



Information Booklet 2024

Success for every student



Welcome to Figtree High School

We provide this booklet to assist you to feel informed and confident about starting your new school.

Contact Us

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Fax no: (02) 4271 6626

Email address: figtree-h.school@det.nsw.edu.au

Website address: www.figtree-h.schools.nsw.edu.au

Postal address: Figtree High School
2 Gibsons Road
Figtree NSW 2525

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Keeping in Touch

School Newsletter

A school newsletter is issued via email (if you have provided an email address) three times per term. It lets you know what is happening at our school and also includes important dates and information. The newsletter will be available on the school website for Figtree High School.

Website

Our school website address is www.figtree-h.schools.nsw.edu.au

School Bytes app for Figtree HS

Permission notes and payments for excursions, camps and events can be made online through School Bytes. We encourage parents/carers and students to download the School Bytes app.

Parent Portal

The Sentral Parent Portal is an interactive communication tool for Figtree High School. Parents/carers are given a unique access code that allows them to access important information about their child's education, including their class timetable, attendance and academic reports. Teachers also use this platform to post assessment task notifications that both students and parents have access to, in order to stay informed and organised.

Facebook

Our school has an official Facebook page, Figtree High School – official. We regularly celebrate our school events and student achievement on this site.

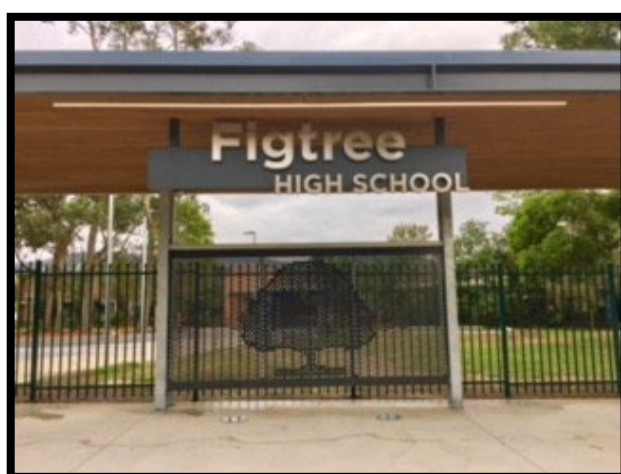
Contact the school

Please don't hesitate to contact the school if you or your child have any questions or need to share any information with staff.

Phone: (02) 4271 2787

Fax: (02) 4271 6626

Email: figtree-h.school@det.nsw.edu.au



Figtree High School Organisation

There are four terms in a school year. Each term is divided into a two week cycle – week A and week B. In each of these weeks students will attend all classes where specialist teachers will teach their particular subject.

Students will be issued with a **timetable** to show them when and where and with whom they have a class. Generally each day consists of 6 periods of 52 minutes each. Thursday only has 5 periods (students leave school at 2.18pm) and we have sport on Wednesday afternoons. Students also have two 30 minute lunch breaks during the day. They are called Lunch 1 and Lunch 2.

Students are expected to be at school in uniform and with the correct equipment by 8.30am each morning.

To help with your organisation **Term dates for 2024** are:

Term 1 2024	(11 weeks)
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Tuesday 30 January - School administration staff and teachers return for Staff Development Day
Wednesday 31 January - School administration staff and teachers return for Staff Development Day
Thursday 1 February - Years 7, 11, 12 and Year 10 Peer Support Leaders return to school
Friday 2 February - Years 8, 9 and 10 return to school
Friday 12 April - Last day of Term 1

Term 2 2024	(10 weeks)
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Monday 29 April - School administration staff and teachers return for Staff Development Day
Tuesday 30 April - All students return to school
Friday 5 July - Last day of Term 2

Term 3 2024	(10 weeks)
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Monday 22 July - School administration staff and teachers return for Staff Development Day
Tuesday 23 July – All students return to school
Friday 27 September - Last day of Term 3

Term 4 2024	(10 weeks)
--------------------	-------------------

Monday 14 October - All staff and students (Years 7-11) return to school
Thursday 19 December - Staff Development Day
Friday 20 December - Staff Development Day

Figtree High School is a large secondary comprehensive school with over one thousand students and one hundred staff members.

Figtree High School's Principal is Mr Daniel Ovens.

The Deputy Principals are Ms Ellie Donovan, Mr Dinesh Dodhy, Mrs Jemma Lawson and Ms Trish Morgan.



Mr Daniel Ovens



Ms Ellie Donovan



Mr Dinesh Dodhy



Mrs Jemma Lawson



Ms Trish Morgan

Staff are organised into faculties (groups of teachers who teach similar subjects). Each faculty has a Head Teacher who is responsible for that faculty.

The curriculum **Head Teachers** at Figtree High School are:

English - Mrs Angela Mintzas

Maths – Ms Kerrie Harris

Science - Mr Chris McGavock

HSIE - Mrs Deborah Steel

PDHPE - Mr Stephen Smart

TAS - Mrs Karran Williamson

Creative and Performing Arts, Languages - Mr Michael Malouf

We also have **specialty Head Teachers**. They are:

Wellbeing - Mrs Tanya Markham

Teaching and Learning - Mrs Vanessa Glasgow

Administration – Ms Karin Harlor

Some teachers are also assigned to coordinate the individual school years. These teachers are known as **Year Advisers**.

The Year Advisers are as follows:

Year 7 -	Mr Darren Fernandes – English Staffroom Ms Denean Kelly – TAS Staffroom
Year 8 -	Ms Sandra Fernandes - HSIE Staffroom Mr Ewen Porteous - English Staffroom
Year 9 -	Ms Casey Tasker - PDHPE Staffroom Mrs Jenny Harvey - Science Staffroom
Year 10 -	Ms Tanya Bennett - HSIE Staffroom
Year 11 -	Ms Amanda Henderson - Science Staffroom Ms Joanna Karykides - HSIE Staffroom
Year 12 -	Mr Dylan Jones - CAPAL Staffroom Mr Blake Thomas - Science Staffroom

Many teachers take on a range of tasks within the school such as Sports Organiser, Supervisor of Girls, Supervisor of Boys, School Representative Council (SRC) Coordinator and Vocational Education and Training (VET) Coordinator.

At Figtree High School these roles are held by:

Mr Blake Riolo - Sports Organiser (PDHPE staffroom)

Mr Christian Adams - Sports Organiser (HSIE staffroom)

Mrs Kirsten Borst - Supervisor of Girls (Mon-Thurs) (Science staffroom)

Mrs Tanya Bennett – Supervisor of Girls (Friday) (HSIE staffroom)

Mr Adrian Herbert - Supervisor of Boys (HSIE staffroom)

Ms Janette Conboy - SRC Coordinator (TAS Staffroom)

Mrs Margaret Parr - VET Coordinator (TAS Staffroom)

Figtree High School Staff List 2024

Principal: Mr Daniel Ovens

Deputy Principals: Ms Ellie Donovan, Mr Dinesh Dodhy, Mrs Jemma Lawson, Ms Trish Morgan

ENGLISH

Ms A Minztas - Head Teacher

Ms D Bartlett

Ms L Berriman

Ms A Breen

Mr D Fernandes – Yr 7 Adviser

Ms H Gibson

Ms A Lloyd

Mr E Porteous – Yr 8 Adviser

Ms N Young

MATHEMATICS

Ms K Harris – Head Teacher

Mr D Boyton

Mr P Hawken

Ms P Kyriakou

Mr C Oldfield

Mr G Smith

Ms E Zouroudis

SCIENCE

Mr C McGavock - Head Teacher

Ms K Borst - Supervisor of Girls

Ms J Harvey - Yr 9 Adviser

Ms A Henderson - Yr 11 Adviser

Mr D Hoyle

Mr B Hudson

Ms M Lapham

Mr B Thomas - Yr 12 Adviser

HSIE

Ms D Steel - Head Teacher

Mr C Adams

Ms T Bennett - Yr 10 Adviser

Ms K Dzida

Ms S Fernandes - Yr 8 Adviser

Mr D Healy

Mr A Herbert

Ms J Karykides - Yr 11 Adviser

Ms N Khan

Mr N Prescott

Mr D O'Neill

LIBRARY/CAREERS

Mrs V Glasgow – Head Teacher T/L

Ms N Crouch - Library

Mr A Sargent-Wilson - Careers

TAS

Ms K Williamson - Head Teacher

Mr G Hird

Mr A Kellaway

Ms D Kelly – Yr 7 Adviser

Ms M Parr - VET & ARCO

Ms N Vassallo

Mr G Stephen

CAPAL

Mr M Malouf - Head Teacher

Ms J Conboy

Ms M Cook

Mr D Ford

Mr D Jones - Yr 12 Adviser

Ms K Roskell

PDHPE

Mr S Smart - Head Teacher

Ms C Gehrke

Ms K Hunt

Ms R Placek

Mr B Riolo - Sport Organiser

Ms C Tasker - Yr 9 Adviser

LEARNING SUPPORT

Ms T Markham – Head Teacher

Wellbeing/Learning Support

Ms S Clifford - LaST

Ms P Coughlin – Aboriginal Mentor

Ms J Markham - LaST

Ms S Alhindi - EAL/D & International Students

SLSO's

Ms T Buckley

Ms D Campbell

Ms M Kurt

Mr T Miotto

Ms E Rorie

Ms N Salem

Mr F Purcell

COUNSELLORS

Ms H Page - Snr Psychologist Education

Ms M Bourne

Ms V McGrath

SUPPORT CLASSES- PDU/AUTISM

Ms K Harlor – Head Teacher Admin

Mr P Mathews – PDU

Ms K Cox – Autism SLSO

Ms R Placek - Autism

Ms L Monro - Autism

Ms K Murray - PDU SLSO

TECHNOLOGY SUPPORT

Mr D Boyton

Mr M Trajcevski

STUDENT SUPPORT OFFICER

Mr A Leahey

ADMINISTRATION

Ms C Cunningham - Manager

Ms C Blaker

Ms H Buckley

Ms J Carrington

Ms L Cougar

Ms K Elliott

Ms D Gregory

Ms T Lucas

Ms A Marinar

Ms M Moran

Ms M Rutledge

Ms C Summerfield

Ms O Sweeney

Ms T Thew

GENERAL ASSISTANT

Mr P Kilah

Mr S Brown

CANTEEN SUPERVISORS

Ms M Cutajar

FLAMETREE CAMPUS

Mr J Bell - Head Teacher

Ms D Balmain

Ms A Craft

Ms K Elliott - Administration

Mr M Formosa

Mr A Georgiou

Ms K Hicks

Mr N Hilton

Ms I Joseph

Mr L Kyriacou

Ms K Merrin

Ms S Newell

Ms K Roche

Mr C Smith

Ms W Stothard - Out of Home Care

School Fees for 2024

For your convenience, we process invoices several times a year and these are posted home to each family. If you have a query about any of the fees on your invoice, please phone 4271 2787 and we will endeavor to help you. All Senior Course fees may not be included—please see the relevant Head Teacher. School fees can be paid online via School Bytes or at the office.

