

2019 Information Booklet





ASQUITH GIRLS HIGH SCHOOL

Established 1959

Stokes Avenue, Asquith NSW 2077

Telephone: (02) 9477 6411 **Facsimile:** (02) 9482 2524

Website: www.asquithgir-h.schools.nsw.edu.au

E-mail: asquithgir-h.school@det.nsw.edu.au

Office Hours: 8:30am – 3:15pm Mon – Fri during school term

School motto

'Learn to Live'

School colours

Russet and green

Mission Statement

'To nurture personal best and global citizenship in every student by providing a safe and vibrant learning environment with inspiring teaching'

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Principal's Welcome



Asquith Girls High School is an academically challenging environment that empowers girls to have a voice and become innovative thinkers, creative problem solvers and inspired learners prepared to strive in the twenty-first century. Our focus is on the whole child, ensuring that each student has access to the very best learning opportunities to enable them to reach their full potential. Our diverse curriculum is driven by the needs of our students and is delivered by expert educators. Students are provided with extensive opportunities to participate in co-curricular activities such as: sport, STEM (Science, Technology, Engineering, Maths programs), leadership, creative and performing arts and outdoor education.

The academic results at Asquith Girls reflect our students' commitment to independent and collaborative learning in a safe and challenging working environment. We encourage dignity, enthusiasm and involvement through high expectations and co-operation, resulting in lifelong learning and personal growth. It is with pride that we encourage our students to commit in maintaining these high standards.

Pastoral care and wellbeing programs at Asquith Girls develop resilience, adaptability, knowledge and skills in our students to become autonomous, responsible and innovative builders of the future.

Our school has a strong bond with its community and encourages parental involvement in every step of our educational process. Collaborating with local schools and higher education institutions offers the opportunity to share ideas and engage in continuous educational improvement.

We welcome you to our vibrant learning community!

Learn To Live

A handwritten signature in black ink, appearing to read 'Elizabeth Amvrazis'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Ms Elizabeth Amvrazis
Principal

School Term Dates

Term 1 2019

Tuesday 29 January 2019	Staff Development Day (staff only)
Wednesday 30 January 2019	Years 7, 11 & 12 commence
Thursday 31 January 2019	Years 8, 9, & 10 commence
Friday 12 April 2019	Last day of term for all students

Term 1 Holidays: Saturday 13 April 2019 – Sunday 28 April 2019 inclusive

Term 2 2019

Monday 29 April 2019	Staff Development Day (staff only)
Tuesday 30 April 2019	All students commence
Friday 5 July 2019	Last day of term for all students

Term 2 Holidays: Saturday 6 July 2019 – Sunday 21 July 2019 inclusive

Term 3 2019

Monday 22 July 2019	Staff Development Day (staff only)
Tuesday 23 July 2019	All students commence
Friday 27 September 2019	Last day of term for all students

Term 3 Holidays: Saturday 28 September 2019 – Sunday 13 October 2019 inclusive

Term 4 2019

Monday 14 October 2019	All students and staff commence
Wednesday 18 December 2019	Last day of term for all students
Thursday 19 December 2019	Staff Development Day (staff only)
Friday 20 December 2019	Staff Development Day (staff only)

Term 4 Holidays: Saturday 21 December 2019 – Tuesday 26 January 2020 inclusive

People You Should Know



Ms Elizabeth Amvrazis
Principal



Ms Maria O'Harae
Deputy Principal
(Yr 11 & 12)



Mr John Wigan
Deputy Principal
(Yr 9 & 10)



Mr Philip Batey
Deputy Principal
(Yr 7 & 8)



Head Teacher Wellbeing
Ms Melonie Farrugia



Year 7 Year Adviser
Ms Nicole Terry



Year 7 Assistant Year Adviser
Ms Alana Lewis

OTHER AGHS STAFF POSITION	PERSONNEL
Counsellors	Mr E Fracarossi & Ms D Hardingham
Head Teacher Creative and Performing Arts (CAPA)	Ms J Minogue
Head Teacher English	Ms M Abrahams
Head Teacher Human Society & Its Environment (HSIE)	Ms C Key
Head Teacher Mathematics (Rel)	Mr D Lavy
Head Teacher Personal Development, Health & Physical Education (PDHPE)	Mr M White
Head Teacher Science	Mr P Devonshire
Head Teacher Technology & Applied Science (TAS)	Ms C Dawe
School Administrative Manager	Ms K Sheehan
Head Teacher Admin/Careers Adviser	Mr P Williamson
Teacher Librarian	Mr W Cohen

Asquith Girls High School – developing high achieving young women who are responsible and independent leaders and learners

STUDENT LEADERSHIP TEAM	
POSITION	PERSONNEL
School Captains	Elizabeth Argent and Amy Condren
Vice Captains	Ellyn Basclain and Ailish Cameron
Senior Prefect Environment	Isabella Lanske
Senior Prefect Media & Events	Amy Withford
Senior Prefect Creative & Performing Arts	Jillian Edwards
Senior Prefect Social Justice	Tia Curnoe-Cheng
Senior Prefect Welfare	Amelia Welsh
Senior Prefect Transport	Rebecca Basclain
Senior Prefect Sport	Daila Walker
Senior Prefect Assemblies	Ruby Ward
Senior Prefect International Students	Lynn Chen
Prefects	
Mikaela Barrow	Nicole Bayona
Khushee Gupta	Elyse Hall
Marchia Hinggil	Meghan Issaia
Jasmin Jackson	Molly Koos
Claire McKendrick	Rupali Palikhe
Lily Perry	Jazmine Pitts
Lia Seo	Maha Sheikh
Octavia Shu	Rebecca Stanton
Grace Steele	Caleigh Thomas
House Captains 2019	
House Captain Bates	Georgia Clements
House Vice Captain Bates	Genevieve Audette
House Captain Chisholm	Sasha Deffert
House Vice Captain Chisholm	Isabelle Dodd
House Captain Gilmore	Georgi Rudd
House Vice Captain Gilmore	Madison Perring
House Captain Turner	Lauren West
House Vice Captain Turner	Uma Van Egmond-Jones
Student Representative Council (SRC) 2019	
President	Lily Wilson
Vice President	Libby Presdee
Secretary	Eira Powell
Treasurer	Tamara Lemos
Year 11 Representatives	Jessica Carroll, Anushka Dahal, Jenna Knott, Crystal Wang, Lauren Wood
Year 10 Representatives	Sinead Behan, Madelynne Binet, Sophia Higgs, Anna Thompson, Astrid Train, Hayley Winch
Year 9 Representatives	Tsara Affarian, Courtney Flarey, Elizabeth Gates, Sofia Martinis, Ines Powell, Jessica Taylor
Year 8 Representatives	Alyssa Flarey, Marley Kennedy-Jewell, Harriet Kingham, Tanishka Luna, Eleanore Williams

People Who Can Help You

Staff and students at Asquith are always willing to assist you. The guide below sets out some of the people who can provide assistance.

