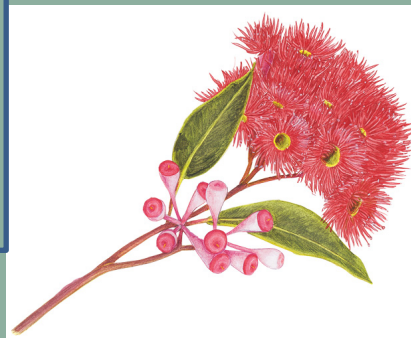


2020 Information Booklet





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 intellectually challenging environment that empowers girls to have a voice and become innovative thinkers, creative problem solvers and inspired learners prepared to strive in an ever changing world. 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: Leadership, STEM (Science, Technology, Engineering, Maths), recreational and elite sport, creative and performing arts, targeted literacy and numeracy, 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'.

Ms Elizabeth Amvrazis
Principal

School Term Dates

Term 1 2020

Tuesday 28 January 2020 Staff Development Day (staff only)

Wednesday 29 January 2020 Years 7, 11 & 12 commence

Thursday 30 January 2020 Years 8, 9, & 10 commence

Thursday 9 April 2020 Last day of term for all students

Term 1 Holidays: Friday 10 April 2020 – Sunday 26 April 2020 inclusive

Term 2 2020

Monday 27 April 2020 Staff Development Day (staff only)

Tuesday 28 April 2020 All students commence

Friday 3 July 2020 Last day of term for all students

Term 2 Holidays: Saturday 4 July 2020 – Sunday 19 July 2020 inclusive

Term 3 2020

Monday 20 July 2020 Staff Development Day (staff only)

Tuesday 21 July 2020 All students commence

Friday 25 September 2020 Last day of term for all students

Term 3 Holidays: Saturday 26 September 2020 – Sunday 11 October 2020 inclusive

Term 4 2020

Monday 12 October 2020 All students and staff commence

Wednesday 16 December 2020 Last day of term for all students

Thursday 17 December 2020 Staff Development Day (staff only)

Friday 18 December 2020 Staff Development Day (staff only)

Term 4 Holidays: Saturday 19 December 2020 – Tuesday 26 January 2021 inclusive

People You Should Know



Ms Elizabeth Amvrazis
Principal



Ms Susan Turnbull
Deputy Principal
(Yr 11 & 12)



Mr John Wigan
Deputy Principal
(Yr 9 & 10)



Mr Philip Batey
Deputy Principal
(Yr 7 & 8)



Ms Eleanor McRae
Y7 Year Adviser



Ms Nicole Terry
Y8 Year Adviser



Ms Min Fang
Y9 Year Adviser



Ms Sapeda Azari
Y10 Year Adviser



Ms Phillipa Somerville
Y11 Year Adviser



Mr Dimar Lavy
Y12 Year Adviser

Year Advisers and Assistants

Year 7 Adviser	Ms E McRae
Year 7 Assistant	Ms M Capelin
Year 8 Adviser	Ms N Terry
Year 8 Assistant	Ms A Lewis
Year 9 Adviser	Ms M Fang / Mr D Clarke
Year 9 Assistant	Ms H Lakshmanan
Year 10 Adviser	Ms S Azari
Year 10 Assistant	Ms K Carter
Year 11 Adviser	Ms P Somerville
Year 11 Assistant	Dr D White
Year 12 Adviser	Mr D Lavy
Year 12 Assistant	Mr M Host

OTHER AGHS STAFF

POSITION	PERSONNEL
Counsellors	Mr G McEwin Ms B Dewulf Ms K Baker
Head Teacher Wellbeing	Ms. M Farrugia
Head Teacher Creative and Performing Arts (CAPA)	Ms A Eastley (Relieving)
Head Teacher English	Ms M Abrahams
Head Teacher Human Society & Its Environment (HSIE)	Ms C Key
Head Teacher Mathematics	Mr V Kiaos
Head Teacher Personal Development, Health & Physical Education (PDHPE)	Mr M White
Head Teacher Science	Mr P Devonshire
Head Teacher Teaching & Learning	Mr P Fisher
Head Teacher Technology & Applied Science (TAS)	Ms A Avery (Relieving)
Head Teacher Admin/Careers Adviser	Mr P Williamson