Year 7

Voluntary School Contribution	\$65
Music	\$30
Technology Mandatory	\$80 + Apron \$10 + Safety goggles \$3.00
Visual Art	\$25
Visual Arts Diary	(A4 size) \$7 (A3 size) \$10

Year 8

Voluntary School Contribution	\$65
Languages	\$25
Music	\$30
Technology Mandatory	\$80 + Apron \$10 + Safety goggles \$3.00
Visual Art	\$25
Visual Arts Diary	(A4 size) \$7 (A3 size) \$10

Year 9

Voluntary School Contribution	\$75
Child Studies	\$10
Computer Technology	\$50
Design and Technology	\$120
Food Technology	\$120
Industrial Technology Metal	\$150
Industrial Technology Timber	\$150
Languages – Stage 5 Elective Classes	\$25
Marine Studies	\$40
Music Elective	\$40
Photographic and Digital Media	\$40
Visual Art	\$60
Visual Arts Diary (11 X 14 inch size)	\$10
Visual Design	\$60

Year 10

Voluntary School Contribution	\$75
Child Studies	\$10
Design and Technology	\$120
Food Technology	\$120
Industrial Technology Timber	\$150
Computing Technology	\$50
Languages – Stage 5 Elective Classes	\$25
Marine Studies	\$40
Music Elective	\$40
Photographic and Digital Media	\$40
Visual Art	\$60
Visual Arts Diary (11 x 14 inch size)	\$10
Visual Design	\$60

Year 11

Voluntary School Contribution	\$85
Biology	\$45
Chemistry	\$60
Community and Family Studies	\$30
Design and Technology	\$100
Earth and Environmental Science	\$20
Economics	\$30
Exploring Early Childhood	\$10
Food Technology	\$60
Industrial Technology Timber	\$100
Mathematics Advanced	\$30
Mathematics Extension	\$18
Music Elective	\$50
PDHPE	\$30
Photography, Video and Digital Media	\$60
Physics	\$45
VET Construction	\$60
VET Entertainment	\$40
VET Hospitality	\$80 (Café shirt included)
Visual Art	\$80
Visual Arts Diary (A3 size)	\$10
Work Studies	\$20

Year 12

Voluntary School Contribution	\$85
Biology	\$50
Chemistry	\$70
Community and Family Studies	\$30
Earth and Environmental Science	\$20
Economics	\$30
Exploring Early Childhood	\$10
Food Technology	\$60
Industrial Technology Timber	\$25 + Major project costs
Languages – Stage 6 Elective Classes	\$25
Mathematics Advanced	\$30
Mathematics Extension	\$18
Music Elective	\$60
PDHPE	\$30
Photography, Video and Digital Media	\$60
Physics	\$50
VET Hospitality	\$80
Visual Arts	\$80
Work Studies	\$20

School Uniform

Junior Girls



Junior Boys



Senior Girls



Senior Boys



Winter



School Tracksuit



Sports Uniform



Jacket/Jumper options

The School Uniform

The school has one supplier of our school uniform: Lowes at Figtree Grove.

The sports uniform is purchased from the school.
Cost of sports uniform:
Sports Shirt – \$36
Sports Shorts - \$30

The school colours are **NAVY and WHITE** and the current uniform comprises of:

JUNIOR UNIFORM GIRLS

- FHS tartan box pleat tunic
- Navy FHS embroidered shorts
- Navy FHS embroidered pants
- White junior blouse with crest
- White polo with FHS crest
- Black leather school shoes and black or white socks

SENIOR GIRLS UNIFORM

- FHS tartan box pleat skirt
- Navy FHS embroidered shorts
- Navy FHS embroidered pants
- White senior blouse with crest
- White polo with FHS crest
- Black leather school shoes and black or white socks

JUNIOR BOYS UNIFORM

- Navy FHS embroidered shorts
- Navy FHS embroidered trousers
- White shirt with FHS crest
- White polo with FHS crest
- Black leather school shoes and black or white socks

SENIOR BOYS UNIFORM

- Grey FHS embroidered shorts
- Grey FHS embroidered trousers
- White shirt with FHS crest
- White polo with FHS crest
- Black leather school shoes and black or white socks

JUNIOR BOYS AND GIRLS

- Navy sloppy joe with FHS crest
- Navy soft shell jacket with FHS crest
- Black leather school shoes and black or white socks

SENIOR BOYS AND GIRLS

- Navy sloppy joe with FHS crest
- Navy soft shell jacket with FHS crest
- Black leather school shoes and black or white socks
- FHS Senior jacket

BOYS AND GIRLS SPORTS UNIFORM

- FHS tracksuit with crest
- FHS polo with crest
- Navy FHS embroidered sports shorts

Optional School Uniform items

- Blazer
- Navy Tie
- Headscarfs – Plain white or navy

Jewellery: A watch, a plain ring and sleeper or stud earrings are permissible. All earrings, studs, sleepers must be removed when playing sport/Physical Education if they endanger the student's or other student's wellbeing according to Health and Safety regulations.

Make-up: Excessive make-up should not be worn.

All students are expected to wear the full school uniform. If, for a special reason, a student is unable to wear part of their uniform, then a parental note must be presented to the Roll Call teacher at Roll Call. Parents of students who do not comply with the School Uniform Policy will be notified. Students who are repeatedly (3 times per term) out of uniform without a note are issued with an after-school detention.

Parent/Carer and Community Participation

The Parents & Citizens' Association (P&C)

Figtree High School Parents and Citizens Association welcomes new members.

Our president is Mrs Bronwyn Gibson and the canteen is a P&C venture.

Our P&C promotes the interests of the school by bringing parents, citizens, teaching staff and students into close cooperation.

Our P&C assists with the provision of equipment and facilities. This is done through fundraising activities and income received from the school canteen which is run by the P&C Association and its volunteer parents. To assist teaching staff in the development of school policy and in the management of all aspects of school activity.

Membership of the P&C Association is open to all members of the school community. Members are asked to pay a \$2.00 annual subscription to be included in voting. The P&C meets via Teams on the **third Wednesday of each month** at 6.30 pm.

The ideal way to support your student's education is to be actively involved with the school through attendance at P&C meetings. It is your opportunity to participate in decisions and discussions that affect your children.

Further information about the P&C Association, its administration and activities can be obtained from the school office.

School Canteen

Figtree High School Canteen is managed by the P&C Canteen Committee and run with the assistance of volunteers and a supervisor. The canteen is the P&C's main fundraiser. We believe our school canteen offers students and staff nutritious food at reasonable prices.

By becoming a volunteer, you are benefiting the students as all profits from the canteen go directly into the helping your child's school. A great opportunity to get involved in your school community, meet new friends, gain new skills and share ideas.

Volunteers are placed on a roster, usually once a month but alternatively any hour or two that you could spare would be greatly appreciated.

The canteen provides a great service to students and staff but it can only continue if support comes from incoming parents. A pleasant, friendly morning/day is guaranteed.

Volunteer request forms accompany this booklet.



The canteen offers online ordering via the Spriggy app. On this app 'recess' is lunch 1 and 'lunch' is lunch 2. Online order cut off time is 9:00am.

Students can still order over the counter at the canteen before the start of school each day. The canteen opens daily from 8:20am. Students can pay for items in cash or by EFTPOS with a keycard. Note – Mobile phones/smart devices can not be used to make purchases.

Please note the Canteen is only open for lunch 1 on a Wednesday due to sport participation.

Michelle Cutajar
Canteen Supervisor

CANTEEN HELPERS WANTED

**NO EXPERIENCE NECESSARY
HOURS NEGOTIABLE
TRAINING PROVIDED**

REFRESHMENTS ARE PROVIDED AS YOUR REWARD FOR YOUR EFFORTS

Spriggy Schools

The canteen has partnered with Spriggy Schools for online lunch orders!

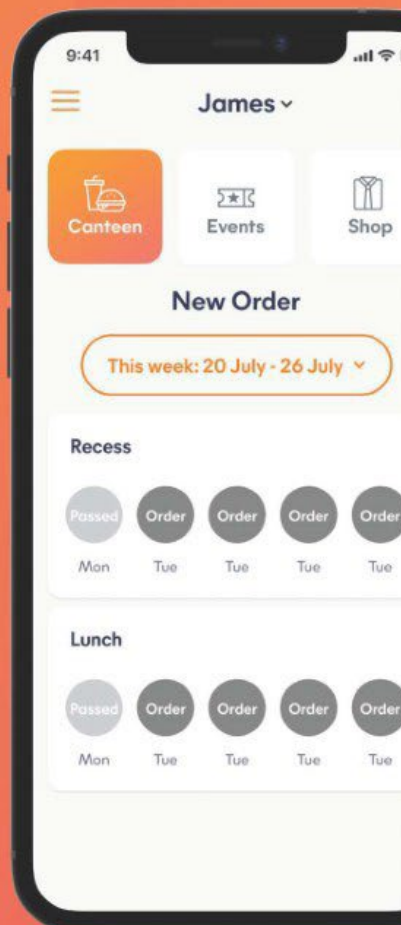
Creating your account

- Download the app
- Register your details
- Create a profile for each child

Placing your first order

- View the canteen menu on the home screen
- Browse the menu and tap 'Add to Cart' on any item
- Go to cart and tap 'Place Order' to confirm
- You can edit or cancel your order before the cut-off time

Download the app now!



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Figtree High School Canteen Menu 2024

Hot Food

Pizza Sub	\$2.00
Garlic Bread	\$2.50
Sausage Roll	\$3.50
Spinach & Ricotta Roll	\$3.50
Chicken Goujons (6)	\$4.00
Pesto Pasta	\$4.00
Meat Pie	\$4.50
Chicken Pesto Pasta	\$5.00
Cheeseburger -	
beef patty, tomato sauce, cheese	\$6.00
Mexican Wrap -	
chicken, sweet chilli sauce, cheese	\$5.00
Meatball Sub -	
meatballs, pizza sauce, cheese	\$6.00
Tomato or BBQ Sauce portions	\$0.30

Pre – Order Only

Fried Rice	\$4.00
Vegie Lasagne	\$4.00
Mac Cheese	\$4.00
Chicken Burger -	
chicken, lettuce, mayo	\$6.00
Hamburger -	
beef patty, tomato sauce, lettuce,	
tomato, beetroot	\$7.00
Lamb or Chicken Kebab -	
choice of meat, lettuce, tomato,	
cheese, BBQ sauce	\$7.00
Meatball Pasta - Thursday	\$6.00
Butter Chicken & Rice - Friday	\$6.00

Sandwiches

Jam	\$2.50
Vegemite	\$2.50
Cheese	\$3.50
Cheese & Tomato	\$4.00
Ham & Cheese	\$4.00
Egg – plain or curried	\$4.00
Salad -	
lettuce, tomato, cucumber, carrot,	
beetroot	\$4.00
Ham, Cheese & Tomato	\$4.50
Salad Roll	\$5.00
Chicken, Lettuce, Mayo Roll	\$5.00
Ham, Cheese, Tomato Focaccia	\$6.00
Chicken, Cheese, Avocado Focaccia	\$6.00
Slice Bread	\$0.50
Plain Roll	\$1.50
Add extras -	
ham, egg, chicken, tuna, salmon,	\$1.00
avocado, cheese, Mayonnaise	\$0.50

