoal grey scarf
- Optional school charcoal grey cap with school initials (caps are not to be worn indoors)
- Black leather lace-up shoes (closed-in, hard leather - no joggers)
- Optional all-weather jacket
- School tie (optional)



Gender Neutral

- Charcoal grey shorts **OR**
- Charcoal grey trousers
- White/Black crew socks
- White shirt with school emblem
- Green V-neck knitted jumper with emblem **OR**
- Sleeveless green knitted vest with emblem
- Optional green blazer with emblem
- Optional charcoal grey scarf
- Optional school charcoal grey cap with school initials (caps are not to be worn indoors)
- Black leather lace-up shoes (closed-in, hard leather - no joggers)
- Optional all-weather jacket

Sports Uniform (Unisex)

- Black PE shorts with school emblem
- Yellow polo shirt with school emblem
- White/Black crew socks
- Runners
- School tracksuit with school emblem
- Representative sporting members may wear school tracksuit top when representing the school at sporting events



N.B. Students should come to school in school uniform each day and change for sport or PE. Year 8-10 students are permitted to wear sport uniform to school for the day on Tuesdays only.

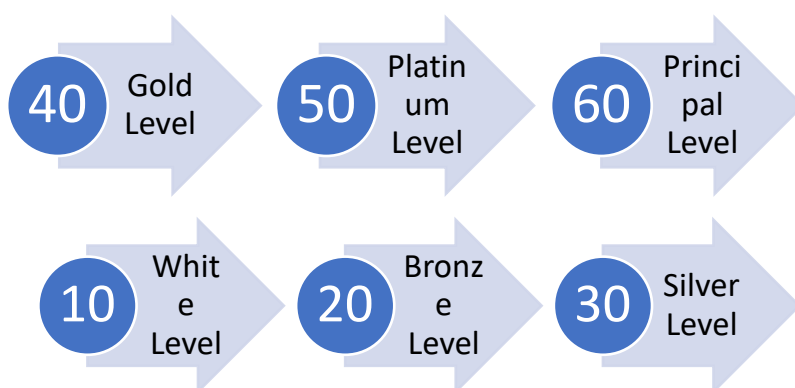
General

- Mary Jane styles, open-topped and shoes with heels for girls, are not acceptable for work health and safety reasons.
- Minimal jewellery (watch, small earrings, flat ring, chain necklace worn inside blouse)
- Makeup is unnecessary at school

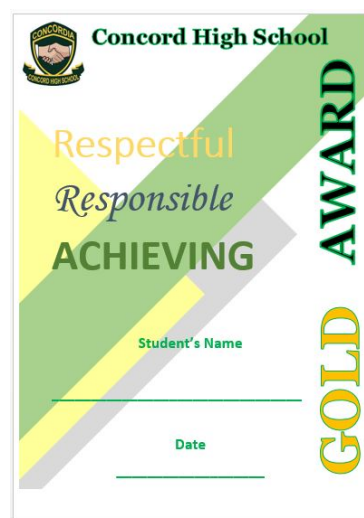
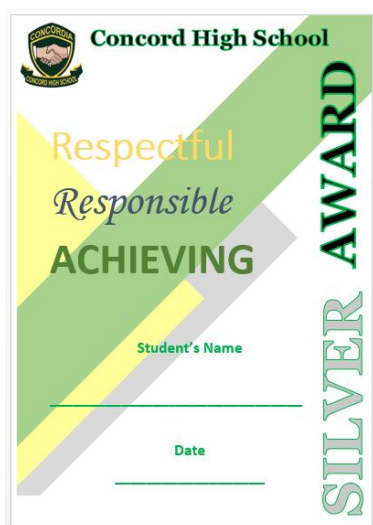
POSITIVE BEHAVIOUR FOR LEARNING (PB4L) MERIT SYSTEM

Junior School PB4L Merit System

A new token has been introduced. We bring to you, the Vic coin or the Victory coin. This token will be issued to junior students only, along with an entry in Sentral (in PxP Quick Incidents), which will be entered as a token and one house point per token. Students who achieve a Principal merit will also choose from a range of prizes, as nominated by our Student Voice body.