The Principal oversees the management, planning and vision for the direction of the school. They are the link between the Department of Education and the day to day management of the school. The Principal can be contacted on matters that need further resolution by making an appointment through the school office.

Deputy Principals oversee all aspects of the day to day running of the school. Any issues that have not been resolved through other staff will be referred to the Deputy Principal of that year group.

Year Advisers and Assistant Year Advisers assist students in each year group. They are responsible for looking after the interests of the students in their year. They should be the first point of call for any personal issues.

Head Teacher Wellbeing leads the Wellbeing Team at the school and implements programs to support the wellbeing of students and staff. They work closely with the Year Advisers, School Counsellors and School executive. They liaise with external agencies/organisations to support and develop the understanding of current wellbeing issues.

Faculty Head Teachers lead teaching and learning of their key learning area and contribute to whole school programs to achieve the school's mission statement. For a subject specific problem, contact should be made with the Head Teacher of the particular faculty.

Sports Coordinator will answer all your questions about curricula and extra-curricular sport activities.

School Counsellors are experienced teachers and registered psychologists. They assist girls in general counselling, methods of study and in personal problems of a social or emotional nature.

The Careers Adviser is a member of staff with experience in vocational guidance, who assists students in planning for their future career paths and is available by appointment.

English as Another Language/Dialect (EAL/D) Teachers are responsible for planning and teaching programs to meet the learning needs of students who have a language background other than English.

Learning and Support Teacher provides direct support for students with additional learning and support needs through a range of strategies.

Teachers are available for help with regard to any difficulty in a subject.

School Administration Staff are available to assist parents/caregivers and students with general information.

Technical Administrator provides technical support in managing technology across the school.

Student Leaders

Student Leadership Mission Statement

The fundamental aim of the student leadership team at Asquith Girls High School is to serve the student community. Every activity undertaken by either the Prefects, the Student Representative Council, House Captains, and Peer Support Leaders is underpinned by the belief that every single student is valuable and has unique talents and gifts. All groups strive to further develop a school climate that enables students to voice their opinions, participate in decision-making and make a meaningful contribution to the school community. Essentially, student leaders work for the benefit and empowerment of the students they represent.

The Prefects

Prefects are elected by Year 11 students and staff. They lead the leadership team, which is comprised of themselves, the SRC, Sports Captains and Peer Support leaders. Each prefect has a specific portfolio for which they are responsible.

The Student Representative Council (SRC)

The SRC is elected by students in Years 7-11. Each year group selects their own members, who represent the interests of that year group.

House Captains

Sport House Captains are elected by each House. They promote the benefits of sporting activities within and outside the school.

Peer Support Leaders

The Peer Support Leaders are chosen from Year 10 to work with Year 7 students to assist in a smooth transition to high school. Peer Support Leaders continue to work with Year 7 students throughout the year and often develop firm friendships that continue throughout high school.



2018/19 Prefect Group

Curriculum Organisation 2019

Stage 4 (Years 7 & 8) all students will study:

English
Dance (Yr 7 only)
Drama (Yr 7 only)
Mathematics
Science
History
Geography
Technology & Applied Studies
(Food, Textiles, Timber, Plastics)

Visual Arts
Music
Integrated Sport
PD/H/PE
Connecting Learning & Life
Languages Other than English (LOTE):
Year 7 – French AND Japanese
Year 8 – French OR Japanese

Stage 5 (Years 9 & 10):

MANDATORY

English
Mathematics
Science
Australian History, Civics and Citizenship
Australian Geography, Civics and Citizenship
PD/H/PE
Sport
Authentic Learning (Yr 9 only)
Careers (Yr 10 only)

ELECTIVES

Commerce
Dance
Design & Technology
Drama
Food Technology
VET Hospitality - Café Skills, Kitchen Operations
International Studies
Japanese
Marine and Aquaculture Technology
Music
Photographic & Digital Media
Physical Activity and Sport Studies
Textiles and Fashion Design
Visual Arts
Big History: Global Thinking

Note:

- ICT (Information and Communication Technology) Skills are integrated into all courses.
- Special Religious Education is available to students in Years 7 – 10. At Asquith Girls High School this is provided by Hornsby and Asquith Districts Christian Education Association (HADCEA).
- **HSC acceleration is offered in VET Business Services

Stage 6 (Years 11 & 12):

Both the Preliminary and HSC course patterns must include English, at least six units of Board Developed Courses, at least three courses of two units value (or greater) and at least four subjects.

Students in Year 11 (Preliminary) must study 12 units of subjects. Students in Year 12 (HSC) must study at least ten units of subjects.

Courses offered in the senior school may vary according to students' choice:

Biology	Mathematics – Standard 1
Business Studies	Mathematics - Standard 2
Chemistry	Mathematics
Community and Family Studies (CAFS)	Mathematics - Extension 1 & Extension 2
Dance	Marine Studies*
Design & Technology	Music 1
Drama	Music 2
Earth & Environmental Studies	Personal Development, Health & Physical Education
Economics	Photography, Video and Digital Imaging*
English - Standard	Physics
English - Advanced	Senior Science
English - Extension 1 & Extension 2	Society & Culture
English as a Second Language	Software Design & Development
English Studies	Sport, Lifestyle & Recreation*
Exploring Early Childhood*	Studies of Religion
Food Technology	Textiles & Design
French – Beginners & Continuers	Visual Arts
Geography	Visual Design
German – Beginners	VET Business Services (Certificate II in Business)
History – Ancient	VET Entertainment (Certificate II in Live Production, Theatre and Events)
History - Modern	VET Hospitality (Certificate II in Hospitality Kitchen Operations)
History - Extension	
Industrial Technology Multimedia	
Information Processes & Technology	
Italian - Beginners	
Japanese – Beginners & Continuers	

***Board/Content Endorsed Courses – these courses do not contribute to an ATAR**

Faculty Information

English

English is a compulsory subject for all students from Year 7-12. Whilst still delivering all the traditional aspects of reading and writing, the English faculty also offer challenging opportunities in the use of future-focussed learning skills, including the use of technology. Excellent resources allow us to integrate computers and film making into day-to-day lessons, as well as provide time for junior classes to focus on reading a wide range of text types. Teaching programs and assessment tasks are differentiated in order to help every student achieve their best in this essential learning area. A variety of assessment strategies are also being used to ensure all students meet success in English across the stages.

Mathematics

Students study a common course in Years 7 & 8 Mathematics, with extension topics taught where appropriate. The Year 9 & 10 Mathematics course is offered at three different levels in preparation for the senior school. The school offers the HSC Mathematics curriculum at all levels in Year 11 & 12, including Mathematics Extension 1 & 2. All students participate in theoretical and practical activities both inside and outside the classroom, and integrate technology into their learning through the use of online learning platforms.

Science

Science is a compulsory subject for Year 7 – 10 students. In Science, students experience a wide variety of scientific experiments, fieldtrips and excursions, and use a number of online learning platforms. In Year 9 & 10, students are also able to study Marine Studies as an elective subject in addition to their compulsory Science course. The Science staff have expertise and qualifications across all aspects of the curriculum, enabling the school to offer every Science course up to HSC level. In Year 11 & 12, students at Asquith can choose from Biology, Chemistry, Physics, Earth and Environmental Science, and Investigating Science.