Wraps

Salad Wrap -	
lettuce, tomato, cucumber,	
carrot, beetroot	\$4.50
Chicken Salad Wrap	\$5.50
Ham Salad Wrap	\$5.50
Egg Salad Wrap	\$5.50
Sweet Chilli Chicken Wrap -	
chicken, lettuce, tomato, cheese,	
sweet chilli sauce	\$6.00
Chicken Caesar Wrap -	
chicken, lettuce, ham, parmesan cheese,	
caesar sauce	\$6.00

Figtree High School Canteen Menu 2024

Salad Sensations

<i>Mini Garden Salad</i>	
<i>lettuce, tomato, cucumber,</i>	
<i>carrot, beetroot</i>	\$4.00
<i>Garden Salad -</i>	\$5.00
<i>Chicken Salad</i>	\$6.00
<i>Ham Salad</i>	\$6.00
<i>Caesar Salad</i>	\$6.00

Fresh Fruit

<i>Seasonal Fruit Bowl</i>	\$3.00
<i>Mixed Fruit Salad Bowl</i>	\$4.00

Snacks

<i>Sea Salt Chips</i>	\$2.00
<i>Banana Bread 75g</i>	\$2.50
<i>Custard – 500ml</i>	\$3.50

Frozen Snacks

<i>Snap Stix</i>	\$1.00
<i>Juicies Tubes</i>	\$2.00
<i>Twisted Frozen Yoghurt -</i>	
<i>watermelon & mango</i>	\$3.00

Milk Prices

<i>Small Flavoured Milk 300ml -</i>	
<i>Chocolate or Iced Coffee or</i>	
<i>Strawberry</i>	\$3.00
<i>Up N Go 250ml -</i>	
<i>Chocolate or Vanilla</i>	\$3.00
<i>Nippy's Milk 500ml -</i>	
<i>Chocolate or Iced Coffee</i>	\$4.00
<i>Oak Thickshake -</i>	
<i>Cookies & Cream</i>	\$4.00
<i>Ice Break</i>	\$5.00

Drink Prices

<i>W Spring Water 600ml</i>	\$2.50
<i>Juicee Crush Poppers 250ml -</i>	
<i>Apple or Blackcurrant & Apple or</i>	
<i>Orange</i>	\$2.50
<i>Glee Sparkling Fruit Juice 250ml -</i>	
<i>Blackcurrant or Grape or Raspberry or</i>	
<i>Tropical</i>	\$2.50
<i>Coke No Sugar 375ml</i>	\$3.00
<i>Emma & Tom's Orange Juice 350ml</i>	\$4.00
<i>Lipton Ice Tea Light 500ml -</i>	
<i>Peach</i>	\$4.00

Lunch Orders are encouraged and can be ordered online via the Spriggy Schools App or over the counter at the Canteen from 8.20am

Curriculum



In **Years 7 and 8** all students follow a common curriculum in English, Mathematics, Science, History, Geography, PDHPE, Languages (Year 8 only), Technology Mandatory, Music and Visual Arts.

In **Years 9 and 10** students, study the mandatory subjects of English, Mathematics, Science, Australian History and Geography, Personal Development, Health and Physical Education. They also have the opportunity to select three elective subjects. The range of electives includes: Commerce, Computing Technology, Child Studies, Languages (Spanish & French), History, International Studies, Food Technology, Drama, Marine and Aquaculture Technology, Music, Visual Arts, Physical Activity and Sports Studies, Industrial Technology - Timber, Industrial Technology – Metal, Industrial Technology – Building Construction, Design and Technology, Visual Design, and Photographic & Digital Media. Life skills courses are available for students with additional education needs.

Years 11 and 12. A Senior Prospectus is available outlining the courses and subjects that may be offered in these years. The range of possibilities is very broad and includes courses in all key learning areas including vocational education and training.

- Extension courses in Mathematics, English and History are also available.

Enrichment Class

The Enrichment Class program (Years 7 and 8) develops an ongoing enrichment stream of students at Figtree High School. The program is one way we have broadened our curriculum to better support high potential and gifted students to develop knowledge, application, thinking skills and attitudes to a complexity appropriate to the student's development level.

Student placement in the class is via an application process. Families interested in the Enrichment Class application process and seeking additional information about the program can find more on our school website.

Bring Your Own Device (BYOD)

Young people are continually accessing new forms of technology and integrating its use into every aspect of their lives. Our school community is recognising the challenges and opportunities that arise from these changes and has developed a “bring your own device” (BYOD) policy to enhance the teaching and learning for our students.

All students at Figtree High School are required to bring an appropriate device to school every day. Students can provide their own recommended device or alternatively lease a laptop from the school at a cost of \$5 per term.

The following points outline some of the core features of our policy.

- Students have access to the use of technology to enhance their learning.
- Suitable devices are small laptops and netbooks
- Laptops must be able to connect to the school wireless network
- Battery life must be sufficient to last through a school day (5 hours of class time)
- Software must be able to read, modify and create Microsoft Office documents.
- Specialist software (as required) must be installed.
- Students are responsible for the storage and backing up of their work.
- Students will use technology in accordance with other school and NSW Department of Education (DoE) policies.

For the full details of this policy and device recommendations, go to www.figtree-h.schools.nsw.edu.au/our-school/fhs-policies and click on **Bring Your Own Device**.

The Department of Education currently has an agreement with Microsoft to supply software to students for educational purposes **free of charge**. To view available titles for Windows and Mac OSX, students go to www.onthehub.com and register.

Go to: <http://www.figtree-h.schools.nsw.edu.au/our-school/fhs-policies> for a **detailed guide** on how to navigate onthehub and download software for student use.

Other versions of suitable software are also available and are left for the individual student to source.

The choice of retailer, device and software is left up to the student and their parents or carers. It is strongly recommended that the school be contacted directly if there are any doubts about the suitability of a particular item.

Assessment and Reporting to Students and Parents

Formal reports are issued to students twice a year in all years. This is at the end of Terms 2 and 4. Interim reports are given to students in Years 7 and 11 during Term 1.

Assessment Policy and Procedure Booklets are issued to students in Years 10, 11 and 12. These booklets outline the rules associated with the submission of assessment tasks. Booklets also contain assessment schedules and the mark weightings for assessment tasks in all subjects (excluding Vocational Education courses).

Parent/Teacher interviews occur once a year. These meetings take place in Term 2. They are usually scheduled for 2.30pm-7.00pm in the school auditorium.

However, parents are able to discuss their child's progress and other matters with Year Advisers or teachers at other times. Appointments with staff should be made by telephoning the Administration Office at school. As teachers often are in class at the time of a phone call, the administration staff will organise a suitable time with the teacher. The school's phone number is 4271 2787.

Student Leadership



Captaincy Team 2024

Left to Right: Riya Viradia, Jayden Hanlon, Callum Smith, Samarah Gibson, Jack Tully, Charlize Macedo, Alex Dawson, Declan Bunyan, Mariam Matar, Olivia Harris, Poppy Tomczynski.

Student Representative Council (SRC)

The Student Representative Council is comprised of representatives from the student body. These students are nominated and elected annually by their fellow students. The SRC members are drawn from all school years as follows:

- Four representatives from each of the Years in 7, 8, 9 and 10
- A leadership team from Year 11
- A captaincy team from Year 12.

What does the SRC do?

1. The SRC convenes weekly to discuss any matters concerning the school and student issues. The SRC Executive meets regularly with the Principal to discuss student issues and SRC projects.
2. SRC sub-committees organise special events eg. social activities, charity collections, etc.
3. The SRC organises and works on projects designed to improve the quality of school life.
4. The SRC is the voice of the student body. All students are encouraged to make submissions through their SRC representatives.

Peer Support Program

This is a formal process fostering relationships between Year 7 and Year 10 students. The latter will then continue to be a mentor that will assist and allow Year 7 students to develop as individuals as well as becoming part of the larger school community. This will be in the context of a caring, social and learning environment.

School Camps

Year 7 Camp: 13 March – 15 March 2024 at Teen Ranch, Cobbitty.

Part payments are currently being taken to ease the cost on families, payment is online through School Bytes. The educational outcome of the camp is to promote team building and a supportive network of friends beyond the student's Year 7 class. Students engage in personal challenge activities, have opportunities to develop their independence and establish positive relationships with new friends.

Year 11 Camp: 11 March – 13 March 2024 at Berry Sport and Recreation .

School camp provides the perfect opportunity for students to experience positive interactions with each other outside of the classroom. Fun activities, team sports and teamwork challenges both help develop new relationships and deepen existing bonds of friendship. This camp will be a valuable opportunity for students to engage socially with their peers and teachers. As your child progresses in their Preliminary HSC year, their education can be difficult, and time spent away from the classroom building relationships with other students and teachers will serve to enhance their learning. A range of activities will be organised, designed to challenge students and to encourage them to work with others to achieve common goals. Qualified instructors will run the activities in small groups of students with an accompanying teacher.

Staff on the Student Wellbeing Team

Year Advisers

Each year group (or year cohort) from 7 to 12 has two members of staff who work as the Year Adviser. Students and parents/carers are encouraged to discuss with their Year Adviser/s any concerns with regard to student wellbeing including:

- (a) social concerns at school
- (b) problems at home
- (c) problems associated with school work
- (d) elective choices

Year Advisers are available for -

- (a) private student interviews
- (b) small student group interview/discussions
- (c) parent interviews
- (d) any other day-to-day enquiries

The Year Advisers work to establish a caring relationship with students and can speak on behalf of a student at regular Wellbeing Meetings. If you wish to see the Year Adviser, please phone the school and make an appointment. The Year Advisers work closely with the Head Teacher of Wellbeing and Deputy Principals regarding student wellbeing.

Supervisor of Boys

The Supervisor of Boys is a contact person for both parents and boys concerning any problems, particularly those related to health or wellbeing. The Supervisor of Boys has direct responsibility for all matters relating to the wellbeing of boys in the school. The Supervisor of Boys is Mr Adrian Herbert in HSIE.

Supervisor of Girls

The Supervisor of Girls is a contact person for both parents and girls concerning any problems, particularly those related to health or wellbeing. The Supervisor of Girls has direct responsibility for all matters relating to the wellbeing of girls in the school. The Supervisor of Girls is Mrs Kirsten Borst (Monday – Thursday) in Science and Ms Tanya Bennett (Friday) in HSIE.

Head Teacher Wellbeing

The Head Teacher Wellbeing is responsible for the wellbeing of students in the school. This includes coordinating student wellbeing programs such as managing bullying and harassment, school camps, assisting with the merit recognition program, arranging visiting speakers. They are also responsible for connecting students to the right person if issues or concerns arise. They also manage the collection of information about student's medical issues. eg. allergies, epilepsy, diabetes. The Head Teacher Wellbeing is Mrs Tanya Markham.

Student Support Officer (SSO)

The Student Support Officer (SSO) supports the implementation of the school's whole-of-school approach to wellbeing, helping students develop social and emotional skills through targeted strengths-based programs and strategies that build resilience, coping skills and positive relationships.