White merit	10 Vic coins
Bronze merit	20 Vic coins
Silver merit	30 Vic coins
Gold merit	40 Vic coins
Platinum merit	50 Vic coins
Principal merit	60 Vic coins (Prize selection)



Head Teacher Award	10 Vic coins
Deputy Principal Award	10 Vic coins
Principal Award	20 Vic coins

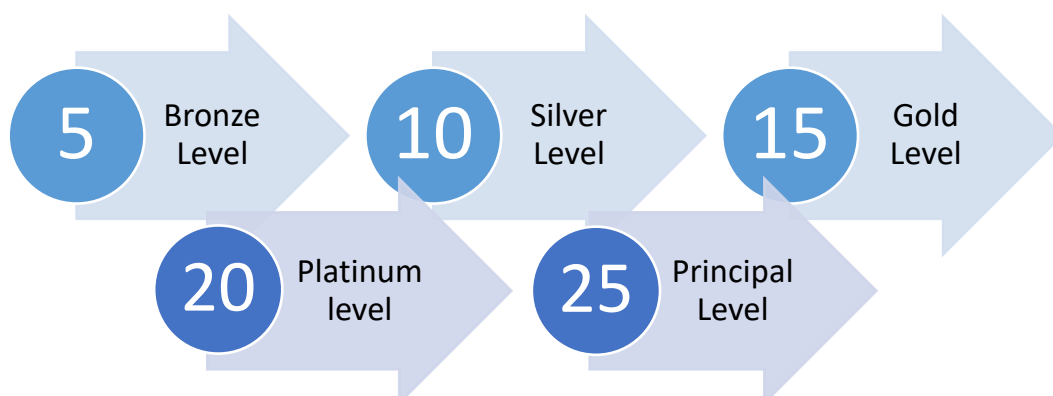
Senior School PB4L Sunshine Letters

Stage 6 students will now be eligible for **PB4L sunshine letters** to reflect diligence and effort and will require 5-25 sunshine letters to qualify for house points. Each letter will equate to 1 house point.

Students who achieve a Principal merit will also choose from a range of prizes, as nominated by our Student Voice body.

The new tiers will be as follows:

5 PB4L sunshine letters = Bronze level
10 PB4L sunshine letters = Silver level
15 PB4L sunshine letters = Gold level
20 PB4L sunshine letters = Platinum level
25 PB4L sunshine letters = Principal level (Prize selection)



House Points (Extra Curricular)

All students will be eligible to achieve house points for various extra curricular activities to encourage student engagement, leadership and student voice.

The following points will be added to student house points and profiles:

Community Service	5 Vic coins
Extra Curricular	5 Vic coins

Leadership Points

Class Captain	5 Vic coins
House Captain	5 Vic coins
Technology Leader	5 Vic coins
CAPA Leader	5 Vic coins
Sports Leaders	5 Vic coins
Peer Support Leader	5 Vic coins
Environmental Club Leader	5 Vic coins
NRL Youth Advocate	5 Vic coins
SRC Member	5 Vic coins
Wellbeing Team Member	5 Vic coins
Prefect Body	10 points
School Service	5 Vic coins

Sports Points

Best and fairest	5 Vic coins
Umpire	5 Vic coins
Participation in school teams	5 Vic coins
Coaching	5 Vic coins
Zone	5 Vic coins
Regional	5 Vic coins
State	5 Vic coins



Positive Behaviour for Learning (PB4L)

Concord High School is a Positive Behaviour for Learning (PB4L) school. Positive Behaviour for Learning is an initiative to promote and maximise academic achievement and behavioural competence.

Students are required to follow the three core expectations:

- Respectful
- Responsible
- Achieving

PB4L has proven to increase student and staff wellbeing in school, which leads to better interactions in the classroom and throughout the school and community. PB4L is an evidence-based whole school systems approach that addresses the diverse academic and social needs of every student to support them to be successful. The program provides a framework for the school and its community to collectively support the wellbeing of every student.



Guiding principles include:

- students respond positively as they have been taught what is expected of them.
- students feel safe and cared for at school. Their parents, family and community are more involved in their school.
- systems of support (effective instructional environments) are necessary for both students and adults.

