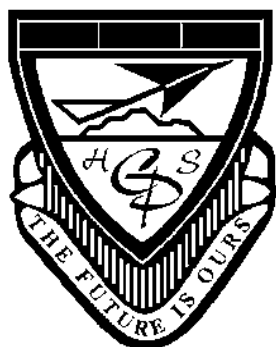


**CONDELL PARK
HIGH SCHOOL**



Student Handbook



Third Avenue, CONDELL PARK NSW 2200

Phone: (612) 9709 4522 Facsimile: (612) 9796 8027

Website: www.condellpk-h.schools.nsw.edu.au Email: condellpk-h.school@det.nsw.edu.au

CRICOS Provider Name: NSW Department of Education

CRICOS Provider Code: 00588M

A map of CPHS



Welcome

Welcome to Condell Park High School.

We are proud of our learning environment and look forward to embracing new members into our community. Our school is where you can seize opportunities to become a successful student and lifelong learner. The student handbook serves as a go-to guide for questions and queries about who, what, where, when and why about school operations.

At CPHS, we recognise that success requires discipline. Each rule and process exists specifically for the benefit of the individual and the overall group. As we open our gates to you and invite you to call CPHS your home, we expect that by joining us, you commit to, respect and uphold the requirements outlined in this information booklet.

We encourage all students and their families to maintain strong communication with the school so that we can consistently achieve the best learning outcomes.

Our Staff

Principal – Mr Jonathan Harding

Is responsible for the organisation, management, supervision and efficiency of the school. Parents and students who wish to discuss issues with the principal can make appointments through the Front Office.

Deputy Principals

Are responsible for efficiently running school operations and supervising staff and students. They assist the principal in the development of teaching programs and curriculum planning. They address and resolve matters relating to school discipline and the welfare of the students. Parents and students who wish to discuss issues with one of the Deputy Principals can make appointments through the Front Office.

Ms Katarina Parry – Year 7 and Year 10

Ms Tania Safar – Year 8 and Year 11

Mr Adam Wilson – Year 9 and Year 12

Ms Victoria Nielsen – Year 12

Head Teachers

Ms Eldar – Admin/Careers

Ms Watts – Welfare

Ms Williams – Literacy/Numeracy

Ms Singh – Secondary Studies, Music, Art, and Languages (MAL)

Ms Honey – Support Unit

Ms Luke – English

Ms Khayat – Mathematics

Ms Ellem-Honeywill - Human Society and its Environment (HSIE)

Mr Stephan – Science

Mr Frappell – Physical Education (PDHPE)

Ms Brackley – Technological and Applied Studies (TAS)

Year Advisers

Are responsible for the personal welfare of students, including checks on academic progress, attendance, and behaviour and contacting parents/carers about these matters. Students are encouraged to approach their Year Adviser about any issues. Parents/carers are also encouraged to make appointments to obtain a full report on their child's progress, conduct and adjustment from the Year Adviser.

Year 12 – Ms Chahira Eisa, Ms Susannah Coehlo (Assistant)

Year 11 – Ms Laila Ali, Ms Megan Gremos (Assistant)

Year 10 – Mr Frazer, Ms Manreen Kaur (Assistant)

Year 9 – Mr Fakhouri, Ms Lina Renno (Assistant)

Year 8 – Ms Carmen Issa, Mr Isaac Barbara (Assistant)

Year 7 – Ms Eldahr, Ms Moujda Faiz (Assistant)

Community Liaison Officers (CLOs)

CLOs are available to respond to concerns and queries of parents/carers who feel they need more confidence about whom to contact at school. Currently, our CLOs can translate for Arabic and Tongan speakers.

- Ms Antoinette Balamoan,
- Mrs Siunipa Fifita
- Mrs Howaida George
- Mrs Maggie Flaha

Learning Assistance Support Teachers (LASTs)

LASTs assist students experiencing difficulties in the key learning areas from Years 7-10. Condell Park High School supports facilitating the integration of students into mainstream learning experiences. After that, assistance and support are given on a team teaching and withdrawal basis.

School Counsellors

Provides support to students and their families who may be experiencing some personal difficulties. Parents/carers and students may arrange interviews with the School Counsellor by appointment. For more information, the Department of Education's "Responding to and reporting students at risk of harm" policy can be found via the following:

<https://education.nsw.gov.au/policy-library/policies/child-protection-policy-responding-to-and-reporting-students-at-risk-of-harm>

School Administrative Support Staff

Provide parents/carers and students with general information on school activities. The front office should be the place to make appointments to see the Principal and Deputy Principals. Enquiries about leave applications, payment of monies, and lost property should also be directed to the Front Office.