STUDENT LEADERSHIP TEAM	
POSITION	PERSONNEL
School Captains	Libby Presdee & Lily Wilson
Vice Captains	Tamara Lemos & Eira Powell-Segovia
Senior Prefect Environment	Uma van Egmond-Jones
Senior Prefect Media & Events	Jessica Carroll
Senior Prefect Creative & Performing Arts	Narisa Du Toit
Senior Prefect Social Justice	Annika Newland
Senior Prefect Wellbeing	Isabelle Dodd
Senior Prefect Transport	Emily Blewitt
Senior Prefect Sport	Sasha Deffert
Senior Prefect Assemblies	Emily Dove
Senior Prefect International Students	Crystal Wang
Prefects	
Jenna Knott	Lauren Turner
Mia Soupidis	Lauren West
Mika Conry	Lauren Wood
Isabella Claudino-Tilbury	Alysha Berry
Isha Ketaruth	Myra Muncey
Ashleigh O'Leary	Genevieve Audette
Songziyi Cao	Gi Young Liwanag
Xinyi Yu	Lily Suominen
Anushka Dahal	Charmaine Delos Santos
House Captains 2020	
House Captain Bates	Samantha Birt
House Vice Captain Bates	Samara Bardsley
House Captain Chisholm	Summer Enasio
House Vice Captain Chisholm	Isabella Guthrie
House Captain Gilmore	Carla Pitman
House Vice Captain Gilmore	Erin Partridge
House Captain Turner	Mackenzie Williams
House Vice Captain Turner	Caitlyn Riolino
Student Representative Council (SRC) 2020	
President	Sophia Higgs
Vice President	Hayley Winch
Secretary	Sinead Behan
Treasurer	Madelynne Binet
Year 11 Representatives	Samara Bardsley, Latisha Coloma, Samantha Birt, Tricia Nepacena, Anna Thompson
Year 10 Representatives	Courtney Flarey, Elizabeth Gates, Zoe Hardwick, Natasha Chilvers, Sofia Martinis, Ines Powell-Segovia,
Year 9 Representatives	Abigail Morgan, Harriet Kingham, Eleanore Williams, Wendy Duan, Tanishka Luna
Year 8 Representatives	Kara Diment, Ella Hall, Bhavya Kaushik, Rhiannon Jagers

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 stage.

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.

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.

Technology Support Officer 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.



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

Curriculum Organisation 2020

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

English
Dance (Yr 7)
Drama (Yr 7)
Mathematics
Science
History
Geography
Mandatory Technology
(Food, Textiles, Timber, Plastics)

Visual Arts
Music
PD/H/PE
Sport
Literacy
Numeracy
Connecting Learning & Life (Yr 7)
STEM (Yr8)

Stage 5 (Years 9 & 10):

MANDATORY

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

ELECTIVES

Authentic Learning (Yr 9 only)
Big History
Commerce
Dance
Design & Technology
Drama
Food Technology
French
International Studies
Japanese
Marine and Aquaculture Technology
Music
Photographic & Digital Media
Physical Activity and Sport Studies
Textiles and Fashion Design
Visual Arts
VET Business Services**

Note:

- General capabilities are integrated into all courses, including information and communication technology, critical and creative thinking, ethical understanding, literacy, numeracy, intercultural understanding, and personal and social capability
- Special Religious Education (SRE) is available to students in Years 7 – 10. At Asquith Girls High School options include combined Christian SRE provided by Hornsby and Asquith Districts Christian Education Association (HADCEA), or Islamic SRE provided by Islamic Council of NSW.
- **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 an Additional Language / Dialect	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 Stage 4. Students can choose whether they learn French or Japanese in Year 7. 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 students can choose to continue to study these languages 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 team who were the 2019 NSW Combined High Schools Champions.

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.

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 our four key values:



eXcellence

- Unit of Work or Test Result = 1 point
- One Semester = 3 points
- Whole year achievement = 5 points



Commitment

- Community Contribution = 1 point
- Co-curricular = 1 point



Effort

- Participation = 1 point
- Outstanding Contribution = 2 points
- Sustained Application = 3 points



Leadership

- Initiative & Engagement – School Service = 1 point

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.