Human Society and Its Environment (HSIE)

Human Society and Its Environment (HSIE) includes a number of compulsory and elective subjects. In Year 7-10, all students complete both History and Geography, which are studied for one semester each. In History and Geography, students are involved in fieldwork, site studies, practical lessons, and gathering, processing and analysing information in new and exciting ways. In Year 9 & 10, students also have the option to choose a number of HSIE electives, including International Studies, Business Services and Commerce. In Year 11 & 12, HSIE subjects that are available to study include Ancient History, Modern History, Geography, Business Studies, Economics, Legal Studies, Studies of Religion, and Society and Culture.

Languages Other Than English (LOTE)

Languages Other Than English (LOTE) is a compulsory subject in Year 7 & 8. Students learn both French and Japanese in Year 7 for one semester each, then choose one of these languages to continue studying in Year 8. In the junior school, part of the fun is learning about other places and cultures, especially trying some different and delicious food! Our staff are highly qualified language specialists, which means we can offer these languages, plus Italian Beginners, to HSC level.

Technology & Applied Studies (TAS)

Mandatory Technology is a compulsory course for all students in Years 7 & 8. This subject gives students the opportunity to experience a small sample of all aspects of the Technology and Applied Studies key learning area, including Food Technology, Textiles, Timber Technology, Design Technology, and Information and Computer Technology (ICT).

In Year 9 & 10, students will have the option to choose all of these areas of learning as individual subjects as part of the electives that the school offers. These subjects can also be studied in Year 11 & 12, along with Software Design and Development, Industrial Technology Graphics, and Hospitality, which is a Vocational Education and Training (VET) course.

The resources and facilities used by the students include two fully functional commercial kitchens, two timber workshops, a future-focussed learning space designed to enhance collaborative learning, and well-resourced Textiles rooms, with state of the art computerised sewing machines, overlockers and commercial ironing presses. Students have access to desktop computers, laptop computers, graphics tablets and 3D printers.

Creative & Performing Arts (CAPA)

Visual Arts: All students study Visual Arts in Year 7 & 8, where they experience a variety of creative media. This may include painting, ceramics, printmaking, drawing, digital photography and sculpture. In Years 9-12, students can continue to develop their creative skills in Visual Arts as an elective subject. Additional elective subjects include Photography and Visual Design.

Music: Students learn about a range of areas in Music, which is compulsory in Year 7 & 8 and an elective subject in Years 9-12. Areas of study include performance (using guitars and keyboards in Year 7 & 8), ensemble work, composition, musicology and listening. Students can further express their passion for music through participation in one of the school bands or vocal ensembles.

Drama: This is an elective subject from Years 9–12. Students in Year 7 are given the opportunity to study Drama for one semester. Students with an interest in Drama are also encouraged to join one of the extra-curricular drama groups or audition for the school musical.

Dance: Dance is another elective subject from Years 9–12, which is also studied in Year 7 for one semester. Students can also audition to be a part of extra-curricular dance companies and ensembles that perform in regional festivals and school productions/events.

Personal Development, Health & Physical Education (PDHPE)

In Years 7-10, Personal Development, Health and Physical Education (PDHPE) is a compulsory subject. Students develop skills and knowledge that will enable them to live healthy and satisfying lives, both now and into the future. Students also participate in a range of physical activities in this subject to assist them in developing lifelong physical activity habits.

In Year 9 & 10, students can choose to study Physical Activity and Sports Studies (PASS) as an elective subject. In Year 11 & 12, subjects offered include PDHPE, Community and Family Studies (CAFS), and Sport, Lifestyle and Recreation (SLR).

Sport

Integrated Sport: Year 7 students have Sport integrated into their curriculum. Integrated Sport lessons are taught by specialist PDHPE teachers at various times throughout the week. During this time, students participate in a range of different sports, and learn the skills, rules and tactics associated with them.

Monday Afternoon Sport: Students in Years 8-10 participate in a weekly Sport program for two hours every Monday afternoon. Students have the opportunity to represent the school in grade sport competitions against other girls' schools from across the northern Sydney area, or they can participate in a number of recreational sport options at school or at locations around Asquith and Hornsby. Some recreational sports have a cost involved, which students must pay after selecting these sports.

Carnivals: The annual Swimming, Cross Country and Athletics carnivals are big events on the school calendar. There is a strong tradition of excellence and inclusiveness in these whole school events, where opportunities to participate exist for students of all abilities. These carnivals form the first step in qualification for students to represent the school at higher levels in these sports.

Every student is placed in a House for these carnivals. The Houses are named after famous women.

BATES	Yellow	CHISHOLM	Blue
GILMORE	Red	TURNER	Green

Representative Sport: At Asquith Girls, we have a proud culture of participation and success in representative sport competitions. The school has teams that compete in a wide variety of sports, including Basketball, Netball, Softball, Football (Soccer), Water Polo, Touch Football and Volleyball. A number of these teams have been extremely successful, with particular highlights recently for our Basketball and Softball teams through their qualification for NSW CHS finals.

Students also have the opportunity to represent the school at region, state and national levels in individual sports such as Athletics, Cross Country, Swimming, Triathlon, Sailing and Gymnastics.

Students with a passion and aptitude for Sport are encouraged to get involved in the Representative Sport program at Asquith Girls.