They also have a pivotal role in working collaboratively with external and other government agencies in their support of students and their parents/ carers. The SSO works closely with the school counselling service and the school's wellbeing team. The SSO is Mr Adam Leahey.

School Counsellors

School Counsellors work with students of all ages, and their families, from Year 7 to Year 12. Their work includes counselling students; assisting parents or carers to make informed decisions about their child's education; assessing a student's learning and behaviour; and assisting the school to identify and address disabilities that affect student's learning. The counsellors are members of Figtree High School's student wellbeing and learning support teams. The School Counsellors are Ms Vivienne McGrath and Ms Melanie Bourne.

Counsellor Referrals

Students may refer themselves to the counsellors or may seek an interview at the suggestion of a teacher, a parent or a friend. A student's reasons for seeing a school counsellor may include worrying about schoolwork, conflict with friends, being in trouble at school or seeking support for their emotional wellbeing. They can make an appointment before roll call at the Counsellor's Office. It is necessary for parents and carers to make an appointment by telephoning the school.

Specialist Staff and Programs

Enterprise and Career Education

The Careers Advisers office is located in B Block. The Careers Adviser coordinates *School to Work Planning* at Figtree High School which is part of the Department of Education's *Ready for Work Program*. *School to Work Planning* is an individual planning process that identifies the student's career goals and the actions required to achieve these goals.

It is primarily focused on students in Years 9 to 12 and includes activities such as:

- Class or group activities
- Guest speakers
- Seminars
- Research projects
- Work experience
- Site visits
- Careers Expos

Learning Support Faculty

The Learning Support faculty provides important learning, social and behavioural skills to support students who require extra support and assistance to allow them to engage successfully at school. If your child needs additional learning support or has specific learning support needs, please discuss this with the learning support teachers, Mrs Sue Clifford and Mrs Judy Markham.

The school's Learning and Support teachers are based in the school's Learning Support room in the school library. Support is given to students with specific literacy and numeracy concerns through small group learning activities, team teaching or with individualised instruction.

English as an Additional Language and/or Dialect (EAL/D)

Students who come from non-English speaking backgrounds are supported within lessons or withdrawn for individualised instruction, according to the student's need. The EAL/D teacher is Mrs Salma Alhindi.

The Learning Support Team

The Learning Support Team (LST) coordinates support services for students who are experiencing difficulties at school. The LST comprises the support faculty, school counsellor, Head Teacher Wellbeing and Deputy Principal Inclusion and Support. Parents are encouraged to contact the school if they have any concerns about aspects of their child's adjustment to high school. You can contact the Learning Support Team through the Head Teacher Wellbeing or Deputy Principal - Inclusion and Support.

Support Class (Physical)

Students in the Physical Support Unit (PDU), have a range of physical disabilities. Students are integrated where possible into classrooms in all key learning areas with the assistance of specialist staff and Student Learning Support Officers support. The students' educational programs are designed to help them reach their maximum potential at school and find appropriate pathways into higher education, employment and into the community. Placement in this class is via the regional placement panel, not through a local school enrolment process.

Support Class (Autism)

Figtree High School has one class specifically for students with Autism. Students in this class also access the mainstream classes, with the support of specialist teachers and Student Learning Support Officers. Placement in this class is via the regional placement panel, not through a local school enrolment process.

Religious Education

Non-denominational religion classes are held at various times for students in Year 7. The basic principles of Christianity are taught, allowing students to make an informed decision about their beliefs.

Flametree – A Campus of Figtree High School

Flametree is a campus of Figtree High School located in North Wollongong. The building was established in 2002.

Flametree offers a specialist behaviour and individual learning service for eligible students from Illawarra high schools with a significant history of difficulty in managing their behaviour at school. Teachers at Flametree are trained and highly experienced special educators with considerable experience and expertise in managing student behaviours and in devising individually tailored learning programs. Placement in these classes is via the regional placement panel, not through a local school enrolment process.

Flametree aims to give students an opportunity to:

- Achieve important behaviour and academic outcomes while receiving individual academic and behaviour support in a safe, consistent, structured school environment
- Be supported in succeeding with their education either at mainstream school or at Flametree or another alternative setting
- Learn strategies to help them to manage their emotions and problem behaviours
- Work out an achievable plan for their future which will help them on the road to success
- Learn to live responsibly in the community
- Exit Flametree to an appropriate transition option.

The Library

The Library and Flexible Learning Centre at Figtree High School aims to provide resources to meet the learning needs of both students and staff. Our library provides students with a large range of fiction and non-fiction books in addition to an extensive Senior Study Resource section to support our HSC students. To complement our physical library and resources, Figtree High School also has a digital library on ePlatform where students can borrow online 24/7 a large range of ebooks and audiobooks to support their love of reading. In conjunction with the English faculty, the practice of reading is strongly encouraged in our Library as research shows that teenagers who read for pleasure tend to achieve better academic results.

The library catalogue can be searched from every computer in the school, by clicking on the Oliver tab in the shortcuts link. Oliver can also be accessed through the student portal homepage on the school desktop. To borrow, students use their FHS identification card. Students may borrow up to 5 items at a time but borrowing limits can be increased if students are keen readers. The loan period is 2 weeks but items can be renewed if necessary.

The Library is open each morning from 8.00am to support students printing and submitting assessment tasks. Students have access to the library throughout the day and during study periods. Teachers book their classes into the Library to complete research projects and small groups may have access for independent learning during class with permission from their teacher.

A black and white photocopier is available for student use in the library free of charge. We also provide colour printing free of charge through our librarian. The Library staff are there to help, so students shouldn't hesitate to ask if they are unsure about anything. We look forward to welcoming all new students to the Figtree High School Library and Flexible Learning Centre.



Sport

All students from Years 7 to 10 must be involved in Wednesday weekly school sport as it is a mandatory component of the curriculum. Sport is a most valued part of the school curriculum and it is an integral part of the student's development, enhancing cognitive, aesthetic, expressive, physical and social development. Weekly sport is optional for students in their senior years.

Years 7-10 students will select a summer and winter sport from a wide list of sports. As sport is an important component of our curriculum, medical and dental appointments should be avoided during this time. Any student who cannot do sport because they are sick or suffering from an injury will be required to work under supervision in the school. There isn't a need for these students to go home on sports afternoons.

In the case where a student has reached a high level of achievement at national level in a sport not offered by this school, the Principal may allow the student to undertake specialised training on a Wednesday afternoon and not participate in Wednesday school sport. Written application must be made to the principal.

If there is inclement weather, sport being held at an outdoor facility will revert to an indoor activity in a classroom. Sports that are not held outdoors will usually function as normal.

Throughout the year the school holds three carnivals: swimming, cross country and athletics. These carnivals are based on student participation, where all students are encouraged to participate to the best of their ability. As such all students, including students in Years 11 and 12, are expected to attend all carnivals.

Figtree High School has a proud tradition of success in competition sport including individual and team representation at zone, regional, state, Australian and International championships. These opportunities for selection are advertised to students through the daily notices and on weekly assemblies.



Sports Oval

Starting at a new school can be challenging

Here are some typical questions with answers that will help you to settle into your new school as quickly as possible.

When does school start and finish?

You are expected to be at school by 8.30am each morning. A warning bell sounds at 8:38am to let you know that roll call is about to begin. School finishes at 2:58pm on Monday, Tuesday and Friday, at 2:45 on Wednesdays and at 2.18pm on Thursdays.

What happens in roll call?

Roll call takes place in the same room each morning for a year. At 8.40am – 8.46am during roll call, your name is marked off as either being present or absent. The school marks the roll electronically on a computer system. This is the time to hand in absent notes if you have been away from school.

Daily announcements are read out from the “White Sheet” at this time. Your Year Advisor may also speak to you during roll call.

How does a timetable work?

The timetable tells you when and where your classes are each day. Our timetable is on a two week cycle, Week A and Week B. You will be issued with a timetable at the beginning of each year or when you enrol. You need to keep track of each week so you know which books and equipment you need for class. If you lose your timetable you can get a copy from your Year Adviser.

How many periods do I have in a day?

On Monday, Tuesday and Friday there are six periods in a school day. On Thursday there are five periods in a school day; students go home at 2.18pm. On Wednesday there are four periods in the morning followed by sport. Each period generally lasts fifty two minutes.

How long is lunch time?

You have two lunch breaks during the school day. Each break lasts 30 minutes.

What subjects do I have to study in Year 7, 8, 9 and 10?

In Year 7 and 8 all students study English, Mathematics, Science, Human Society and its Environment (History and Geography), Personal Development, Health and Physical Education (PDHPE), Technology Mandatory, Visual Arts, Music and Language (year 8 only). In Years 9 and 10 students also select three electives for study in addition to the core subjects of English, Mathematics, Science, Human Society and its Environment & Personal Development, Health and Physical Education.

Do I have different teachers for each subject?

Yes, teachers in high school specialise in a particular subject.

Do I stay in the same room all day?

At the end of a period Figtree High School uses music for the bell to remind students to change classes and rooms. You are given time to do this. Sometimes you may have a “double period” and you stay in the same room for a second period.

How many times do I have a subject each fortnight?

This varies from year to year and from subject to subject. You may have a subject four times in each fortnight to a maximum nine times.

Where do I go at lunch times?

Students sit with friends in different parts of the playground. There are special areas set aside for some students. The seniors (Years 11 and 12) can sit in the Senior Quad. Only juniors (Years 7-10) sit in the junior quad. Many students sit out the back under the COLA. Year 7 students have their own area in the first few weeks of Term 1. Year 7 students can be elsewhere but other students cannot be in the Year 7 area in Term 1. Some areas are active areas only: both basketball courts, soccer oval and football field.

Can you buy your lunch at school?

Yes, the school has a canteen. See the price list in this booklet. You can order your lunch before roll call for easy collection at either Lunch 1 or Lunch 2. The canteen also offers online ordering via the Spriggy app.

Can I go to any local fast food outlets at lunch time?

No, students are **not** permitted to leave school grounds at lunch breaks. As such they are not to go to fast food outlets. Fast food should also not be delivered to the school or bought to school by any parent.

Can I bring a mobile phone to school?

Yes you can but it must be switched **OFF** and away in your bag throughout the day from gate to gate. Remember, your mobile phone is your responsibility. If parents/carers need to contact their child, they should call the School Office who will pass the message to your child.

Do we need a diary?

Year 7 students will be issued with a school diary at the start of the year. The school encourages the use of a diary to help with organisation.

Do we need to wear a specific uniform for PE?

Yes. You can purchase PE shirts and shorts firstly by paying at the front office or on Schoolbytes and then taking the receipt to the PDHPE staffroom to collect your uniform. For Year 7 students, their purchased PE uniform will be ready for the start of the year.

What are the uniform requirements?

The Figtree community expects that students will be in uniform. A note must be brought to your roll call teacher if you come to school without the correct uniform or you will be given a detention. Refer to the page 12-13 in this booklet that fully details our uniform requirements.

When do we have assembly?

We have Year Assemblies every 3rd week.