Strategies

- Expectations for student behaviour are defined by a school based team with all staff input.
- PB4L posters displayed in all classrooms and other areas of the school.
- Effective behavioural support is implemented consistently by staff and school executive.
- Appropriate student behaviour is explicitly taught.
- Positive behaviours are publicly acknowledged.

PB4L across the school

CONCORD HIGH SCHOOL
PB4L EXPECTATIONS
OFFICE



→ RESPECTFUL

- Use good manners
- Be a positive representative for the school
- Wait quietly
- Knock on the staffroom door and enter only when instructed

CONCORD HIGH SCHOOL
PB4L EXPECTATIONS
TRANSITION



→ RESPECTFUL

- Respect the personal space of others
- Be polite when travelling on buses, respect the driver
- Act sensibly whilst waiting for buses
- Respect the school environment
- Respect the learning of others
- Walk to the left

→ RESPONSIBLE

- Be in the right place at the right time
- Queue in a single line
- Keep entrances and exits clear

→ ACHIEVING

- Use the office at appropriate times
- Follow sick bay procedures
- Be organised with notes and money

→ RESPONSIBLE

- Line up, enter and leave rooms quietly
- Move sensibly and safely
- Be in the right place at the right time
- Line up and wait patiently for buses

→ ACHIEVING

- Arrive on time to class
- Be polite while waiting at bus stops
- Keep corridors and walkways clear
- Walk to your left in corridors

CONCORD HIGH SCHOOL PB4L EXPECTATIONS ASSEMBLIES



RESPECTFUL

- Stand and remain still during the national anthem
- Be a polite and responsive audience member
- Keep hats off inside and place your bag at your feet
- Listen to all information



RESPONSIBLE

- Go to the allocated area for your year group
- Enter, sit in the hall with your year group
- Turn off all electronic devices



ACHIEVING

- Appropriately celebrate the achievements of others

CONCORD HIGH SCHOOL PB4L EXPECTATIONS CLASSROOM



RESPECTFUL

- Treat all people and property with respect
- Allow and support other students to learn
- Place all rubbish in bins
- Raise your hand to speak
- Keep learning environment clean
- Caps off inside



RESPONSIBLE

- Take responsibility for your own learning
- Use electronic devices only under staff member direction
- Line up, enter and leave rooms quietly
- Bring all necessary equipment
- Follow teacher instructions
- Recycle



ACHIEVING

- Follow classroom expectations/ rules
- Strive for excellence
- Participate productively in learning
- Achieve your personal best
- Set achievable goals and aim to succeed

CONCORD HIGH SCHOOL PB4L EXPECTATIONS PLAYGROUND



RESPECTFUL

- Care for our trees and gardens and animals
- Be prepared to share active spaces
- Respect school property and the belongings of others



RESPONSIBLE

- Keep your area clean by putting your rubbish in the bin
- Stay inbounds
- Maintain hygienic area
- Remain in bounds



ACHIEVING

- Proceed to class when the bell rings so that you are on time
- Eat in appropriate areas
- Follow the rules of safe play
- Use wet weather areas when necessary

CONCORD HIGH SCHOOL PB4L EXPECTATIONS LIBRARY



RESPECTFUL

- Treat all people and property with respect
- Allow and support other students to learn
- Place all rubbish in bins
- Raise your hand to speak
- Keep learning environment clean
- Caps off in class



RESPONSIBLE

- Take responsibility for your own learning
- Use electronic devices only under staff member direction
- Line up, enter and leave rooms quietly
- Bring all necessary equipment
- Follow teacher instructions
- Recycle



ACHIEVING

- Follow classroom expectations/ rules
- Strive for excellence
- Participate productively in learning
- Achieve your personal best
- Set achievable goals and aim to succeed

**CONCORD HIGH SCHOOL
PB4L EXPECTATIONS
CANTEEN**



RESPECTFUL

- Join the end of the queue when lining up
- Wait behind the line
- Be polite and use manners
- Buy for yourself only
- Wait for your turn quietly and calmly
- Use outdoor furniture appropriately
- Place rubbish in the bins