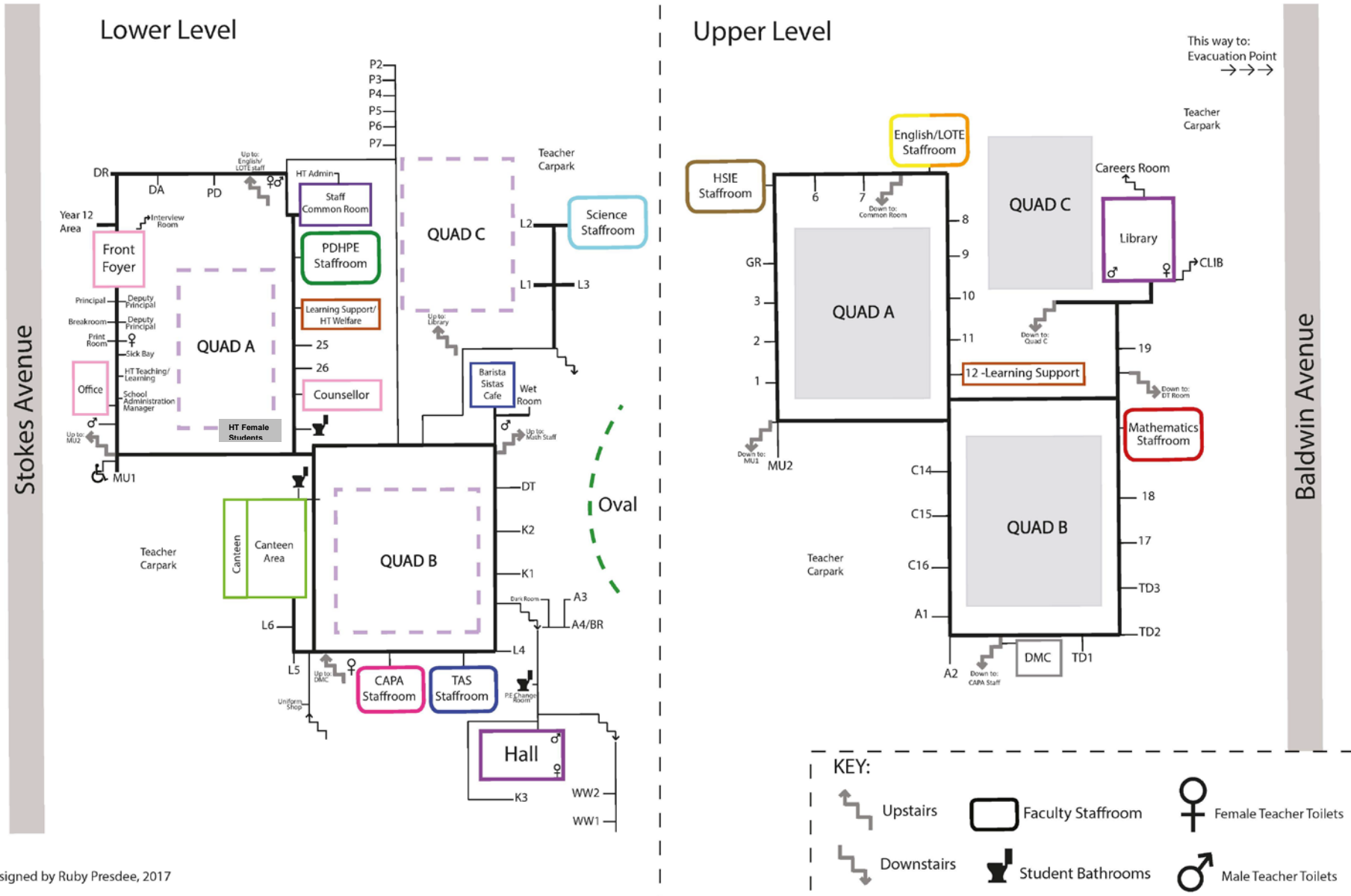
Library

The Library provides students with access to print, electronic and online material. There is access to productive working spaces and up-to-date technology, a comfortable reading space, study rooms for group projects and a dedicated computer room. We also have a cinema and multimedia space. Junior students are offered the opportunity to participate in many Library-based activities, which include the Premier's Reading Challenge, and the chance to become a Library Monitor or Library Specialist. Senior students use the library environment as a quiet learning space during study periods.

Bell Times

Monday		Tuesday		Wednesday & Thursday		Friday	
Period	Start Time	Period	Start Time	Period	Start Time	Period	Start Time
1	8:40	1	8:40	1	8:40	1	8:40
Recess	9:48	Assembly	9:40	2	9:48	2	9:43
2	10:08	Recess	10:22	Recess	10:51	Recess	10:46
3	11:11	2	10:42	3	11:11	3	11:11
Lunch 1	12:14	3	11:42	4	12:14	4	12:14
Lunch 2	12:34						
4	12:54	Lunch 1	12:42	Lunch 1	1:17	Lunch 1	1:17
		Lunch 2	1:02	Lunch 2	1:37	Lunch 2	1:37
5	1:57	4	1:22	5	1:57	5	1:57
END OF DAY	3:00	END OF DAY	2:22	END OF DAY	3:00	END OF DAY	3:00

School Map



Asquith Girls High School – developing high achieving young women who are responsible and independent leaders and learners



UNIFORM REQUIREMENTS

Asquith Girls High School has a proud tradition and a history of success in many areas of life. One of the ways the school community has chosen to recognise these strong traditions and collegial spirit of the school is through an easily recognisable uniform.

All students are expected to wear the school uniform with pride.

Junior Uniform – Years 7, 8, 9 & 10

- School Dress (will be phased out over a three year period)
- AGHS Chequered skirt
- Green tailored pants
- Green tailored shorts
- White AGHS shirt with green trim
- AGHS green jumper
- Black AGHS jacket (optional)
- White ankle length socks or black stockings
- Black leather lace up shoes to comply with the Department of Education's safety requirements.

Senior Uniform – Years 11 & 12

- Green pleated school skirt
- Approved white shirt with green trim
- Green tailored pants
- Green tailored shorts
- AGHS green jumper
- Black AGHS jacket (optional)
- Green blazer with school crest (optional)
- Senior jersey (Year 12 only)
- White ankle length socks or black stockings
- Black leather lace up shoes to comply with the Department of Education's safety requirements

SPORT AND PE Uniform

- White AGHS school design polo shirt
- Asquith design tracksuit
- Predominantly white sports shoes and white ankle socks
- Green shorts of Asquith design or bottle green tracksuit pants
- Green hat of Asquith design

Senior Uniform

Junior Uniform Option A

Option B

Sports

Shoes

Black AGHS Jacket



Accessories: Acceptable jewellery consists of a watch, stud earrings and plain ring/signet ring. No cosmetics.

Changes to our uniform

Earlier this year, we conducted a review of our uniform with the P&C and student leaders. As part of this review, the following changes were made:

Junior students are now able to wear the white AGHS shirt and chequered skirt all year.

The junior summer dress will be phased out over the next three years.

A pair of tailored shorts has been added to the uniform.

A black AGHS jacket has been added for winter.

School Uniform Outlets

AGHS Clothing Pool

LOWES Clothing Store – Hornsby Westfields

Jacket available from indigowolf.com.au/product/softshell-jacket-2018_asquith-girls-hs

If there are any concerns with obtaining the required school uniform please contact the school on 9477 6411

ALL CLOTHING SHOULD BE CLEARLY LABELLED

Hat Policy

The wearing of a school cap is recommended for all outdoor PE and sport lessons. Free sunscreen is available to staff and students at any time throughout the school day from the PDHPE staffroom and during outdoor lessons

Protective Clothing

Technology & Applied Studies (TAS): in all Food Technology classes students are required to wear a white apron and cap. These are available from the school clothing pool. Students must also wear enclosed black, leather lace up shoes for safety in all technology rooms.



Visual Arts: Students are required to wear protective covering of clothes, eg: old shirt or apron.

Science: Students are required to wear enclosed black, leather lace up shoes must be worn in science labs for safety. Protective clothing is also required during experiments.

Asquith Girls High School Uniforms Are Available At:

Lowes at Hornsby stocks new uniforms, including shirts, tailored shorts, blouses, wool blend jumpers, sport uniform and russet ties. Asquith green trousers and blazers must be ordered from Lowes.

The School Clothing Pool does not sell new items sold by Lowes. It sells second hand items that have been donated. It does sell non-wool jumpers for students who may be allergic to wool products. Parents/caregivers are invited to inspect the stock available.