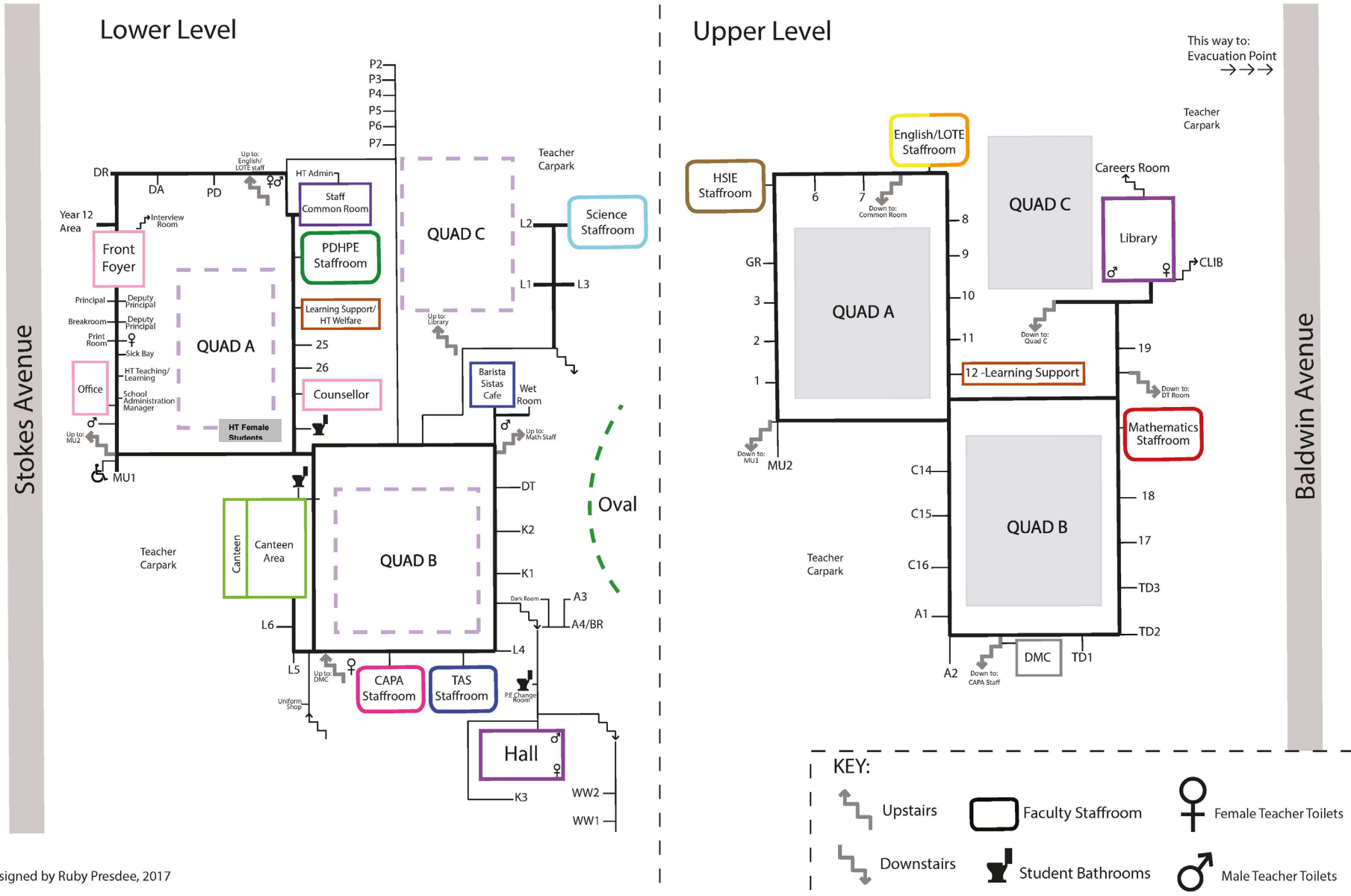
Students who earn an XCEL badge for each of their years at school are awarded an **Asquith Gold** when they graduate from Year 12.

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.