RESPONSIBLE

- Line up in designated area
- Move on after purchasing items
- Place all rubbish in bins
- Keep canteen neat and tidy



ACHIEVING

- Set a good example
- Be prepared to buy
- Remember personal hygiene



Concord High School PB4L Matrix

Expectations	All settings	Classroom and library	Transition (corridors, walkways, to and from school)	Digital citizenship	Playground	Front office, Side office, and staff rooms	Canteen	Toilets	Sport and active games	Assemblies and special events	Excursions/camps/School representatives
Respectful	<ul style="list-style-type: none"> Respect yourself, others and the community Use appropriate language at all times Respect property and the environment Wear the correct school uniform with pride Maintain a clean learning environment Has off indoors 	<ul style="list-style-type: none"> Treat all people and property with respect Show patience and tolerance towards others Allow and support other students to learn Place all rubbish in bins Raise your hand to speak Keep learning environment clean Caps off in class 	<ul style="list-style-type: none"> Respect the personal space of others Be polite when travelling on buses, respect the driver Act sensibly whilst waiting for buses Respect the school environment Respect the learning of others Walk left 	<ul style="list-style-type: none"> Use ICT according to the ICT agreement signed Take care of your devices and any school technology Be respectful when online Use technology cooperatively in the classroom 	<ul style="list-style-type: none"> Care for our trees and gardens and animals Be prepared to share active spaces Respect school property and the belongings of others 	<ul style="list-style-type: none"> Use good manners Be a positive representative for the school Wait quietly Knock on the staffroom door and enter only when instructed 	<ul style="list-style-type: none"> Join the end of the queue when lining up Be polite and use manners when talking to the canteen staff Buy for yourself only Wait for your turn quietly and calmly Use outdoor furniture appropriately Use appropriate language at all times Place rubbish in the bins 	<ul style="list-style-type: none"> Respect the privacy of others Keep toilets clean by using them appropriately Value water Avoid loitering in or around toilets Place rubbish in the bins Keep the toilets free of graffiti 	<ul style="list-style-type: none"> Respect games in play Display sportsmanship Use appropriate communication at all times Encourage and support others to participate Respect officials and all players Respect school uniform or other Keep hats off inside and at your feet Listen to all information 	<ul style="list-style-type: none"> Stand and remain still during the national anthem Be a polite and responsive audience member Keep hats off inside and at your feet Listen to all information 	<ul style="list-style-type: none"> Show courtesy to community members Care for public property Act sensibly and speak politely Wear school uniform or other appropriate clothing with pride Represent our school with pride
Responsible	<ul style="list-style-type: none"> Act responsibly Be in the right place at the right time Move sensibly and safely Only bring equipment appropriate for school Use electronic devices at appropriate times Keep all personal items secure Be a responsible and healthy community member Co-operate with staff members Follow all subject policies and procedures Maintain a bully free school Eat at appropriate times 	<ul style="list-style-type: none"> Take responsibility for your own learning Use electronic devices only under staff member direction Line up enter and leave rooms quietly Bring all necessary equipment Follow teacher instructions Recycle 	<ul style="list-style-type: none"> Line up, enter and leave rooms quietly Move sensibly and safely Be in the right place at the right time Line up and wait patiently for buses 	<ul style="list-style-type: none"> Bring device to every class Make sure device is charged and in working order Keep password and personal information private Be smart, safe and responsible when online Report any inappropriate material that may appear on devices to a teacher 	<ul style="list-style-type: none"> Keep your area clean by putting your rubbish in the bin Stay inbounds Maintain hygienic area Remain in bounds 	<ul style="list-style-type: none"> Be in the right place at the right time Queue in a single line Keep entrances and exits clear 	<ul style="list-style-type: none"> Line up in designated area Move on after purchasing items Place all rubbish in bins Keep canteen neat and tidy 	<ul style="list-style-type: none"> Be a responsible and healthy community member Use facilities appropriately Adopt effective hygiene practices Keep toilets clean Report any damage to a staff member Use the toilets before school and during recess and lunch breaks Use the toilet at appropriate times 	<ul style="list-style-type: none"> Follow the procedures for the borrowing of equipment Play appropriate games in appropriate areas Participate actively Follow sport and venue rules Be sun safe and hydrate regularly Stay with your sport group Wear the correct sports uniform and footwear Line up in designated areas for sports buses Return to allocated classroom upon return from sport until dismissal at afternoon bell 	<ul style="list-style-type: none"> Go to the allocated area for your year group Enter, sit in the hall with your year group Turn off all electronic devices Be sun safe and hydrate regularly Stay with your sport group Wear the correct sports uniform and footwear Line up in designated areas for sports buses Return to allocated classroom upon return from sport until dismissal at afternoon bell 	<ul style="list-style-type: none"> Follow venue and transport rules Follow specific directions of staff members, instructors and bus drivers Stay with your group Act appropriately at all times in all situations
Achieving	<ul style="list-style-type: none"> Participate productively in learning Follow staff member instructions Deliver quality work 	<ul style="list-style-type: none"> Follow classroom expectations/rules Strive for excellence Participate productively in learning Achieve your personal best Set achievable goals and aim to succeed 	<ul style="list-style-type: none"> Arrive on time to class Be polite while waiting at bus stops Keep corridors and walkways clear Walk to your left in corridors 	<ul style="list-style-type: none"> Use technology for learning outcomes not games 	<ul style="list-style-type: none"> Proceed to class when the bell rings so that you are on time Eat in appropriate areas Follow the rules of safe play Use wet weather areas when necessary 	<ul style="list-style-type: none"> Use the office at appropriate times Follow sick bay procedures Be organised with notes and money 	<ul style="list-style-type: none"> Set a good example Be prepared to buy Remember personal hygiene 	<ul style="list-style-type: none"> Use appropriate bins Wash hands Go to the toilet at allocated times 	<ul style="list-style-type: none"> Learn to co-operate with staff members and peers Follow the rules of the games you play Actively participate Try your best 	<ul style="list-style-type: none"> Appropriately celebrate the achievements of others 	<ul style="list-style-type: none"> Participate productively in learning Bring all relevant materials and/or equipment Allow others to learn