The school clothing pool is located on the ground floor between the hall and the canteen. It is operated by the P&C, entirely by volunteers and is open on Monday mornings 8.00am - 9.00am.

Volunteers are always welcome to help in the clothing pool. If you are available, please leave your name, phone number & email address at the front office and someone will contact you.

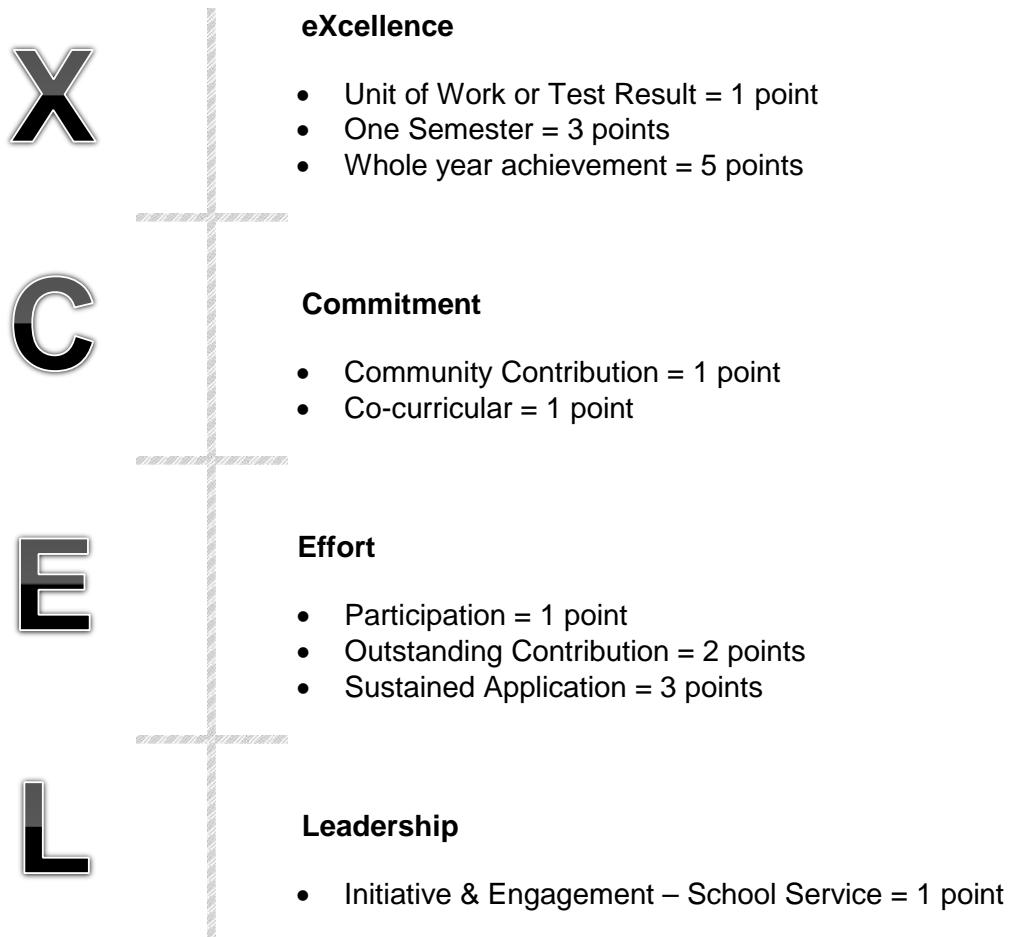
Black Jacket is only available online from:

https://indigowolf.com.au/product/softshell-jacket-2018_asquith-girls-hs

XCEL Recognition of Achievement System

The **Asquith XCEL Recognition of Achievement System** acknowledges effort and achievement in all aspects of school life.

XCEL points are awarded based on four main areas:



XCEL points are tallied each semester.

The top 10 students in each year group will be acknowledged at the end of each semester by being awarded an XCEL badge. This badge will be presented at the **XCEL Recognition of Achievement Assembly**.

Each student will have the opportunity to celebrate their achievement by inviting two guests to attend the **Principal's Luncheon** after the assembly.

Students who earn an XCEL badge for each of their years at school are awarded an **Asquith Gold** when they graduate from Year 12.

The student who has gained the highest total by the end of Year 12 is awarded the **Asquith Shield** in recognition of their consistent achievements across the years.

Attendance and Punctuality

In accordance with the *Education Act 1990 (NSW)*, it is the duty of a parent or caregiver of a child of compulsory school age (6 years to 17 years) to cause the child to be enrolled at, and to attend, a school.

Process for Absences from School

Please telephone the school office on 9477 6411 before 10am or SMS on 0476 857 163 if your daughter/ward is going to be absent or arriving late. If the school does not receive notification of an absence or late arrival, you will receive an automated SMS message to which you must respond. Absences for which we have no parental explanation go on the student's record as unjustified absences. These also appear on the student's semester report.

Process for Late Arrival at School

If your daughter/ward is late to school, she needs to come to the front office on arrival with a note from her parent/caregiver with an explanation to avoid receiving an automated SMS regarding the late arrival. You can write the note in her diary for that day or alternatively, you may phone (9477 6411) or SMS (0476 857 163) before her arrival with an explanation.

Students must go to the swipe card station at the front office and use their school ID card to sign in. Students will receive a note after swiping in. The note must be shown to their classroom teacher upon arrival to class. Students without a note will not be admitted to class and will be sent to the front office. Students must take the note home for a parent/caregiver to sign if no prior explanation for the absence has been given. This note should be returned to the front office the next school day.

Students who fail to follow this process will be marked as absent for the entire day. To erase this from the system, students must produce proof of every class attended which is endorsed by their class teachers.

Early Leave Passes

Students may only leave school early for an appropriate reason and permission may not be given if it is thought that the reason is not valid. Where possible, appointments should be made outside of school hours/days. Any student needing to leave school during the day must bring a note from a parent/caregiver, explaining the reason for the early leave request. *Please note: Notes must be written by parents/caregivers and should have the date, student's name, student's year group and reason for early leave clearly labelled.*

Students must:

1. Take the note from the parent/caregiver to the Deputy Principal **before** school.
2. Take the authorised note to the front office for processing.
3. Students will then be issued with an early leaver pass. Students must sign out at the front office before they leave the school.

Please note: Early leave passes **must be arranged before the start of school**. We request that parents/guardians do not present at the front office asking to withdraw their child except in the case of genuine emergency.

School Code of Behaviour

At Asquith Girls High School students are expected to behave in a manner demonstrating:

- respect for themselves and others
- responsibility for their own learning
- responsibility for their own actions
- acceptance of individual differences
- respect for the property of others
- the promotion of a safe and caring school environment for all
- a positive attitude toward achieving their full potential
- pride for the whole school
- courtesy and co-operation towards staff and fellow students
- pride in wearing the school uniform and personal appearance
- compliance with school policy
- compliance with zero tolerance to bullying and use of illegal substances.