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



Designed by Ruby Presdee, 2017

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



PE/Sport Uniform Whole School



SCHOOL UNIFORM REQUIREMENTS



Senior Uniform Year 11 and Year 12



Uniform Outlets

AGHS Clothing Pool - The clothing pool is run by our P&C and is open on Monday mornings from 8.00am to 9.00am. The clothing pool sells second hand uniforms.

LOWES at Hornsby Westfield Only - Lowes stocks the range of new school uniform items. They do not stock the Black Jacket (see below).

INDIGO WOLF

Indigo Wolf stock our black jacket and you can order direct from them online at: <https://indigowolf.com.au/product/asquithgirlsyr72020/>



Junior Uniform Year 7 to Year 10



Junior Uniform (Years 7 – 10)

- AGHS chequered skirt
- Green tailored pants
- Green tailored shorts
- White AGHS blouse with green trim collar (long or short sleeve)
- Asquith green V-neck jumper
- Black AGHS jacket (optional - available online only from Indigo Wolf)
- Russet tie (optional for everyday wear but must be worn on formal occasions and/or when representing the school).
- Black scarf (optional)
- Black closed-in lace up leather school shoes to comply with the Department of Education safety requirements
- Plain white ankle length socks or black stockings.

Senior Uniform (Years 11 - 12)

- AGHS pleated green skirt
- Green tailored pants
- Green tailored shorts
- White AGHS blouse with green trim collar (long or short sleeve)
- Asquith green V-neck jumper
- Black AGHS jacket (optional - available online only from Indigo Wolf)
- Green blazer with school crest.(optional)
- Russet tie (optional for everyday wear but must be worn on formal occasions and/or when representing the school).
- Black scarf (optional)
- Black closed-in lace up leather school shoes to comply with the Department of Education safety requirements
- Plain white ankle length socks or black stockings.

Sports Uniform (Years 7-12)

- White AGHS School design polo shirt
- Green shorts of Asquith design
- Green hat of Asquith design
- AGHS school tracksuit
- Sports shoes with white ankle length socks

Please note:

Sports uniform must only be worn during PE classes, not to and from school, except in the following circumstances:

- In Years 8, 9 and 10, students have sport on Monday and may wear their sports uniform all day on Monday.
- Sports uniform can be worn on special sports days such as Swimming, Cross Country and Athletics Carnivals and Games Days.

Footwear Guidelines

Footwear is an important safety item. Footwear with good soles provide a sound grip on the floor preventing accidents such as slips, trips and falls from occurring. Shoes can also protect feet from damage caused by accidents such as falling objects or chemical spillages. These guidelines have been developed to assist NSW government schools in providing a safe working and learning environment.

Department of Education Health & Safety Footwear Guidelines

<https://asquithgir-h.schools.nsw.gov.au/supporting-our-students/parents-carers-and-the-community/resources/guidelinesfor-footwear.html>

Students at AGHS undertake a range of subjects where appropriate fully enclosed leather shoes are essential for health and safety reasons. It is essential that students are wearing correct footwear in all classrooms to prevent incidents or injuries occurring.



Change to our Uniform

At the start of 2018, we conducted a review of our uniform with the P&C and student leaders. As part of this review, the following changes were made:

- The junior summer dress will be phased out over three years and will no longer form part of the uniform from the beginning of 2021.
- Junior students can now wear the white AGHS shirt with either the chequered skirt, tailored shorts or tailored pants for the entire year

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 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 volunteers from the P&C 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:

<http://indigowolf.com.au/product/asquithgirlshsyr72020/>

ALL CLOTHING SHOULD BE CLEARLY LABELLED

Attendance and Punctuality

Daily School Attendance

All students who are enrolled at school, regardless of their age, are expected to attend school whenever instruction is provided. Regular attendance at school is essential to assist students to maximise their potential, enhance their learning and increase their opportunities, both during the school years and once they leave school.

The school day officially starts at 8:40am with a bell to signal the start of Period 1. A warning bell will ring at 8:35am to signal for students to move to class. All students are required to attend all lessons scheduled on their timetable.

Absence

Parents/caregivers are required to explain their child's absence, including lateness, within seven days. This can be done by replying directly to the absence notification SMS sent by the school, by sending an email to the school, using the Parent Portal or sending a written explanation to the school to hand in at the Administration Office on the first day of the student's return.