School Uniform

A full school uniform displaying the school logo must be worn each school day. On Tuesdays, a sports uniform must be worn. Students will also change into their sports uniforms during practical PDHPE lessons.

All uniform clothing **MUST** be purchased from the school's uniform shop. Uniform costs are kept to a minimum with no profit to the school. This ensures all students are in full school uniform.

Junior School Uniform: Polo top, skirt, shorts or long pants, and black leather enclosed shoes. Only school jackets or jumpers are to be worn.

Senior School Uniform – School shirt, skirt, shorts or long pants, and black leather enclosed shoes. Only school jackets or jumpers are to be worn. School tie to be worn in terms 2 and 3.

Tuesday Sport Uniform - School sports polo, school sports shorts / track pants and black school hat, and sneakers.

If a student comes to school in the incorrect school uniform, parents will be contacted and requested to bring their child's correct uniform to ensure we follow all safety processes.

Full School Uniform – worn every school day except Tuesdays		Sports Uniform – Worn on Tuesdays. Students must also bring their sports uniform when they have practical PE classes to change into	
			

Uniform Prices 2025

BOYS	PRICE
Junior White Polo Shirt with school crest	\$ 30.00
Boys Senior Shirts with school emblem	\$ 35.00
Boys Bottle Green Trousers	\$ 50.00
Boys Bottle Green Shorts	\$ 40.00
GIRLS	
Junior White Polo Shirt with school crest	\$ 30.00
Girls Senior Shirts with school emblem	\$ 35.00
Girls Checked Skirt	\$ 55.00
Girls Green Trousers	\$ 50.00
BOYS & GIRLS	
Jumper Fleece Black Sloppy Joe with school crest	\$ 40.00
Jacket Fleece Zipper Black with school crest	\$ 50.00
Jumper Knit Black with school emblem	\$ 55.00
Jacket Bomber Black with school emblem	\$ 55.00
Blazer Senior Black with school emblem	\$ 180.00
Caps Black	\$ 10.00
Senior Ties	\$ 20.00
BOYS & GIRLS - SPORTS/PE UNIFORM	
Sports SHIRTS with CPHS embroidery	\$ 35.00
Sports SHORTS Black with CPHS embroidery	\$ 30.00
Sports TRACK PANTS with CPHS embroidery (OPTIONAL)	\$ 45.00
Sports TRACK JACKET with CPHS embroidery (OPTIONAL)	\$ 50.00
Sports TRACK SUIT (Set of Jacket & Pants - OPTIONAL)	\$ 90.00
Subject Items - Paid for at the office (receipt must be shown to student's teacher to obtain item)	
Calculator (Mathematics)	\$ 30.00
Apron	\$ 7.00

Examples of the type of school shoes that are appropriate	
Covered Leather/Equivalent Supportive Protective 	
Examples of the kind of school shoes that are not appropriate	
	

Please note:

- wearing hard leather shoes is an issue of safety and ensuring your child's wellbeing at school in all activities.
- Head scarves – must be either white, green or black (school colours)
- Caps/hats MUST only be plain black – no logos or stickers
- Tops worn under the school top must ONLY be white in colour
- Beanies and winter scarves must be school colours - white, green or plain black



School bags

School bags need to be a sturdy back-pack style, and large. It should be large enough to fit all equipment necessary for a full learning day including practical lessons and meal breaks.

No handbags, draw-string light-weight bags, shoulder bags and/or satchels are allowed.

Personal Grooming

As part of our commitment to creating a positive and respectful school environment, we *encourage you to take pride in your grooming and presentation*. Maintaining good hygiene, wearing clean and appropriate clothing, and being mindful of your overall appearance reflect your self-respect and contribute to a positive atmosphere within our school community. Personal grooming is an important aspect of expressing your individuality and professionalism. Let's work together to uphold these standards and support one another in looking and feeling our best daily!

Make-up

The school encourages students to refrain from wearing make-up to school. Students wearing heavy and apparent applications of make-up will be asked to remove it.

Nails

Nails should be kept to a safe and sensible length. Students whose nails are deemed unsafe and pose a potential injury in school will be asked to trim them.

As seen in the photo, we ask that student's nails be kept to a safe length.



Chewing Gum

While chewing gum can be a treat, please refrain from chewing gum in class and around school premises. We want to remind everyone about the importance of maintaining a clean and respectful environment at our school. Let's all work together to keep our school a pleasant place for learning by being mindful of our chewing habits. Thank you for your cooperation and understanding.