The following is the NSW Department of Education's Behaviour Code for Students:

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

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

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

Behaviour Code for Students: Actions

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

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

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others

- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

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

Engagement

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

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

Financial Contributions

School Contributions

At Asquith Girls High School we strive to provide the very best learning environment for your daughter. Your continued financial support enables us to maintain our learning programs to the highest standard. Voluntary school contributions are requested to enhance the school's educational and sporting programs. These payments help provide additional educational resources for the benefit of students. Any enquiry in relation to school contributions must be referred to the Principal in writing.

Subject Contributions

Subject contributions are used to buy essential course materials that your daughter/ward uses in class. At Asquith Girls High School, all parents/caregivers and students are made aware of costs associated with specific subjects prior to choosing to study that subject. The funds collected go directly to providing materials that are used and consumed in the education programs that each student has chosen to study.

Payment

Our preferred method of payment is via the online payment portal at www.asquithgirls.schools.nsw.edu.au by clicking on **\$ Make a payment**. You can make payments 24/7 using a MasterCard credit or debit card, or a Visa credit or debit card. This is the quickest and most convenient method of payment.

Payment may also be made by cash, cheque (payable to Asquith Girls High School), and EFTPOS at the front office. All payments may be made by completing a payment envelope and placing the envelope into the payment box at the front office. Your daughter/ward may collect the receipt the following day. EFTPOS payments are only available at the front office.

General Information and Organisation

Calendar

The school calendar is available on the school website.

Canteen

The Canteen has a variety of healthy and nutritious sandwiches and hot food freshly made on the premises, a large selection of milks, drinks and fresh fruits. **Lunch orders can be placed and paid for online at www.flexischools.com.au.** This is a fast way to get your lunch. The canteen is open from 8.20am every morning to take orders and serve breakfast items.

Extra Curricular, Clubs & Activities

There are a variety of different activities which students can be involved in including Art Club, Photography Club, Dance and Textiles. The availability of these clubs will depend on student interest.

Contact with Students

As the school accepts responsibility for students while they are at school, parents/caregivers are asked to contact students only in an emergency **and only through the school office** in the Administration Block.

Contact with School Staff

Contact and appointments with staff may be made by phone or by email.

Diary

School diaries will be distributed on the first day of school. Please do not purchase a diary outside of school. Students need to bring this diary to every class each day.

Houses

Every student is placed in a House for sporting events such as swimming, cross-country and athletics carnivals. The Houses are named after famous women.

BATES	Yellow	CHISHOLM	Blue
GILMORE	Red	TURNER	Green

Integrated Sport

Year 7 have sport integrated into their curriculum. Students participate in a variety of sports and learn the skills associated with them. Once a year they participate in a Gala Day with other schools to practise these skills.

Competition between Houses is encouraged and inter-school competition is provided with a variety of State knockout competitions. Asquith Girls High School, in recent years has had outstanding success in Swimming, Athletics, Cross-country, Basketball, Gymnastics, Trampolining, Softball, Netball, Waterpolo, Touch and Soccer.

Interviews

Appointments to speak with the Principal or a Deputy Principal are available through the school office. To organise an interview, please contact the school and provide the office staff with a range of times, and they will attempt to accommodate you in the shortest time frame possible. Sometimes it may be sufficient and quicker to have a telephone interview to discuss the matter.

Parents/caregivers may also seek interviews with the Head Teacher Wellbeing, School Counsellor, Year Advisers, Careers Adviser or a Head Teacher by appointment through the office.

Learning Centre, Homework Hub & MEIOW

An additional service offered by the school is the Learning Centre, Homework Hub and MEIOW, open on Monday, Wednesday and Thursday afternoons until 4.15pm. All Library services and help from teachers with research tasks and homework are available.

Learning Support

Learning Support for students is available and based on classroom teacher referral.

Library

An excellent Library Resource Centre is available to provide for the students' educational and recreational needs. The library is normally open each morning before school at 8.15am, at lunchtime each day and after school on Monday and Wednesday until 4.15pm. Classes are frequently booked into the library by their teachers to work on research-based activities, giving students access to an up to date and constantly growing collection of resources. The library computers provide access to the catalogue of resources and to the broad range of software on the school's network and the internet.



Lockers

Lockers are available for an annual fee. A secure padlock will be provided. Students will be granted the use of the locker for one year. **Lockers must be kept clean** or they will be withdrawn from the students concerned.

Lost Property

Lost property should be handed in to and collected from office staff in the Administration Block.

Medication

Parents/caregivers are reminded that Department of Education Policy prohibits the issue of medication such as Panadol, Disprin, Aspirin etc by school staff. Prescribed medication, such as asthma puffers, Epipens, antibiotics etc, should be carried by the student at all times and a Health Care Plan must be completed for the school. If you have any questions regarding your daughter's medication or you need to collect a Health Care Plan form, please contact the school office.

Money and Personal Property

Each student is responsible for looking after her own money which she should carry with her at all times. Money should **NOT** be left in school bags. Mobile phones, tablets (iPads) and other valuables are brought to school at the student's own risk. **All property must be fully labelled.**

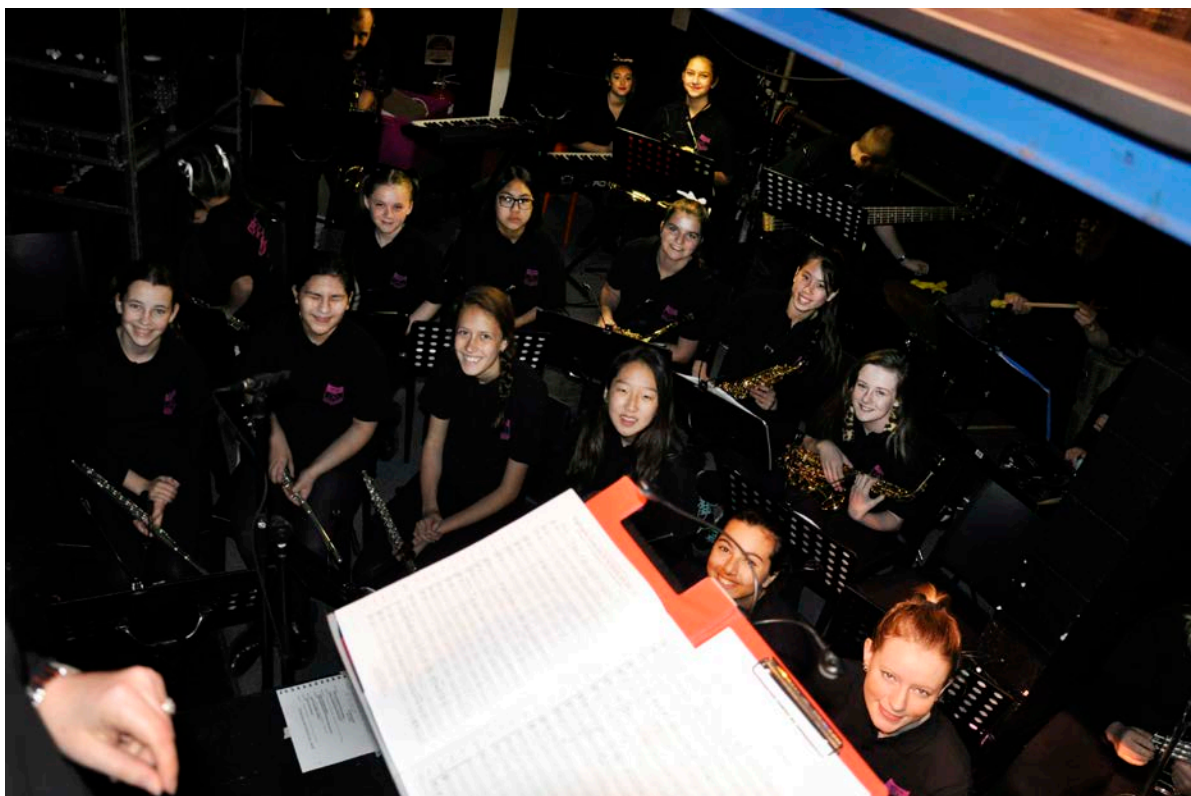
Parents and Citizens' Association (P&C)