Please be aware that explanations will need to be in writing using one of the methods listed above, as verbal explanation provided over the phone is not considered a sufficient means of providing an explanation by the Department of Education.

Late arrival to school

A student who arrives after 8:40am is required to go directly to the Administration Office to sign in to school. Late students are required to present a written explanation from a parent or caregiver, unless an exceptional circumstance has occurred on the way to school.

Students must go to the Administration Office and swipe their school ID card to sign in. Students will receive a printed slip after swiping their card, which must be shown to their classroom teacher on arrival to class. If no written explanation from a parent/caregiver has been received by the school for the lateness, students must also take the printed slip home for a parent/caregiver to sign and then return it to the Administration Office on the next school day.

Notifying Parents/Caregivers of Absence or Lateness to School

When a student is absent or late to school, a SMS message will be sent to the mobile phone number of the parent or caregiver listed as the primary contact on the student's records, unless an explanation has already been received by the school.

At the start of each week, a reminder email will be sent to the email address of the parent or caregiver listed as the primary contact for any absences from the previous week that have not yet been explained. Any absence for which the school does not receive explanation within 7 days will be recorded as unjustified.

Early leave

Any student who wishes to get approval for Early Leave must have written permission from a parent or caregiver explaining the reason for the early leave request. This should clearly state the

date, student's name, year group, reason for early leave and time of departure, and be signed by the parent/caregiver.

Students must:

1. Take the note to a Deputy Principal for approval before 8.30am then present the approved note to the Administration Office for processing
2. Collect their Early Leavers pass prior to leaving the school grounds

Please note: Early leave passes should be arranged before 8.30am. Parents/caregivers are asked not to present at reception requesting to withdraw their child without having provided written permission at the start of the school day, except in the case of genuine emergencies.

Students who Become Unwell at School

When a student becomes unwell during the school day, they must report to the administration office and notify a member of the administration staff. Students should not contact parents directly as the school has a duty of care for the student and need to be informed of any health issues so that they can be managed appropriately.

If students are unable to continue with their normal lessons, the school will notify a parent or caregiver and request that they collect the student. In circumstances when the school is unable to contact a parent or caregiver, the emergency contacts listed on the student's file will be called.

Students who are unwell and are the under age of 18 must be collected by a parent, unless written notification is received by the school stating that the parent or caregiver takes responsibility for the student travelling home alone. The school will not allow students to travel home alone in any circumstances if they are not well enough to do so.

Application for Extended Leave - Travel

Students are expected to attend school whenever instruction is provided. When it is anticipated that students will be absent from school for planned travel of longer than five days, an Application for Extended Leave needs to be completed and submitted to the school for review by the Principal. Parents must ensure that travel documentation, such as travel itinerary or e-ticket, is attached to the application. It is recommended that this application is completed and returned to the school as far in advance of the planned travel as possible.

The Principal will not approve travel during school term if it is deemed that the travel does not meet the requirements of the Department of Education policies and procedures.

Please be aware that family holidays are not considered as an acceptable reason for leave under the Department of Education Exemption from School Procedures. Travel for family holidays outside of vacation periods is now counted as an unjustified absence and will be shown as such on school records. Therefore, parents and caregivers are encouraged to take holidays with their child during school vacation periods.

Where the Principal has declined an Application for Extended Leave – Travel, the parent or caregiver will be advised in writing.

School Code of Behaviour

At Asquith Girls High School, our wellbeing structure is based on positive psychology and utilises the Positive Behaviour for Learning framework. All students are encouraged to follow the school XCEL values. 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.