Aerosols and deodorants

Aerosols are not allowed in school because they can pose health risks, especially for students with respiratory conditions like asthma. Many aerosol products contain chemicals that can irritate the lungs, eyes, and skin, potentially triggering allergic reactions or respiratory distress related to reduced air quality in an indoor space.



Perfume is also banned due to the risk associated with asthmatic students.

Roll-on deodorants are appropriate.

Student equipment requirements



All students need to have the following items at school everyday:

- School diary
 - Black pens
 - Blue pens
 - Red pens
 - Correction tape
 - Eraser
 - HB lead pencils
 - Glue stick
 - Pencil sharpener
 - Wooden or plastic ruler
 - Highlighters
 - Coloured pencils
 - Scissors (no longer than 12cm)
 - Geometry set
 - Scientific calculator
- All stationery items must be placed in a pencil case.
 - All exercise books must be covered in contact or plastic.

Students are encouraged to bring in a refillable water bottle. The school has filtered water dispensers available to students.



Student Bookwork Expectations

- Students in Years 7-10 use a bound workbook (or special subject folio/folder).
- Students in Years 11-12 can use a bound or loose-leaf workbook (or special subject folio/folder).
- Workbooks are covered.
- Front cover states: Student Name, Subject, Class.
- Subject-based marking schedule/feedback sheet is pasted onto the first page.
- Students in grades 7-10 have a title page for each new topic.
- Margins are ruled.
- Pages are dated and numbered.
- Writing is neat and legible and done in black/blue pen.
- Headings and sub-headings are underlined in a different colour (e.g. red).
- Diagrams, graphs, tables, illustrations, maps, etc., have titles.
- Diagrams, graphs, tables, illustrations, maps, etc., should be drawn using appropriate equipment, e.g., a ruler and compass.
- Duplicated sheets are pasted onto a page.
- Work is complete.

Year 7 & 8 Specific Requirements

Geography	2 A4 notebooks 128 pages A4 plastic display sleeves 1 highlighter
English	2 A4 notebooks 196 pages
History	2 A4 notebooks 128 pages A4 plastic display sleeves 1 highlighter
Language	1 A4 notebook 128 pages A4 plastic display folder
Mathematics	2 A4 notebooks 196 pages Scientific calculator (Casio fx-82AUPLUS II or Casio fx-100AUPLUS) Geometry set & ruler
Music	1 A4 music book (with manuscript section in middle) Pencil/Rubber
PD/H/PE	1 A4 notebook 128 pages Sports uniform
Science	1 A4 notebook 128 pages Geometry set Headphones 1 hair tie (for long hair)
Technology (Mandatory)	2 plastic display folders 1 white cooking apron 1 A4 notebook 128 pages 1 HB pencil 1 hair net/tie (for long hair)
Visual Arts – Year 8	2 HB or 2B lead pencils Art book or portfolio to be purchased via school

Year 9 & 10 Specific Requirements

Arabic	1 A4 notebook 128 pages A4 plastic display sleeves
Child Studies	1 A4 notebook 128 pages
Commerce	2 A4 notebooks 196 pages A4 plastic display sleeves 1 highlighter
Crime Through Time	2 A4 notebooks 196 pages A4 plastic display sleeves 1 highlighter
Drama	1 A4 notebook 164 pages
English	2 A4 notebooks 196 pages
Food Technology	1 white cooking apron (can be purchased at the office) 1 A4 notebook 128 pages 1 A4 display folder 1 tea towel 1 storage container
Geography	2 A4 notebooks 128 pages A4 plastic display sleeves 1 highlighter
History	2 A4 notebooks 128 pages A4 plastic display sleeves 1 highlighter
Industrial Technology – Building & Construction	1 A4 notebook 128 pages A4 plastic display folder 2 x HB pencils
Industrial Technology – Timber	A4 notebook 128 pages A4 plastic display folder 2 x HB pencils
iSTEM	1 A4 notebook 128 pages Scientific calculator (Casio fx-82AUPLUS II) Geometry set 1 hair tie (for long hair) Headphones
Mathematics	2 A4 notebooks 196 pages Scientific calculator

	(Casio fx-82AUPLUS II) Geometry set & ruler Display folder
Music	1 A4 music book (with manuscript section in middle) Pencil/Rubber
PD/H/PE	1 A4 notebook 128 pages Sports uniform
Photography &	1 Plastic sleeve folder
Digital Media	2 2B pencils
Science	1 A4 notebook 128 pages Scientific calculator (Casio fx-82AUPLUS II) Geometry set 1 hair tie (for long hair)
Sports Coaching	1 A4 notebook 128 pages Sports uniform
Visual Arts	A3 Visual Art spiral diary 2 2B pencils
Visual Design	Plastic sleeve folder 2 2B pencils