We have a full school assembly in the quad every other Thursday. In summer (Terms 1 and 4) the assemblies are after Roll Call. In winter (Terms 2 and 3) they are held after Lunch 1. Students sit in alphabetical order with their Roll Call groups in the designated areas.

Who will be my main teacher?

You will have lots of different teachers; however, your Year Adviser is the teacher you will have a great deal of contact with over the time you are at Figtree High School.

The 2024 Year Advisers are:

Year 7 - Ms Kelly – TAS Staffroom
Mr Fernandes – English Staffroom

Year 11 - Ms Henderson – Science Staffroom
Ms Karykides – HSIE Staffroom

Year 8 - Ms Fernandes – HSIE Staffroom
Mr Porteous – English Staffroom

Year 12 - Mr Thomas – Science Staffroom
Mr Jones – CAPAL Staffroom

Year 9 - Ms Harvey – Science Staffroom
Ms Tasker – PDHPE Staffroom

Year 10 - Ms Bennett – HSIE Staffroom

Do we get lots of homework?

You may get homework to revise and complete tasks. Reading is encouraged as a daily routine. As a general guide the following times should be spent on school work each school day at home:-

Year 7 - 1 hour

Year 8 - 1 hour

Year 9 - 1 1/2 hours

Year 10 - 1 1/2 hours

Years 11 and 12 - 2 hours minimum

There are different types of homework: set by the teacher, catch up work if you are absent, student directed homework such as revision and study before examinations.

Do we get to choose our sport?

Yes, we have a wide range of sports to choose from. In Term 1, Year 7 complete activities just with their year group. You get to choose your summer and winter sports. Mr Riolo and Mr Adams the sports organiser will let you know when this is to happen.

What do we do if we get lost and cannot find our class?

Ask other students or teachers for directions. Report to the Year Advisers or School Administration Office, if you still can't find the room.

Is it easy to make friends?

That is largely up to you and how much effort you make to forge positive relationships. With approximately 160 students in each year it should be easy to meet new people.

Are there detentions?

Yes, there are faculty, lunch time executive and after school detentions.

Where do I hand in notes and money?

Permission and payments for excursions, camps and events can be made online through School Bytes. Alternatively, hard copy permission notes can be handed into the organising Teacher, and payments can also be made at the School Administration Office via Cash or Card. Due to the school's mobile phone procedures, students cannot use their mobile phones to pay for events.

How do you get a pass out?

If you need to leave the school during the school day, you need to bring in a signed note from a parent and place it in the notes container at the Front Office before roll call. Your Deputy Principal will then authorise the note, then you will receive a computerised pass-out. You are expected to return to school after an appointment. In most cases appointments should be made after school.

How do I find my way around the school?

Study the map in this booklet or ask another student or teacher. Subjects tend to be in blocks eg; Mathematics in A Block, English in B Block, History/Geography in C Block. The Science labs are around the quad. TAS and CAPA are located in specialised classrooms around the school.

Where are we allowed to kick a ball?

Active, but non-contact sports can be played on the football and soccer fields during lunch 1 and lunch 2.

What are the rules regarding student behaviour?

You are expected to behave responsibly and respectfully at school. This includes showing respect for your school, peers and staff. You are expected to act in a manner that ensures the safety of others and of course you are expected to actively participate in the process of learning.

Where do I go when I need help?

Depending on the nature of your concern you can approach any Teacher, your Year Advisers, the Counsellors, the Supervisor of Girls/Boys, the Wellbeing Head Teacher, Student Support Officer or the Deputy Principals.

Where do we go for wet weather?

Students can use the upstairs areas outside the Science labs during lunch 1 and lunch 2 when it rains. If it rains over a number of days the gym may be opened for extra shelter.

Can we be on school grounds after hours?

No, students are not to be on school grounds after school. Most of the school gates are locked after 3pm. Some organisations do book our grounds for sports training. They have permission to use our grounds after school.

How do I make an appointment to see a School Counsellor?

You approach the counsellor before school or during your lunch breaks to make an appointment. You can also see your Year Adviser, Girls Supervisor, Boys Supervisor, Head Teacher Wellbeing or the Deputy Principals who can arrange an appointment for you. The counsellor's office is in the Administration building.

What do we do if we forget our Computer password?

Go to the computer/technology room above the Library either before school, Lunch 1 or Lunch 2. The staff in charge of computers will then reset your password(s).

Is there a lost property office?

A large amount of lost clothing is handed in to the school administration office. See them immediately if property is lost.

What do I do if I am absent from school?

The school sends an SMS to your parent/carer if you are absent. Your parent/carer can respond to this SMS to explain your absence or you can bring an absence note in on the day you return to school. A pink absence booklet can be obtained from the front office or your Year Adviser or Deputy Principal. All notes can be written in this booklet. Your absence from school is reported on your Semester 1 and 2 Reports.

What do I do if I am going to be absent from school for a long period of time?

An Application for Extended Leave – Travel (see the office) needs to be completed and returned to school for approval by the Principal.

When do we get our School Reports?

School reports are issued twice a year – in Term 2 (May or June) and at the end of the school year (December). Year 7 and 11 students also receive an interim report in Term 1.

When are Parent-Teacher interviews held?

Parent-Teacher interviews are held after the first reports are issued in Term 2. These interviews are held in the auditorium, usually from 2.30pm – 7pm.

What do junior clerks do?

Year 7 students do office duty for half a day a few times in the year. They sit in the Administration area and assist in clerical duties such as getting students for the Deputy Principals, and other duties such as sending messages. These activities help students to become familiar with the school, staff and students and at the same time learn to accept responsibility, follow directions and successfully complete various tasks.

What do I do if I feel sick during the day?

Tell your class teacher who will give you a signed note and another student may accompany you to Student Reception. You may be placed in Sick Bay and your parent/carer will be contacted to take you home. In some cases an ambulance may be called. Ambulance officers determine the extent of injuries and if appropriate convey students to hospital. Parents are advised as soon as possible. It is imperative that parent/carer contact details are **always up to date** to ensure we can notify parents/carers as required.

Can I get medicines at school?

Any student needing to take medication at school needs to bring a note from their parents/carers authorising the need for you to bring and take medication at school.

Any student who is on an extended program of medication must report this fact to the Administration office so that we can arrange for the medication to be held and self-dispensed from the office at regular times. Support documentation from parents/carers and the relevant medical practitioner will be required.

With the exception of an Epipen and Ventolin (asthma reliever medication), students should avoid carrying prescription medicines in their bags or on their person because if such substances find their way into the wrong hands they could pose a health risk to other students. Obviously students are not to give medications to other students.

What do I do if I am late to school?

After 8:46am you report to your Deputy Principal in the Administration building and will be issued with a note to class. Frequent lateness to school without a note from a parent will result in you being given a detention by the Deputy Principal. It is your responsibility to be at school on time.

Does the school have lockers for students to hire?

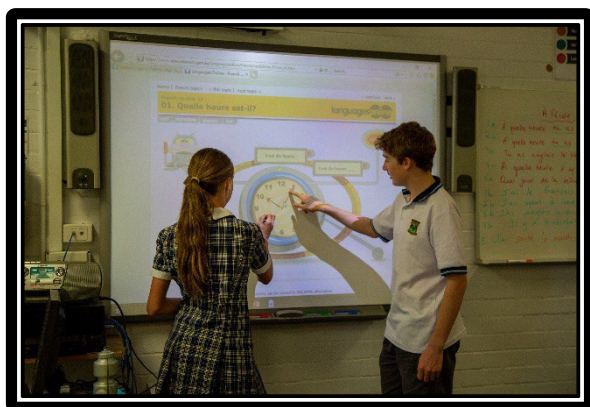
Yes, you can hire a locker to store your books. Students can pay at the front office and the General Assistant will issue you with a key. There are two sizes available to hire:

Small - 4 year hire \$30.00	1 year hire \$15.00
Large - 4 year hire \$50.00	1 year hire \$30.00

All lockers must be emptied out at end of each term.

What other items can I purchase at school?

You can purchase a mathematics calculator for \$32.00. Students pay at the front office and take the receipt to the mathematics staffroom at lunch 1 or lunch 2.



Recognition of our Student's Achievement, Participation and Improvement

As an important part of the Wellbeing and Discipline system at Figtree High School, students can earn merits for exhibiting positive behaviours.

The Merit Achievement Scheme recognises and rewards the commendable behaviour of our students. All students are eligible for this recognition by accumulating virtual Merit Award which are distributed by all staff members in recognition of positive behaviour and achievement. Merits may be issued for the following:

1. Improved performance in tests, assignments, speaking or performance tasks
2. Involvement in school activities, eg drama productions, music, gym, dance
3. Assisting in school or zone carnivals
4. Good art work, design and technology projects
5. Representing the school in a grade team or zone carnival
6. Doing extra homework
7. Showing initiative in the classroom or elsewhere in the school
8. Showing leadership
9. Excellence in assignment or project work
10. Showing particular consideration and helpfulness to others
11. Helping peers
12. Assisting teachers or administration staff
13. Fundraising efforts
14. SRC initiatives and any other effort made or service given

There are rewards for students who proceed through the scheme. These rewards usually take the form of excursions to places such as the Easter Show or Jamberoo Recreation Park. Throughout the year there are special draws on assembly where students with merits can win worthwhile prizes.

Building Positive Relationships – Advice to Students

At Figtree High School we are building a culture of success for every student. Positive relationships and a strong sense of wellbeing are pivotal to a successful school experience.

Expect Respect

If you are being treated disrespectfully:

1. DO NOT retaliate – it will only make things worse.
2. Clearly tell the person the word 'ENOUGH'. Do this in a polite but firm way.
3. Walk away
4. If the situation does not improve, tell your Teacher or Year Adviser. You should also tell your parent or carer.
5. Always report any new instances of bullying to your Teacher or Year Adviser and parent or carer.

Be an upstander – if you see someone being treated disrespectfully, support them to follow our schools procedures.

Bullying Behaviours are not:

- children not getting along well
- a situation of mutual conflict
- single episodes of nastiness or random acts of aggression or intimidation.

Conflict or fights between equals and single incidents are not defined as bullying.

Bullying Behaviours can be:

- Verbal e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- Physical e.g. hitting, punching, kicking, scratching, tripping, spitting
- Social e.g. ignoring, excluding, ostracising, alienating, making inappropriate gestures
- Psychological e.g. spreading rumours, lies, dirty looks, hiding/damaging possessions, malicious SMS/email messages, sexting, inappropriate use of camera/phones.

Tips for Developing Resilience

Being resilient means developing an ability to deal with:

- ◆ Success and failure
- ◆ Threats and fear
- ◆ Rejection and disappointment
- ◆ Anger and hurt
- Surround yourself with good friends
- Maintain a good self esteem
- Model kindness, thoughtfulness and respect
- Think about your own body language.

It can take courage to challenge disrespectful behaviour and to play a part in improving our school community by building positive relationships.