AGHS Behaviour Matrix

											
X	Share all spaces safely	Follow teacher instruction	Respect the facilities and keep it clean	Participate in positive break time activities	Follow instructions and school procedures	Show pride in your own and others' school achievements	Represent AGHS with pride	Leave the room as you found it	THINK before you post	Show pride for AGHS in all you do and say	
C	Be cautious of your turtle shell Keep to the left Line up quietly	Use your designated line	Be respectful when getting changed Be mindful of personal space, health & safety	Be respectful to everyone Follow staff instructions	Be courteous and polite towards others	Enter and exit hall by following teacher directions Honour AGHS traditions	Use good manners and appropriate language Show courtesy to community members	Leave the door open Ensure the room is ready for the next lesson	Respect everyone's right to privacy Post positive	Use polite & respectful language Care for your environment	
E	Seek permission if out of class Move quickly and quietly	Wait in line patiently and calmly Wait behind the line	Use hygienic practices	Rubbish goes in the bin Remain in-bounds Move promptly to class	Be organised with notes and payments Follow procedures when signing in or out	Phones out of sight Show respect by sitting quietly and listening attentively	Follow all rules and make safe choices when travelling	Put your rubbish in the bin Remain in allocated rooms	Be aware of your digital footprint Reference information appropriately Use technology for learning	Wear the uniform with pride and respect Use technology for learning when in class	
L	Be polite when passing people Help others who need help	Report concerns to a teacher Be a positive role model	Report concerns to a teacher	Include others Report a stranger to the teacher	Ask for help when needed Assist others	Show appreciation with dignity	Give up your seats for those in need Report unsafe or inappropriate behaviour to authorities	Encourage peers to do the right thing Report inappropriate behaviour or damage to a teacher	Report offensive posts Seek permission prior to taking or uploading content	Do your best & encourage others	

AGHS Behaviour Matrix

NSW Department of Education 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.

Course Contributions

Course 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 courses prior to choosing to study that course. 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 Administration office. All payments may be made by completing a payment envelope and placing the envelope into the payment box at the Administration office. Your daughter/ward may collect the receipt the following day.

Please note: Parents/caregivers who wish to make payments in instalments should contact the administration office to arrange a payment plan.

General Information and Organisation

Calendar

The school calendar is available on the school website. Please refer to this calendar for major events and timelines.

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 at Asquith Girls HS. Students are encouraged to seek out these opportunities based on their strengths and interests. Options include Anime/Manga, Photography Club, Dance, Drama, Representative Sport, Cards Club, STEM Club, Robotics Club and many more. The availability and frequency of many of these clubs will depend on the level of student interest. An updated list of the clubs and activities that are available to students, including meeting/rehearsal times and the name of the teacher coordinator can be found on the school website.

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 administration office**. Parents/caregivers are advised not to call their child on their mobile phone during school hours as this may interfere with teaching and learning.

Contact with School Staff

Contact and appointments with staff may be made by phone on 9477-6411 or by email at asquithgir-h.school@det.nsw.edu.au

Diary

Student 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

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 on 9477-6411 during school hours or by email at asquithgir-h.school@det.nsw.edu.au

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

The school provides opportunities for students to receive additional support to complete homework and assessment tasks, receive assistance with areas of difficulty or be extended in their learning through a number of initiatives in the Library before and after school.

The Homework Hub runs every Monday, Wednesday and Friday morning from 8.00-8.30am. There is always a Learning and Support Teacher present to assist students, and students have access to Library resources including computer and internet access to enable them to complete tasks.

The Learning Centre operates on Monday and Wednesday afternoon from 3.15-4.15pm, and is staffed by a Learning and Support Teacher who is available to assist students as required.

Maths Enrichment and Improvement on Wednesday (MEIOW) occurs every Wednesday from 3.15-4.15pm. At this time, there are a number of Maths teachers present to provide students with specific support or extension in Maths.

Learning Support

Learning Support for students is available and based on classroom teacher referral. If you feel that your child may need learning support, contact your child's teacher in the subject area where they are having difficulty or speak to their Year Adviser.

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 to students 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 second 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/>

Sentral Parent Portal

Students and registered parents/caregivers can access student specific information such as timetables, reports and attendance data using the Sentral 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 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 must 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 cards 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 <u>Please Note: Bus does not P/U Asquith Girls HS students between Crowley and Highway</u> (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 <i>ROUTE</i>	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 about 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 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.**

Australian Government | Office of the eSafety Commissioner

Contact us
Site map
Print page

f t g+ in

About the Office | Complaints and reporting | eSafety information | Education resources | Social media regulation | Wellbeing Directory

The Yes Project is a new digital and social health program for young people.

[Find out more](#)

THE YES PROJECT

Report Cyberbullying > | Report illegal content > | Report image-based abuse > | 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.