Year 11 & 12 Specific Requirements

Ancient History	2 * A4 notebooks 196 pages A4 plastic display sleeves 1 highlighter
Arabic	1 A4 notebook 128 pages A4 plastic display sleeves Arabic Dictionary
Biology	2 * A4 notebooks 128 pages Scientific calculator (Casio fx-82AUPLUS II) Geometry set 1 hair tie (for long hair)
Business Studies	2 * A4 notebooks 196 pages 1 A4 ring binder A4 plastic display sleeves 1 highlighter
Chemistry	2 * A4 notebooks 128 pages Scientific calculator (Casio fx-82AUPLUS II) Geometry set 1 hair tie (for long hair)
Community & Family Studies	2 * A4 notebooks 228 pages
Construction	1 high visibility shirt and 1 high visibility hard hat 1 A4 notebook 128 pages A4 plastic display folder Steel cap shoes (boots) 1 hair net/tie (for long hair)
Design & Technology	1 A4 notebook 96 pages 1 A4 display folder or 1 A3 display folder
Drama	3 * A4 notebooks 196 pages A4 plastic display folder
English	A4 plastic display sleeves A4 notebook 196 pages A4 lined paper
Engineering Studies	1 A4 display folder 1 A4 notebook 128 pages 1 A4 drawing pad 30/60 set squares 1 mechanical pencil (Pacer)
Exploring Early Childhood	2 A4 notebooks 228 pages
Geography	2 A4 notebooks 196 pages A4 plastic display sleeves 1 highlighter
History	2 A4 notebooks 196 pages 1 A4 ring binder A4 plastic display sleeves 1 highlighter

Hospitality (Food & Beverage)	2 black aprons/polo shirt (buy \$50) 1 pair black dress pants 1 tea towel 1 A4 display folder 1 A4 notebook 96 pages
Hospitality (Kitchen Operations)	Chefs uniform (buy \$75) 1 tea towel 1 A4 display folder 1 A4 notebook 96 pages
Industrial Technology – Timber	1 apron 1 A4 notebook 128 pages A4 plastic display folder 1 1 hair net/tie (for long hair)
Investigating Science	2 A4 notebooks 128 pages Scientific calculator (Casio fx-82AUPLUS II) Geometry set 1 hair tie (for long hair)
Legal Studies	2 A4 notebooks 196 pages A4 plastic display sleeves 1 highlighter
Mathematics	2 A4 notebooks 196 pages Scientific calculator (Casio fx-100AUPLUS) Geometry set & ruler Display folder
Modern History	2 A4 notebooks 196 pages 1 A4 ring binder A4 plastic display sleeves 1 highlighter
Music	A4 plastic display sleeves A4 book lined Music manuscript lined paper
PD/H/PE	2 A4 notebook 128 pages 1 highlighter
Photography & Digital Media	1 Plastic sleeve folder 2 2B pencils
Physics	2 A4 notebooks 128 pages Scientific calculator (Casio fx-82AUPLUS II) Geometry set 1 hair tie (for long hair)
Society & Culture	2 A4 notebooks 196 pages 1 A4 ring binder A4 plastic display sleeves 1 highlighter 1 USB
Sport, Lifestyle and Recreation (SLR)	1 A4 notebook Sports uniform
Studies of Religion	2 A4 notebooks 196 pages A4 plastic display sleeves 1 highlighter
Visual Arts	A3 Visual Arts diary 2 2B pencils 1 eraser A4 plastic display sleeves
Visual Design	A4 plastic display sleeves 2 2B pencils

Bring Your Own Device (BYOD) - Student Use of Laptops

Welcome to the Bring Your Own Device (BYOD) program!

As we embrace technology in our learning environment, we encourage all students to bring their laptops to school. This initiative allows you to access various educational resources, collaborate with classmates, and engage in safe, interactive learning activities.



Using your device (BYOD), we can tailor the learning experience to suit your needs, whether taking notes, conducting research, or participating in online discussions. Please ensure your device is fully charged and has the necessary software installed to maximise this opportunity. Let's work together to create a dynamic and innovative learning environment!

Condell Park High School can supply a subsidised laptop to families facilitated through our front office.