Further Assistance:

- Headspace - (02) 4220 7660
- Kids Helpline - 1800 551 800
- Lifeline - 131 114
- Salvo Youth Line - (02) 9360 3000
- www.bullyingnoway.com.au
- www.kidshelp.com.au
- www.facebook.com/headspace.wollongong



You need to remember that something sent electronically can never be entirely removed even with a press of a 'delete' button

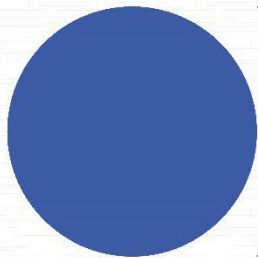
Your digital footprint may be accessed many years in the future.

The material is posted online and used by others, such as prospective employers and in media reports.

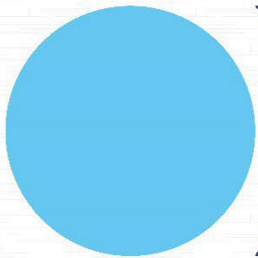




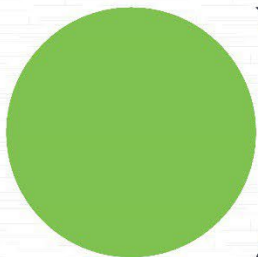
FIGTREE HIGH SCHOOL VALUES



Respect



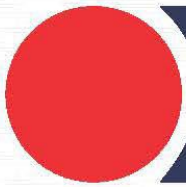
Responsibility



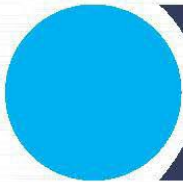
Excellence



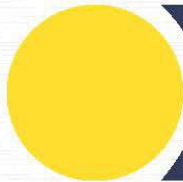
FIGTREE HIGH SCHOOL EXPECTATIONS



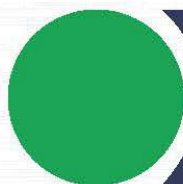
Follow teacher instructions



Stay on task



Use appropriate language



Phone off and in bag



Bring required equipment



Students' use of Mobile Phones in Schools Procedures 2023

20 September 2023

Figtree High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy: [Student use of mobile phones in schools \(nsw.gov.au\)](https://www.nsw.gov.au)

After careful consideration and consultation with our key stakeholders – The Student Representative Council (SRC), The Parents and Citizens Association (P&C), staff and executive teams, Figtree High School has elected to use the option of mobile phones *being turned off and kept out of sight (OFF and AWAY)*.

This means that if a student chooses to bring a mobile phone to school, it must be **OFF and AWAY**, for the full school day, including before school, and lunch 1 and lunch 2. Students will have the responsibility to turn off their phone and store it safely in their school bag for the course of the school day.

This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

The Procedures

For the purpose of these procedures, 'mobile phones and other personal electronic devices' includes, but is not limited to:

- Mobile phones
- Smart watches
- Phablets
- Wearable smart bands
- Gaming devices (including, but not limited to, Nintendo Switch)
- Portable music devices with internet connectivity
- Wireless earphones/headphones

Please note that:

- Students must not use mobile phones and other personal electronic devices **while on school grounds at any time**. 'School grounds' extends to school excursions, travelling while on school excursions, sports carnivals and other events at the school or off site where an approved school activity takes place, unless otherwise advised.
- Devices that are NOT part of the restriction includes: Bring Your Own Device (BYOD), school issued laptops or school-approved digital equipment for learning in the classroom. Teachers may allow students to use plug-in listening accessories with their laptops, as required, for curriculum based learning activities.
- Outside of timetabled lessons, BYOD **can only** be used by students in the senior quad or school library for curriculum based learning activities.

Student Expectations

- Mobile phones and other personal electronic devices are to be **'OFF and AWAY'** from the time students enter school grounds in the morning until they have left school grounds at the end of the day. This includes before school and at break times.
- Students will place their mobile phone or electronic device into the **Mobile Phone Breach Envelope immediately** if instructed by a teacher or member of staff. The envelope will be delivered by the student to the office, where administration staff will store the device securely in the mobile phone locker.
- Students using wireless headphones or earphones, including their device, will place these items into the **Mobile Phone Breach Envelope immediately** if instructed by a teacher or member of staff. The envelope will be delivered by the student to the office, where administration staff will store the device/s securely in the mobile phone locker.

- Failure to follow instructions will incur more severe consequences, including Formal Caution to Suspend, or a Suspension.
- Students must take full responsibility for any mobile phone or personal electronic device brought to school. The school or staff will not be responsible for their loss, theft, or damage. Students who bring their devices to school, do so at their own risk.
- In negotiation with a Deputy Principal and for acceptable reasons only, students will be permitted to use a school phone in the Front Office to contact their parents/carers under the supervision of staff.
- **Purchasing at the canteen or paying at the Front Office** - Students will be required to use a card or cash to pay for purchases or make payments. Mobile phones are not to be used for purchases or making payments.

Contacting students

Figtree High School understands there may be emergencies when parents or carers need to have contact with students or vice versa during the school day.

In accordance with the procedures, parents and carers can contact the school Front Office to pass on messages. However, this should be limited to emergencies only to support students' focus and learning during the day.

Students will need to inform workplaces and health service providers not to contact them during school hours.

Figtree High School will send important messages via Sentral messaging and the Parent Portal App in the event of school related emergencies.

Staff

Staff will, at times, need to have a device with them for work related purposes to:

- Access administrative tools and functions, such as roll marking
- Acquire learning delivery and management tools to provide learning experiences or assessments
- Contact support in cases of emergency.

Staff are expected to model professional and ethical device use while in the workplace.

Parents, carers, and the Figtree community

Parents, carers and Figtree community members will be able to assist the learning and wellbeing of all students by:

- Encouraging students, wherever possible, to leave their mobile phones and other personal electronic devices at home
- Reminding their child/ren that mobile phones and personal electronic devices are to be turned off and placed in their school bag if they take them to school
- Ensuring they have spoken with their child/ren about the school's mobile phone and personal electronic device expectations.

School disciplinary procedures

If instructed by a teacher or staff member, students will **immediately** place their mobile phone and/or personal electronic device into the **Mobile Phone Breach Envelope**.

- The envelope will be delivered by the student to the office where it will be securely stored in the mobile phone locker.
- The staff member will record the incident on Sentral Wellbeing.
- Office staff will give the student a receipt for the mobile phone or personal electronic device being securely stored.
- The student will show the receipt to the teacher or staff member who issued them with the envelope.

If a student breaches the mobile phone expectations and **complies** with placing their mobile phone or personal electronic device into the **Mobile Phone Breach Envelope**, the following will occur:

- First time:
 - The parent or carer will be contacted via SMS
 - The student will be required to pick up their device from the Front Office at the end of the school day
 - A conversation between a school executive staff member and the student will take place
 - An executive detention will be issued, at which time the student will be required to complete a reflection sheet.
- Second time:
 - The parent or carer will be contacted by the Deputy Principal
 - The parent or carer will be required to collect the device from the school
 - The student will be issued with a Formal Caution to Suspend plus an after-school detention.
- Third time:
 - The student will be issued with a Suspension
 - The student will participate in a mandatory session on device-dependence, with a member of the Wellbeing Team, as part of the return to school process.

Continued breaches will result in escalation in the school disciplinary procedures.

If a student breaches the expectations and **does not comply** with placing their mobile phone or electronic device into the ***Mobile Phone Breach Envelope***, the following will occur:

- First time:
 - The parent or carer will be contacted by the Deputy Principal
 - The parent or carer will be required to collect the device from the school
 - The student will be issued with a formal caution to suspend plus an after-school detention.
- Second time:
 - The student will be issued with a Suspension
 - The student will participate in a mandatory session on device-dependence, with a member of the Wellbeing Team, as part of the return to school process.

Continued breaches will result in escalation in the school disciplinary procedures.

Exemptions

Figtree High School understands there may be exceptional circumstances for students have a medical, wellbeing or learning need which may require them to access a mobile phone, at certain intervals, as defined through consultation and confirmed within a *Mobile Phone Exemption Plan*.

Exemptions can be sought by parents or carers by contacting the relevant Deputy Principal and completing the *Mobile Phone Exemption Application*. In the case of a health condition (such as diabetes), a letter from a medical professional stating when and how the mobile phone is to be used will be required.

The Deputy Principal will work alongside parents and carers to assess, support and complete a personalised *Mobile Phone Exemption Plan* for the student. For example, the Plan will outline a process by which the student can access their phone as required, in consultation with the Deputy Principal.

Note: No mobile phones are to be used for any purchases at school, including canteen purchases as well as payments at the Front Office. This applies even to those students who have a *Mobile Phone Exemption Plan*.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools [Your Feedback \(nsw.gov.au\)](https://www.nsw.gov.au/your-feedback)

Mobile Phones are Off and Away for the Day

Ready for Learning

It's as simple as 1, 2 and 3!

1

Every morning students are required to switch mobile phones off and put them away when entering the school.



2

The mobile phone must stay off and out of sight in school bags throughout the whole the day.



3

After leaving school at the end of the day students are able to switch on their mobile phone again.



We advise that the problem should be faced and action taken to remedy it before the situation becomes serious. The following school personnel may be able to help:

1. If the matter is related to wellbeing contact the **Year Adviser**.
2. For information pertaining to the wellbeing of female students or about the girls uniform contact the **Supervisor of Girls**. For information pertaining to the wellbeing of male students, contact the **Supervisor of Boys**.
3. Our **Student Support Officer** can assist all students with wellbeing support and links to external services.
4. If the matter is personal and serious, and confidentiality is essential, contact the **School Counsellors**.
5. For matters of a serious nature, especially concerning bullying, the breach of school rules, intruders into the school, dangerous substances or situations (broken windows, leaking pipes, syringes or drugs, suspected poisons, etc.) contact the **Deputy Principals**.
6. If the matter relates to a learning problem it should be discussed with your **teacher**, or the **Head Teacher** of the relevant subject. Our **Learning and Support teachers** in the Learning Support room, which is located at the back of the Library, are usually available to assist students as well.

Some Figtree High School Rules you need to know

Aerosol cans (sprays and deodorants) are banned as are weapons of any nature including knives. The possession of or use of firecrackers or explosive devices at school is banned and will lead to suspension.

Figtree High School community has elected to use the option of **mobile phones** being turned off and kept out of sight for students. This means your mobile phone needs to be OFF and AWAY for the whole school day, including before school, lunch 1 and 2, during any travel to and from school for excursions or sport and while on excursions or at sport. If you choose to bring a mobile phone to school, you will have the responsibility, before you walk through the school gate in the morning, to turn off your mobile phone and store it safely in your school bag for the course of the whole school day. The school will not be responsible for the security, loss or damage to any personal items including a laptop, mobile phone, iPod or camera.

Parents, if there is an emergency please ring the school on 4271 2787, and we will immediately contact your child.

In an emergency the phones in the administration area will be made available for student use. If students are sick at school they are not to phone home but need to report to the appropriate teacher who will place them in sick bay. The school will then contact parents if necessary.

Some areas of the school have special rules

Front of the school

Students are not permitted to:

- Walk through or ride bicycles or skateboards in the carpark.
- Congregate at entrances to the school
- Play ball games.