The P&C meets on the 2nd Wednesday of each month in the Common Room at 7.30pm. The P&C work for the benefit of the school and its meetings enable parents/caregivers to keep in touch with school activities. Visiting speakers are invited to address the parents and there is a continuing policy to keep parents/caregivers informed on education practices and school initiatives ensuring common understanding and expectations.

School Band

The school has a number of bands and music ensembles. These groups consist of enthusiastic performers of diverse skills and ability who meet before school to practise. Days are determined by each group. The bands are constantly improving, primarily because members face challenges eagerly.

New members are welcome as we continue to play to the tune of musical excellence. Go to the CAPA staffroom for more details.



School Website

The school website has the link to the school newsletter, events on the school calendar, photo galleries, policies & procedures and information about the school.

<http://www.asquithgir-h.schools.nsw.edu.au/>

Senral Parent Portal

Students and registered parents/caregivers can access student specific information such as timetables, reports and attendance data using the Senral Parent Portal. Information outlining how to access the portal will be sent via email during the year.

Sickness

Students who become ill at school, or who suffer an injury, must report to the office staff. Upon assessment, students may be admitted to the sick bay. If students who are too sick to return to class, parents/caregivers will be notified and asked to collect them from school. **Student mobile phones must not be used to bypass these procedures and students may not organise their parents to collect them – this is the responsibility of school staff.**

Study At Home

No student can hope for reasonable success by only attending lessons. Some home study is essential to help understand the work taught in class. A suggestion for the minimum home study should be:

Year 7	5 hours/week
Year 8	6 hours/week
Year 9	8-10 hours/week
Year 10	8-10 hours/week
Years 11	12-15 hours/week
Years 12	15-20 hours/week



A Calendar and Study Timetable is a useful tool for all students to manage their study time wisely.

Never accept the statement that there is no homework. Apart from the work set by the teacher, there will always be:

- a) the lessons of the day to revise and learn
- b) earlier work to revise
- c) reading a library book or text book
- d) online modules on Google Classroom to complete

It is important for all students to cultivate good habits of reading

Supervision Arrangements Before School

In general, students other than Year 12 who have specific lessons should not arrive at school before 8.15am. The Principal and Deputy Principals are generally available in their offices after 8.15am. Students should refer any problems to them in their offices.

Transport

OPAL Card

The School Opal card gives eligible students free or discounted travel between home and school using the train and bus. To be eligible for a School Opal card, students may need to live 2.0km straight line distance or 2.9km walking distance from their school. If a student already has an Opal card and changing schools, their parents need to update their Opal card details for the new school. The School Opal card is only for travel to and from school. It is a good idea to get a Child/Youth Opal card to travel after hours, on excursions, on weekends or during school holidays. All lost or damaged must be replaced at the student's cost. All applications for new or replacement cards must be made online at transportnsw.info/school-students.

Service No.	Time (at origin)	Morning Bus Route (L) Bus turns left, (R) Bus turns right, Routes in <i>italics</i> refer to public
8010	07:32	From Berowra Christian School via Berowra Waters, (L) Barnetts, (L) Easton, (R) Wyanna, (R) Barnetts, (L) Turner, (R) Elizabeth, (R) Woodcourt, Hillcrest, (L) Berowra Waters Please Note: Bus does not P/U Asquith Girls HS students between Crowley and Highway (L) Gully, return Gully then (L) RSL Car Park Berowra Station, then via Highway to drop students at Asquith Station (08:22)
8030	07:50	From Crowley via (L) Waratah, (R) Anembo, (R) Yallambee, Gwandalan, Kywong (R) Redwood, (L) Bambil, (R) Yallambee, (R) Highway drop students at Asquith Station (08:21)
8014	08:00	From Black Ash Place (Hornsby Heights) all stops to Schools via Somerville Road, (L) Galston, (L) Highway, (R) Asquith Bridge, (L) Royston, (R) Dudley, (R) Chelmsford, (R) Baldwin to Asquith Girls High School (08:25)
8098	08:02	From Oxley Drive Loop (Mt Colah) via route 595 VIA Arthurs Circle, Mt Colah Stn, then via Hwy
596 ROUTE	08:00	From cnr McKay and Montview via (L) Galston to Evans Road, transfer to bus 8014 (see above)

Service No.	Time (at origin)	Tuesday Afternoon Bus Route (L) Bus turns left, (R) Bus turns right
9033	14:40	To Hornsby Heights (picks up in Baldwin Ave) via Bridge, (L) Highway, (R) Galston, (R) Montview to McKay, return (L) Somerville to Black Ash (15:05)
9090	14:40	To Mt Colah (picks up in Baldwin Avenue) via Railway Bridge, (R) Hwy, (L) Bery, (R) Red Cedar, (L) Foxglove, (R) Lancelot, (R) Excelsior to Hwy (14:54)

Service No.	Time (at origin)	Afternoon Bus Route (L) Bus turns left, (R) Bus turns right
9033	15:20	To Hornsby Heights (picks up in Baldwin Ave) via Bridge, (L) Highway, (R) Galston, (R) Montview to McKay, return (L) Somerville to Black Ash (15:50)
9072	15:20	To Berowra (picks up in Baldwin Avenue) via Railway Bridge, (R) Hwy, (L) Bery, (R) Red Cedar, (L) Foxglove, (R) Lancelot, (R) Excelsior, (L) Hwy, (L) Yallambee, Gwandalan, (R) Kywong, (R) Redwood, (L) Bambil, (L) Yallambee, (R) Anembo, Waratah, (R) Crowley, (R) Berowra Waters Road to Berowra Station (15:52) then via Route 599 to Berowra Heights

If you have any queries re the above bus routes please ring Transdev NSW on 8700 0555 during the week prior to starting school in the New Year. All school bus route services are available on their website at <http://www.transdevnsw.com.au/uploads/timetables>