WELFARE AND DISCIPLINE SYSTEM

The discipline system used to support PB4L at Concord High School is based on positive reinforcement and clear expectations, and aims to develop each student's sense of responsibility for his/her own actions. It is most effective when parents and staff work cooperatively to help the student get back on track.

Level 1 – Classroom Teacher and Student Contract

The classroom teacher will use a number of strategies, including a warning, seating the students elsewhere and detentions.

In cases of misbehaviour, teachers may use such classroom strategies as:

- Classroom teacher counsels student
- Referral to welfare team, learning support team or counsellor
- Negotiation meetings with teacher and student to resolve issues of conflict
- Isolating students within the classroom from their peers
- Request that the student meet with the teacher at recess, lunch or after school in order to discuss and resolve issues of conflict
- Setting small school service tasks within the faculty appropriate to the misbehaviour i.e. cleaning desks if the students have themselves marked a school desk.

If the student continues to misbehave the teacher may issue a **Level 1 infringement (classroom teacher and student contract)**. This is a contract between the student and the teacher. The document lists the classroom rules and the student is required to sign it before it goes home for the parent/guardian to sign and comment. The student is on this classroom behaviour contract for 2 weeks. Each lesson for this class the teacher will comment in writing on the contract of the behaviour and progress of the student. If no further misbehaviour occurs in that period of time, the student is back to the same level as the rest of the class.

Level 2 – Head Teacher and Student Contract

However, if a student continues to act inappropriately in class during the 2 week contract, the Head Teacher will issue and monitor a **Level 2 contract (Head Teacher and student contract)** and notify the parent/guardian. This is much more serious. The student is placed on a lunch detention by the Head Teacher and must improve their behaviour and be monitored by the Head Teacher for a period of 2 weeks. During this time the classroom teacher will comment in writing on the level 2 contract and the student must meet weekly or as negotiated with the Head Teacher monitoring the contract. The Head Teacher will offer counselling and support. The student is required to be responsible for their own behaviour and make appropriate changes. If the student's behaviour does not improve during this time, despite intervention from appropriate welfare support networks at the school, then they will be moved to Level 3.