The Canteen

- Entry is only permitted to buy food.
- The area behind the canteen is out of bounds.
- **Students are not** to buy food for others.

Sporting Fields

- The soccer field is closed on Wednesday lunch 2, otherwise soccer can be played on the fields during all other lunch breaks.
- The football field is available to all students for active participation in non-contact games during the lunch breaks.

Quadrangles

- The main quad can be used by all students. Hand ball is permitted in the main quad.
- The junior quad can be used by all students in Years 7-10.
- The senior quad is only for use by Year 11 and Year 12 students.

Within the school buildings

- Corridors, balconies and classrooms are out of bounds during the lunch breaks.
- During the change of periods students should walk sensibly and stay on the left side of the corridors and stairs.

Other areas

- Entrances to buildings must be kept clear at all times.
- The ramp between the Science and Administration building is only to be used by students with a disability or impairment and/or students in wheel chairs.
- The Lift is only to be used by authorised students and staff. Special training is needed to use the lift.
- Students are not to enter staff rooms and storerooms without permission.
- The Administration block is not a thoroughfare and should only be used for specific purposes.
- The area between the red gate (outside the Administration area) and the main quad is out of bounds.

Emergency Procedures

Evacuation

The continuous playing of instructions over the school's sound system will signal the need to leave the school building.

All equipment and school bags are to be taken with students from the room.

Students depart in an orderly manner, using the nearest available stairs/exit to the perimeter (outside) of the school building. Maps displaying exit route are on display in all classrooms.

All students and staff proceed to the evacuation assembly area on the soccer field, located on the eastern side of the school

Students sit quietly in their Roll Groups, with their Roll Teacher, until Rolls have been marked and the ALL CLEAR has been given.

A whole school assembly may occur on the quadrangle following an evacuation procedure.

Lockdown/Lockout

Lockdown is a procedure used when there is an immediate threat to the school. Lockdown minimises access to the school and secures staff and students in rooms.

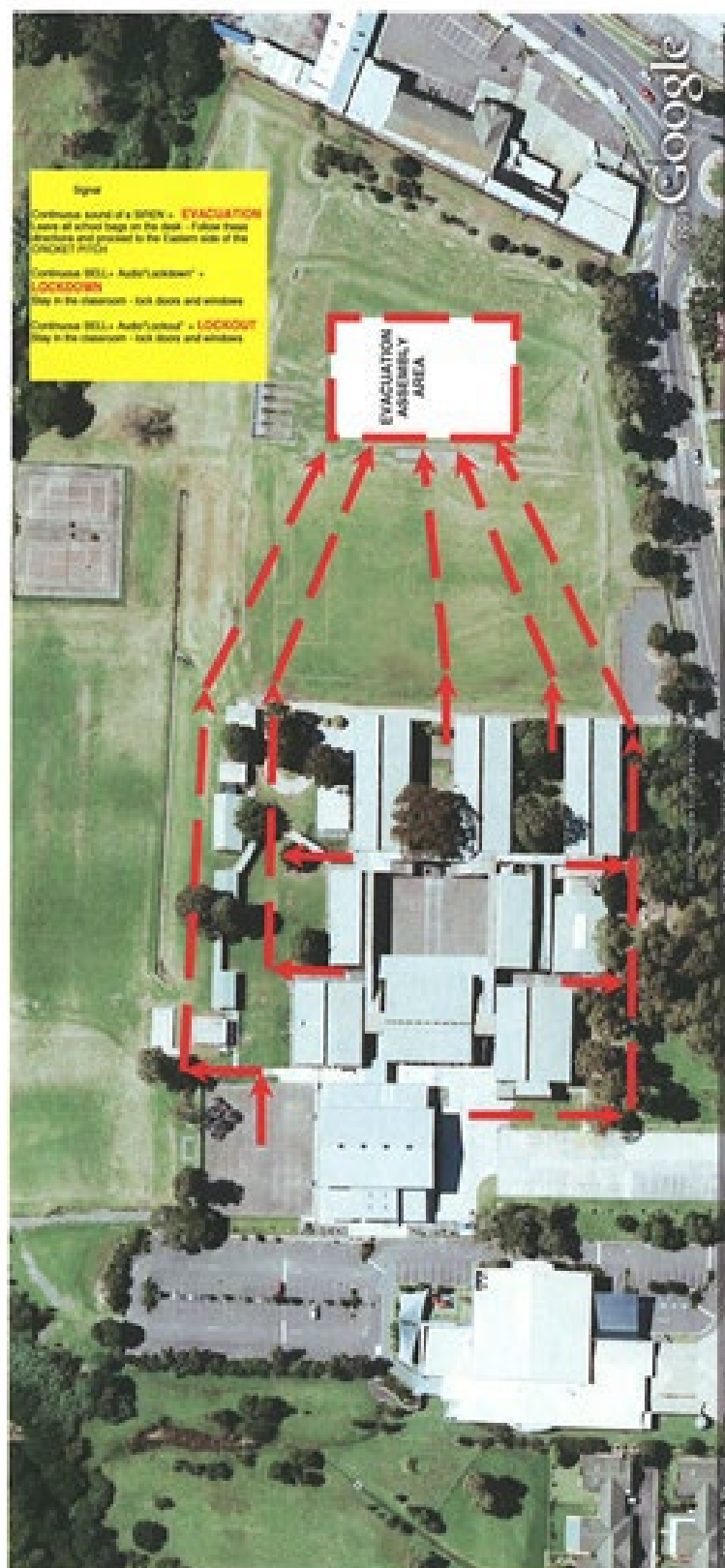
Lockout is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring out of the school property. The procedure allows school activities to continue as normal during the outside disruption.

The signal for Lockdown is an Audio "LOCKDOWN"

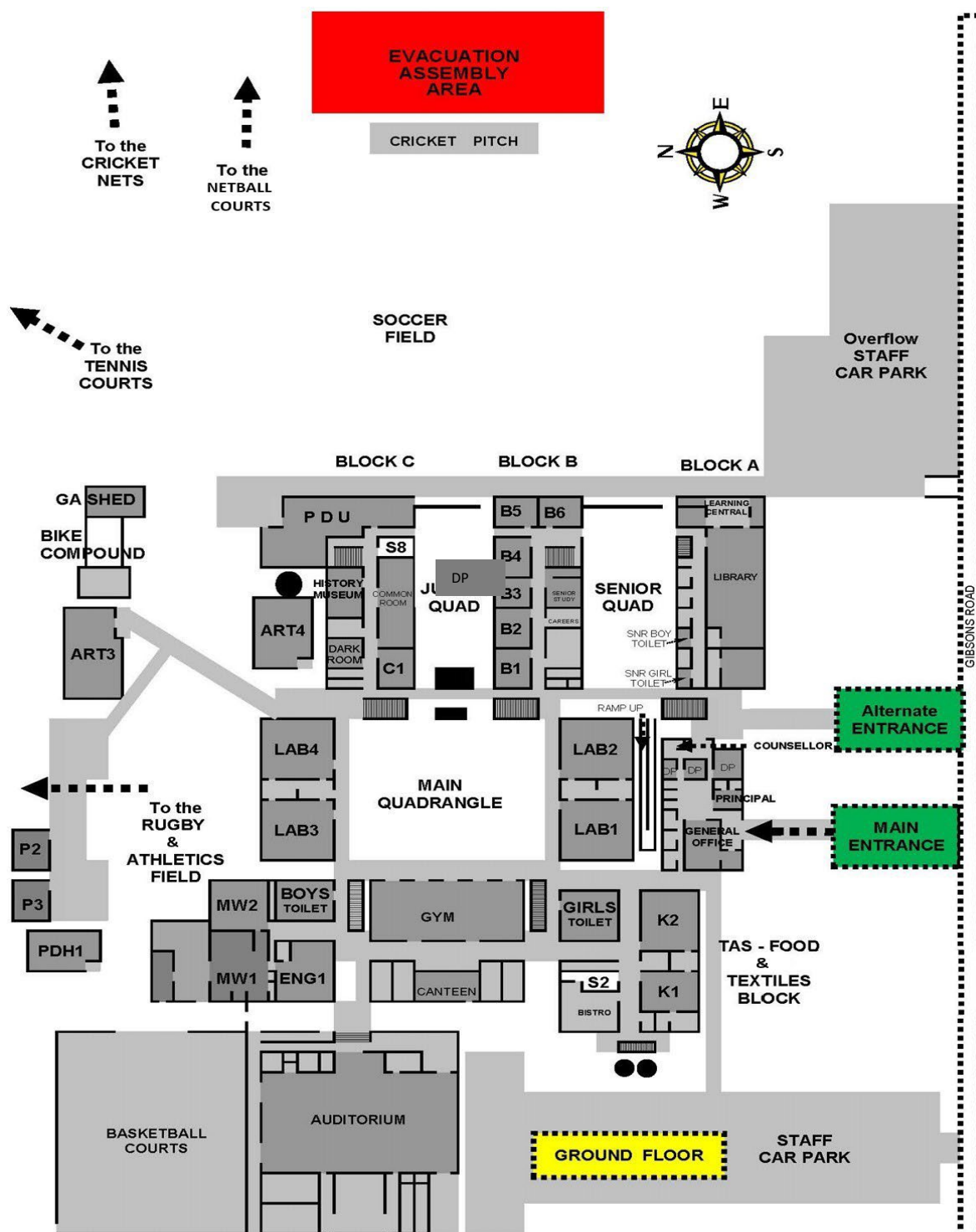
The signal for Lockout is an Audio "LOCKOUT"

Students remain in class or move to the nearest building until the ALL CLEAR has been given.

FIGTREE HIGH SCHOOL AERIAL VIEW WITH EVACUATION ASSEMBLY AREA



GROUND FLOOR



FIRST FLOOR

STAFFROOM KEY

TAS - FOOD AND
TEXTILES BLOCK

S2 TAS

ART & MUSIC BLOCK

S3 CREATIVE ARTS AND LANGUAGES

A
BLOCK

S4 MATHS

B
BLOCK

S5 ENGLISH

C
BLOCK

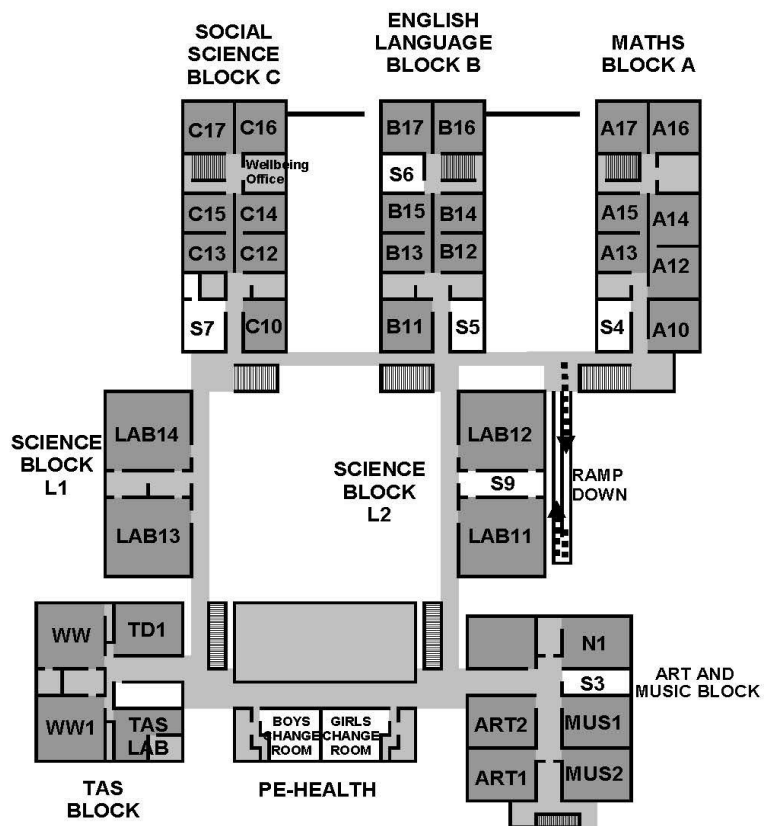
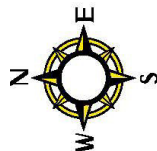
S6 TEACHING AND LEARNING HUB

S7 HSIE

SCIENCE
BLOCK L2

S8 PDHPE

S9 SCIENCE



FIRST FLOOR

Bus Timetable

Students who attend Figtree High School travel to school using Premier Illawarra services. These can range from school or service buses. More information can be found at <https://www.premierillawarra.com.au/schoolservices.html>

The following buses are most commonly used to get to and from Figtree High School.