Travelling

- Courtesy and safety are most important.
- Do not stand close to the edge of the railway platform when waiting for a train or when you have alighted.
- **Never** move from one carriage to another once you have boarded the train.
- Move down the aisles away from the door as soon as you have entered the train or bus.
- If forced to stand near train doors, **keep them closed until the train has stopped, never lean out of a door or window.**
- **Never** jump off a moving train or bus, or try to board one before it has stopped.
- **Never** push other people on or off the train or bus as you could cause them injury by doing so.
- Sit down if there is room, but **you should give up your seat if an adult is standing.**
- You must travel straight from your home station to Asquith in the morning and home again in the afternoon. You must catch the first available train to school and home again and not wait on the station for later trains.
- Respect other commuters. Do not be loud and disruptive.
- Do not loiter in the streets or at Asquith Station in the morning or after school. Students are expected to come straight to school when they arrive at Asquith Station in the mornings.
- Do not leave bags in the streets or in aisles in the train or bus where they can obstruct other people's movements.
- Students are reminded that free bus and train travel passes permit them to travel to Asquith only. When students have to travel beyond Asquith for any reason they must pay bus fare and buy a railway ticket to cover the distance from Asquith Railway Station. **THE JOURNEY MUST NOT BE BROKEN - THIS IS A DIRECTIVE FROM THE DEPARTMENT OF TRANSPORT.**

NB: Opal Cards **must not be transferred**. Students found using an Opal Card belonging to another student are liable to a fine and/or confiscation of passes by State Transit Authority.

Technology Guidelines

Various technology including digital devices, computers and laptops have been provided to improve learning experiences. Students are required to act respectfully and responsibly when using digital devices and to make good decisions with your personal use of technology.

BRING YOUR OWN DEVICE (BYOD)

Under the BYOD Program, students are expected to bring their own computing device to school each day. This personal computing device needs to meet device specifications that are recommended by the school.

The device specifications identify the minimum system requirements/hardware specifications for student devices so that parents/caregivers are fully informed about Department of Education BYOD requirements. The school will provide separate documents that outline the details of the BYOD program and device specifications.

ACCEPTABLE USAGE OF COMPUTING AND COMMUNICATION DEVICES

Computing and communication devices are to be used by students in accordance with all related policies established by the Department of Education (DoE), extracts of which are included in this document.

Access and Security

- Students must not damage or disable computer, communication or network equipment provided by the Department of Education.
- School internet and online communication services should be used for genuine curriculum and educational activities and with the permission and supervision of a teacher. Users must not deliberately or carelessly waste or monopolise resources.
- Students are responsible for ensuring they have back-up copies of any digital work. Equipment failure will not be considered a valid excuse for the late submission of work.
- Students must not deliberately or inadvertently bypass virus protection, spam and security filtering, nor should they download unauthorised software, graphics or music
- Contact with peers, friends or family members unless authorised by a teacher is prohibited.
- Students must never send or publish:
 - unlawful material or remarks including offensive, abusive, threatening, harassing, bullying or discriminatory comments.
 - sexually explicit or suggestive material or correspondence.
 - false or defamatory information about a person or organisation



Privacy and Confidentiality

- Login information should not be shared or used by any other than the official user. Users should log off at the end of each session to avoid access to their accounts and data by others.
- Students must:
 - not publish or disclose the email address or other personal information of any staff member of other student without that person's explicit permission
 - not reveal personal information including names, addresses, photographs, credit card details of themselves or others
 - ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests

Intellectual Property and Copyright

- The school retains ownership of any student information held by staff, both imprinted and in electronic forms
- Students will:
 - not plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
 - ensure that permission is gained before electronically publishing users' work or drawings and always acknowledge the creator or author of any material published
 - ensure any material published on the internet has the approval of the principal or their delegate and has appropriate copyright clearance

Misuse and Breaches of Acceptable Usage

- Students will be held responsible for their actions while using computing and communication devices and any misuse may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
- Students will be held responsible for any breaches caused by them allowing any other person to use their login information to any computing or communication service.

Monitoring, Evaluation and Reporting Requirements

- Students must report:
 - any internet site accessed that is considered inappropriate
 - any suspected technical security breach involving users from other schools, TAFEs or from outside the NSW Department of Education.
- Students should be aware that their emails are archived and web browsing is logged. These records are official documents and may be used on investigations, court proceedings or for other legal purposes.

TIPS FOR TECHNOLOGY USE

Passwords – Keep your passwords SAFE! Do not share them with anyone!

Students have passwords for:

- The Asquith Girls High School network
- The DoE Student Portal – to access emails and set up your timetable, you also use this password to access the internet here at school (your teachers can help you if you can't log in)

Backing up your work

Back up your work in at least three ways:

- USB
- home computer and/or your home drive on the school computer
- email it to your DoE account
- cloud storage provided by the DoE, such as Google Drive or Microsoft OneDrive®

Remember, not completing work and failure to submit work on time due to technology is not acceptable.

Printing at School

Students are given a printing account which will provide printing of 100 black and white pages. This is the equivalent of \$10.00 of printing. Students can purchase additional printing credit at the school office in increments of \$10.00. Colour prints are also available.

Cybersafety

Students, teachers, parents/caregivers and members of the wider school community expect to feel safe at school, free from fear of bullying and harassment, intimidation and victimisation.

Remember you are **responsible** for:

- your actions when using technology
- someone else's actions if you give them your password to your e-learning account for the internet or access to your home drive on the school computers.

Ensure that you don't:

- take photographs or videos of anyone, unless directed to by a teacher and have permission
- record conversations or interviews with anyone, unless directed to by a teacher
- publish unacceptable or unlawful material or remarks
- make offensive, abusive, discriminatory or sexually suggestive comments

**Go to <http://www.esafety.gov.au/>
for more information about staying safe online.**

The screenshot shows the website of the Office of the eSafety Commissioner. At the top left is the Australian Government logo. The main header includes the text 'Office of the eSafety Commissioner'. On the right side, there are links for 'Contact us', 'Site map', and 'Print page', along with social media icons for Facebook, Twitter, YouTube, and LinkedIn. A navigation menu below the header lists: 'About the Office', 'Complaints and reporting', 'eSafety information', 'Education resources', 'Social media regulation', and 'Wellbeing Directory'. The main content area features a large banner for 'THE YES PROJECT' with a woman wearing headphones and holding a smartphone. The banner text reads: 'The Yes Project is a new digital and social health program for young people.' Below this is a 'Find out more' button. At the bottom of the page, there are four blue buttons with white text and arrows: 'Report Cyberbullying', 'Report illegal content', 'Report image-based abuse', and 'Education resources'.

The School Song

We'll sing the song of Asquith
With pride and unity
With our heads held high we'll stand as one
As women of society
We'll remember the opportunities
And the knowledge that we've gained
With a strong sense of community
School spirit is maintained
Surrounded by such beauty
It's a creative place to be
We'll look towards the future
Inspiring us all to succeed
With friendships that we value
We'll look back on these formative years
And we'll sing to the song of our school.