Level 3 – Deputy Principal and Student Contract

If a student continues to misbehave at Level 2 then the Deputy Principal of that year group will be informed and the student will move to **Level 3 (Deputy Principal and Student Contract)**. The Deputy Principal will interview the student and inform the parent. The student will be placed on a daily behaviour contract for all classes for a period of 2 weeks and will meet with the Deputy Principal each morning to discuss progress. The student will be placed on a lunch detention. The Welfare Team will be advised and support will be sought to re-engage the student. Appropriate referrals will be followed through for the student to the Welfare or Learning Support Teams as appropriate. If the student's behaviour does not improve during this time, despite intervention from appropriate welfare support networks at the school, then they will be moved to Level 4.

Consequences include:

- Removal from class, followed by parent contact, either by phone or letter
- Parent interview with Deputy Principal
- Extended school service
- Placement on a daily behaviour sheet to be monitored by the Deputy
- Extended counselling program involving the Year Adviser and the School Counsellor
- After school detention
- Suspension from school

Level 4 – Principal and student

If despite all interventions the student's behaviour does not improve and the student does not take responsibility for their own actions, then the Principal will consider a course of action which could include a parent interview and/or suspension from school. After the suspension a post-suspension meeting will be held with the student and parent to discuss the behaviours of the student that led to the suspension and recommendations for improvement and re-engagement into school be dealt with immediately at Level 3 or 4.

BANNED ITEMS

The following items are NOT to be brought to school:

- Chewing gum
- White-out in liquid form
- Permanent markers
- Aerosol cans
- Weapons including knives
- Illegal substances
- Vapes or Tobacco

Mobile Phone

Mobile Phone Policy

Related Technology:

The following mobile phone policy applies similarly to the inappropriate use of portable electronic games, portable music players, earphones and Bluetooth speakers (or any similar audible device of sound amplification).

PB4L policy procedures for the use of mobile phones and other electronic devices

Concord High School acknowledges that students may need to be in possession of a mobile phone for reasons of safety in travelling to and from school. However, we are also trying to ensure that students are focused on their learning, whilst also following our PB4L values by being:

- Respectful
- Responsible
- Achieving

In our quest to promote higher expectations, we are committed to minimising disruption to learning by not permitting the use of mobile phones during class time. This has also been put into action to ensure the continuity of an effective learning environment, uninterrupted by the distraction of mobile phones (or other electronic devices) and to eliminate the threat or likelihood of any threat to the safety or wellbeing of any student or staff member.

As a school community we also aim to eliminate the inappropriate use of mobile phones that could bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This is also applicable in cases where the school's or individual's reputation is brought into disrepute before the wider local community, due to illegal filming activity for the purpose of wider distribution.

It is strongly recommended that students do not use mobile phones or earphones during class, unless instructed by a staff member. If a student wishes to bring a mobile phone to school, then the phone must be on silent and in the student's bag.

If a student requires the use of the phone to contact a parent during class time, students must request to call from the side office. This request will be considered for approval by the Senior Executive. If a parent or caregiver needs to contact a student at school as a result of an emergency they are required to call the school's office. If a student is unwell they are required to obtain permission from their classroom teacher and report to the Side Office. A member of staff will contact a parent or caregiver if the student is unable to remain at school due to illness.

If a student is found with a mobile phone or earphones in their hand or on display at ANY time during class time, the staff are permitted to exercise the following procedures:

Level 1 breach: Confiscation to the Front Office and recording of confiscation. Returned at end of the day.
Text message to go home.

Level 2 breach: Confiscation to the Front Office and recording of confiscation. Returned at the end of the day.
Text message to go home.

Level 3 breach: Confiscation to the Front Office and recording of confiscation. Text message to go home and parent/carer to collect item at the end of the day.

Note: The school can accept no responsibility for the security or care of mobile phones, earphones or other e items and will be brought to school at the owner's risk.

Communication and reinforcement of Mobile Phone Policy

The community will be made aware of the policy through the school newsletter and the policy will be published on the Concord High School Website. The mobile phone policy will be addressed with students during a year assembly.

WELFARE SUPPORT

Additional support is available to students through the Welfare Team (Head Teacher Welfare, Year Advisers, School Counsellor, Boys Adviser, Girls Adviser and others).