Premier Illawarra - School Buses

S098 – Harry Graham Dr opp Central Ave to Figtree HS

S099 – Farmborough Aged Care, Waples Rd to Figtree HS

S100 – Figtree HS to West Wollongong (Thursday only)

S101 - Figtree HS to Kembla Heights via Cordeaux Heights (afternoon only)

S102 – Figtree HS to Cordeaux Heights (Thursday only)

S103 – Figtree HS to Kembla Heights (Thursday only)

Premier Illawarra - Service Buses

34 – Wollongong to Warrawong via Unanderra

35 – Unanderra to Wollongong via Farmborough Heights

37 – Wollongong to Shellharbour via Dapto

39 – Wollongong to Figtree via Mt Keira

57 – Wollongong to Shellharbour via Warrawong

FIGTREE HIGH SCHOOL TIMETABLE - sample

Week A	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1					
2					
3					
4					
5			SPORT		
6			SPORT		

Week B	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1					
2					
3					
4					
5			SPORT		
6			SPORT		

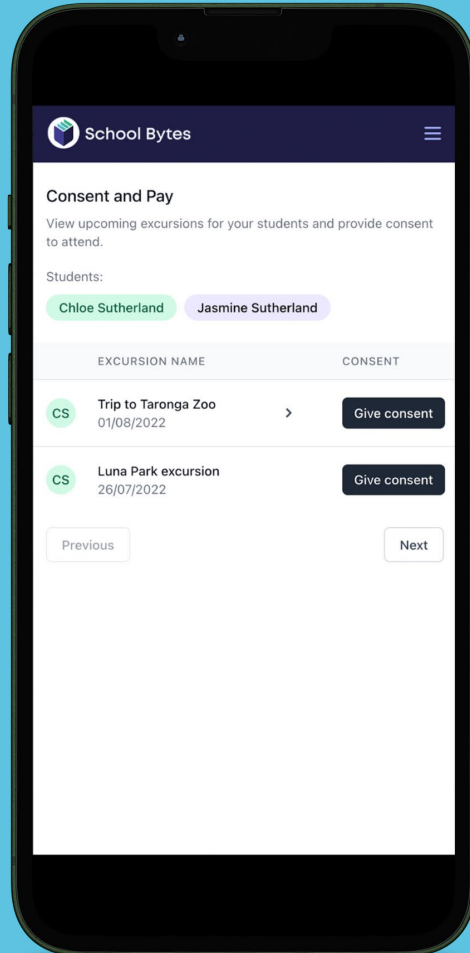
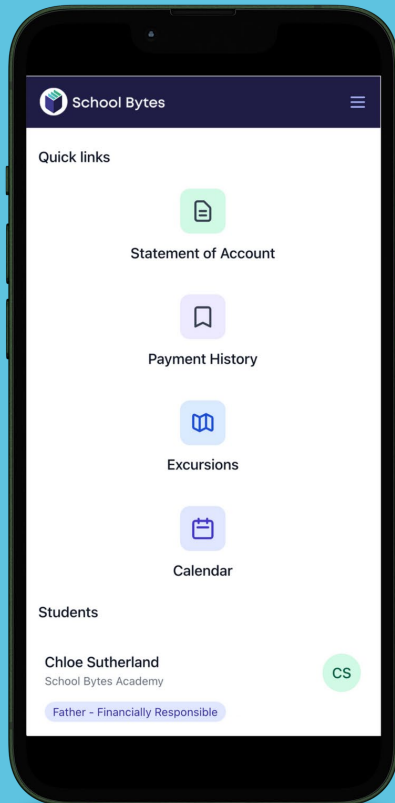
Summer Bells – Terms 1 and 4					
Monday, Tuesday, Friday		Wednesday		Thursday	
Warning Bell	8:38	Warning Bell	8:38	Warning Bell	8:38
Roll Call	8:40	Roll Call	8:40	Roll Call	8:40
Period 1	8:46	Period 1	8:46	Assembly	8:46
Period 2	9:38	Period 2	9:35	Period 1	8:58
Period 3	10:30	Period 3	10:24	Period 2	9:50
Lunch 1	11:22	Lunch 1	11:13	Period 3	10:42
Period 4	11:52	Period 4	11:43	Lunch 1	11:34
Period 5	12:44	Lunch 2	12:31	Period 4	12:04
Lunch 2	1:36	Sport	1:01	Lunch 2	12:56
Period 6	2:06	End of Day	2:45	Period 5	1:26
End of Day	2:58			End of Day	2:18

Winter Bells – Terms 2 and 3					
Monday, Tuesday, Friday		Wednesday		Thursday	
Warning Bell	8:38	Warning Bell	8:38	Warning Bell	8:38
Roll Call	8:40	Roll Call	8:40	Roll Call	8:40
Period 1	8:46	Period 1	8:46	Period 1	8:46
Period 2	9:38	Period 2	9:35	Period 2	9:38
Period 3	10:30	Period 3	10:24	Period 3	10:30
Lunch 1	11:22	Lunch 1	11:13	Lunch 1	11:22
Period 4	11:52	Period 4	11:43	Assembly	11:52
Period 5	12:44	Lunch 2	12:31	Period 4	12:04
Lunch 2	1:36	Sport	1:01	Lunch 2	12:56
Period 6	2:06	End of Day	2:45	Period 5	1:26
End of Day	2:58			End of Day	2:18

Summer/Winter No Assembly	
Thursday	
Warning Bell	8:38
Roll Call	8:40
Period 1	8:46
Period 2	9:42
Period 3	10:38
Lunch 1	11:34
Period 4	12:04
Lunch 2	12:56
Period 5	1:26
End of Day	2:18

AVAILABLE NOW!

We are excited to announce our school has transitioned to a more flexible and simplified way parent/carers can make payments



The Parent Portal

- Easily make a payment online
- Download your receipt
- Sign and return permission notes digitally
- Use any credits on your account to make payment
- View your complete payment history
- Request a refund



School Bytes

Register for the Parent Portal via the QR Code or visit

<https://portal.schoolbytes.education>





SCHOOL UNIFORMS



FIGTREE HIGH SCHOOL 2023-24

Junior Girls All Seasons Uniform

DRESS:	BLUE & WHITE CHECK WITH PIPING TRIM	\$75.95
BLOUSE:	S/S OVERBLS -WHITE(NO PIPING) & EMB	\$54.95
POLO:	WHITE/STRIPE COLLAR/SLVS & EMB	\$44.95
SHORTS:	NAVY TAILORED GABARDINE WITH EMB	\$52.95
SLACKS:	NAVY TAILORED GABARDINE WITH EMB	\$65.95
SLOPPY JOE:	NAVY V NECK WITH EMB	\$46.95
JACKET:	NAVY SOFT SHELL JACKET WITH EMB	\$83.95
SOCKS:	SOCKS WHITE OR BLACK	\$5.95
TIGHTS:	NAVY 70D	\$10.95

Senior Girls All Seasons Uniform

BLOUSE:	S/S OVERBLSE-WHTE/NAVY PIPING & EMB	\$54.95
SKIRT:	BLUE & WHITE CHECK PLEATED STYLE	\$65.95
POLO:	WHITE/STRIPE COLLAR/SLVS & EMB	\$44.95
SHORTS:	NAVY TAILORED GABARDINE WITH EMB	\$52.95
SLACKS:	NAVY TAILORED GABARDINE WITH EMB	\$65.95
SLOPPY JOE:	NAVY V NECK WITH EMB	\$46.95
JACKET:	NAVY SOFT SHELL JACKET WITH EMB	\$83.95
SOCKS:	SOCKS WHITE OR BLACK	\$5.95
TIGHTS:	NAVY 70D	\$10.95

Junior Boys All Seasons Uniform

SHIRT:	WHITE SHORT SLEEVE DELUXE WITH EMB	\$44.95
POLO:	WHITE/STRIPE COLLAR/SLVS & EMB	\$44.95
SHORTS:	NAVY COLLEGE STYLE WITH EMB	\$52.95
SHORTS:	NAVY BLOCKERS WITH EMB	from \$35.95
TROUSERS:	NAVY COLLEGE STYLE WITH EMB	\$65.95
TROUSERS:	NAVY BLOCKERS WITH EMB	\$36.95
SLOPPY JOE:	NAVY V NECK WITH EMB	\$46.95
JACKET:	NAVY SOFT SHELL JACKET WITH EMB	\$83.95
SOCKS:	SOCKS WHITE OR BLACK	\$5.95

Senior Boys All Seasons Uniform

SHIRT:	WHITE SHORT SLEEVE DELUXE WITH EMB	\$44.95
SHIRT:	L/S WHITE DELUXE SHIRT WITH EMB	from \$48.95
POLO:	WHITE/STRIPE COLLAR/SLVS & EMB	\$44.95
SHORTS:	GREY COLLEGE STYLE WITH EMB	from \$42.95
SHORTS:	GREY BLOCKERS WITH EMB	from \$35.95
TROUSERS:	GREY COLLEGE STYLE WITH EMB	\$65.95
TROUSERS:	GREY BLOCKERS WITH EMB	\$36.95
SLOPPY JOE:	NAVY V NECK WITH EMB	\$46.95
JACKET:	NAVY SOFT SHELL JACKET WITH EMB	\$83.95
SOCKS:	SOCKS WHITE OR BLACK	\$5.95

Sports Uniform

POLO:	AVAILABLE AT SCHOOL	
SHORTS:	AVAILABLE AT SCHOOL	
TRACK JACKET:	NAVY/ROYAL/WHITE MICROFIBRE & EMB	\$70.95
TRACK PANTS:	NAVY/ROYAL/WHITE MICROFIBRE & EMB	\$52.95