ANTI-BULLYING POLICY

Concord High School is dedicated to actively providing a safe, supportive and caring environment to all members of the school community. Bullying behaviours will not be tolerated. This is the shared responsibility of the whole school community of students, staff and parents.

CHS defines bullying behaviours as being about an imbalance of power where there is a deliberate intent to cause harm or distress. These behaviours can be verbal, social, psychological or physical. They impact on the lives of the person/people being bullied, those doing the bullying and those looking on. Bullying incidents can be isolated or repeated, organised or unintentional.

All individuals in the school community – students, staff, and parents – have the right to a safe environment which is free of bullying. If bullied, they have the right to be provided with help and support. All students who witness bullying have the responsibility to act in some way to help the victim. This may be in the form of a confidential report to an appropriate adult. Students who act in such a way should feel confident that the school will not put them at risk for speaking up against the bully.

Students and parents are encouraged to become familiar with the school's anti-bullying policy which is available in full on the website.

TEACHER/PARENT COMMUNICATION

Concord High School encourages parents to be actively involved in their child's education. Communication with the school can be accessed through:

- Written contact through the school diary
- Verbal contact via the phone
- Semester reports
- Parent Teacher Nights
- Regular newsletter '*Keeping in Touch*' is emailed to parents each fortnight
- The P&C (Parents and Citizens Association) meets on Week 2 and Week 8 of each term on Tuesday evenings at 7pm.
- For up to date information about the school and upcoming events, visit the Concord High School website www.concord-h.schools.nsw.edu.au
- SMS messages regarding absence, lateness and for reminders for some events
- School Facebook <https://www.facebook.com/ConcordHighSchoolNSW/> and Instagram <https://www.instagram.com/concordhighschoolofficial> accounts about school sporting and other events.



EMERGENCY CONTACT

It is very important that accurate records are available in the event of an emergency. If the contact details of parents or caregivers change, then the Front Office must be notified.

GENERAL INFORMATION

ATTENDANCE

Class rolls are marked at the beginning of each period by the class teacher.

ABSENCES

Concord High School will notify parents and caregivers by an SMS on their mobile phones if students are absent or late to school without reason. This occurs each day from 10am. Parents are requested to reply to this message via SMS or via the Sentral Parent Portal no later than 10 days to explain an absence. Alternatively, you can send a note explaining the absence/lateness on the student's return to school. It is parents' and caregivers' responsibility to provide current mobile numbers to the school. The return SMS sent by parents is a legally acceptable replacement for a handwritten note and will be kept by the school as part of documentary evidence of parental communication related to attendance.

ACCESS TO THE SCHOOL

Students should enter and leave school through either the main front gate or the gates on Crane St. For safety reasons students must not enter the staff parking areas.

Visitors to the school during school hours should request entry via the intercom at the Stanley St security gate. All visitors should proceed directly to the Front Office, sign in and obtain a 'visitor' sticker.

BIKES

The rules of the road must be observed including the wearing of head protection. Walk your bike into and out of the school. Bikes should be chained to the bike rack located near Common 3.

BUS & TRAVEL PASSES

Apply online via Transport for New South Wales to obtain an Opal card.

EARLY LEAVING

Students who request to leave school early to attend an appointment must present a note to the Side Office **before school** on the day required. Students are reminded that attendance at school is compulsory and that appointments should be made outside of school hours wherever possible. Early leaver's permission notes are to be picked up from the Side Office before leaving the school. Students must be collected by a parent/carer.

EXTENDED LEAVE

Absences of more than five days require the approval of the Principal. Parents/caregivers should complete an application for extended leave a minimum of three weeks prior to the absence and submit this to the school with their planned itinerary.

EXTRA CURRICULAR ACTIVITIES

Concord High School offers a wide range of activities to enhance students' education. These activities include:

- o Competitions: English, Maths, Science, ICT, etc
- o Debating
- o Drama performances
- o Music ensembles and performances
- o Knockout sporting competitions
- o Art exhibitions
- o BASS (Before and After School Sport)
- o Tutoring
- o Art Club
- o Robotics Club
- o Chess Club
- o Mathematics Club
- o LGBTQIA+ Support Group



- o Student Leadership Initiatives
- o Enviro Club
- o Peer Support
- o Student Representative Council (SRC)
- o Duke of Edinburgh International Award Australia
- o Games club

LOST PROPERTY

Lost Property is located outside the Library. All equipment and clothing should be clearly marked with the owner's name.

LAPTOPS

Concord has a Bring Your Own Device (BYOD) policy for all students. It is expected that all students will have a device available. In case of difficulty parents are requested to contact the Principal.

If issued with a school laptop, or if part of the BYOD program, it is the student's responsibility to bring their laptop to school each day fully charged. It is strongly recommended that the laptop should be left to charge overnight.

Students should keep their laptop in the protective carry case in their school bags when travelling to and from school.

Students who bring their own device are also responsible for the safety, security and maintenance of their device and for keeping it charged.

Students should refer to the *Student Use of Digital Devices and Online Services Agreement* which they have signed for further information about the use of laptops at school.

Students without a laptop for any reason must attend the Library before school, to arrange for a loan device for the day.

INTERNET POLICY

Students should be aware that they have agreed to the *Student Access to the Internet* policy as part of their access to the internet at school. Students should be familiar with what is expected of them regarding internet use and recognise that breaches of this policy may result in loss of internet access.

MEDICATION

If medication needs to be taken at school, students must leave it with the School Nurse in the Side Office. Parents must make contact and complete a 'Request to Administer Medication' Form before sending the medication to school. Students are responsible for coming to the Side Office to take their medication themselves. Schools are not permitted to supply medication of any kind to students.

OUT OF CLASS

Students should be out of class only with the permission of their class teacher. They should be in possession of the current 'Out of Class' card.

SCHOOL DIARY POLICY

Correct use of the school diary develops students' organisation and time management skills. The school expects each student to bring their diary, along with their other equipment needed for class, every day. It is the student's responsibility to enter homework and assessment tasks into their diary as well as upcoming special days and excursions. Regular use of the diary will help students be prepared and on time for all assessment tasks. An electronic version of the diary is available.

SICKNESS AT SCHOOL

A sick student will be given a note by their class teacher and directed to go to the Sick Bay. The student will be signed into the Sick Bay and allowed to rest for 20 minutes. If the student is not well enough to return to class after 20 minutes, then the parent or caregiver is contacted and asked to take the student home. In some instances when a student is obviously very unwell, the parent/caregiver will be contacted immediately.

SCHOOL HOUSES

The houses are named after bays on the Parramatta River in the Concord area. The house names are:

BRAYS (Blue)

KENDALL (Purple)

KINGS (Red)

MAJORS (Green)

YARALLA (Yellow)

SPORT

Attendance at sport is compulsory. Correct sport uniform must be worn. No student is permitted to drive or be driven to sport. Attendance at all sporting carnivals is compulsory.



Student Representative Council (SRC)

The aims of the Student Representative Council are to provide students with a means of communication with the school's administration on matters that affect the students and to develop their leadership skills. Members of the SRC also have the opportunity to represent the school at district SRC events. There is an affiliated Fundraising Group.

Each year group elects students to the SRC. Students are encouraged to inform their year representatives or the SRC Advisor of ideas or concerns they may have. The SRC meets Friday at recess in the Staff Common Room.

TRAVELLING

When travelling to and from school, students should remember that they are acting as ambassadors for the school and their behaviour should reflect the school code. Students must travel in full school uniform.

Student travel concession passes are dependent on good behaviour and may be withdrawn by State Transit.

CONCORD HIGH SCHOOL WEB SITE

Take the opportunity any time to find out lots of information about the school and see what our talented students have created.

- o Upcoming events
- o Student achievements
- o School Calendar
- o School Newsletter – Keeping in Touch
- o Student work
- o International Students and High Potential and Gifted Education sites

www.concord-h.schools.nsw.edu.au



FACEBOOK

Follow Concord High School on Facebook

<https://www.facebook.com/ConcordHighSchoolNSW>



INSTGRAM

Follow Concord High School on Instagram

<https://www.instagram.com/concordhighschoolofficial>