The \$300.00 for the laptop can be paid at the office before school, at recess, and at lunch Monday through Friday. Payment can also be made online by logging onto the school website:

<http://www.condellpkh.schools.nsw.edu.au/public/website/>, clicking on "Make a Payment," and following the prompts to pay via Visa or Mastercard. Once the receipt is issued, the parent and student need to complete the BYOD User Agreement (please see office staff). Students then take the receipt and completed User Agreement form to our IT Department, who will issue them a laptop.

Please note: Only laptops are permitted as a BYOD device. iPads and tablets are not permitted.

Technology/BYOD User Agreements

The Technology/Bring Your Own Device (BYOD) user agreement is a formal document that outlines the rules, expectations, and responsibilities for students using their personal laptops for educational purposes at school. It typically includes the purpose of the technology program, acceptable use policies, student and school responsibilities, liability and security measures, consequences for misuse, and parental consent.



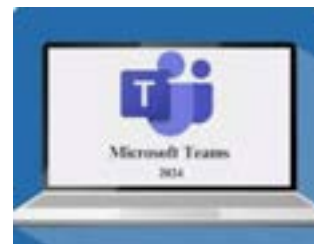
This agreement promotes responsible technology use, provides clear guidelines to prevent misunderstandings, and enhances the learning experience by integrating personal devices effectively while fostering trust and cooperation among students, parents, and the school community.

All students will be issued with this form to read and discuss with their parent/guardians at the start of the school year. It must be brought back to school signed by the students AND parent/guardian.

Online Learning Platform

Our school uses **Teams - Microsoft Office 365**, and your teachers have created classes using Office 365 and Teams! Here's what you need to know:

Free Access: You can access these excellent tools at no cost!



Online Office Apps: You can find the online Office apps by going to your student portal > Learning > Office 365.

Desktop Apps: You can install Microsoft Office 365 desktop apps on up to five computers and ten mobile devices. Just head to the student portal > Learning > Office 365 > Install Office to get started!

Sentral Platform

Sentral is an online system that allows students to access important information such as your timetable, attendance records, and academic progress. You can stay updated on our school announcements and activities.



Our Parent Portal is a valuable online resource to keep you connected and engaged with your child's educational journey.

Parents/guardians will receive an email at the start of the year with information on activating their accounts using their unique credentials.

Health Care Plans

If you experience health issues, we want to make sure you're aware of the health care plans available to you at our school. These plans are designed to support your health and wellbeing during your time here.



- 1. What Are Health Care Plans?** Healthcare plans help outline how we can support students with specific health needs, such as allergies, asthma, or other medical conditions.
- 2. How to Create a Health Care Plan:** If you have a health condition that requires special attention, please talk to your parents or guardians about creating a health care plan with the school.
- 3. Why It's Important:** A health care plan ensures that teachers and staff know how to help you if needed. It can also help prevent health issues and keep you safe at school.
- 4. Confidentiality:** Your health information is private and will only be shared with staff who need to know to keep you safe and healthy.

School bell times



As a reminder, it is important to be **at your classroom door when the period starts**.

Classes start at 8.50am each day. Students should be at school by 8.40am to be ready for class.

Arriving on time helps ensure we can begin our lessons promptly and maximise our learning time together. Your punctuality respects your teachers and classmates and lets you stay engaged and prepared for the day's activities. Thank you for your cooperation and commitment to a productive learning environment!

Each Monday after Period 1, a whole school assembly occurs. This is where you will hear announcements, school events, students' achievements, and important reminders.

Be sure to listen actively to make sure to get all important information.

Monday		Tuesday – sport uniform		Wednesday to Friday	
Period 1	8.50 – 9.50	Period 1	8.50 – 9.50	Period 1	8.50 – 9.50
Period 2 - Assembly (3 bells)	9.50 – 10.20	Period 2	9.50 – 10.50	Period 2	9.50 – 10.50
Recess	10.20 – 10.50	Recess	10.50 – 11.10	Recess	10.50 – 11.20
Period 3	10.50 – 11.50	Period 3	11.10 – 12.10	Period 3	11.20 – 12.20
Period 4	11.50 – 12.50	Lunch	12.10 – 12.40	Period 4	12.20 – 1.20
Lunch	12.50 – 1.20	SPORT		Lunch	1.20 – 1.50
Period 5	1.20 – 2.20	12.40 – 2.30		Period 5	1.50 – 2.50

Emergency Procedures



Here's what you need to know about our emergency procedures:

- Evacuation Signals:** If we need to evacuate the buildings, you will hear **five short bells** or a portable air horn (if the power is out). When this happens, please listen to your teachers line up in the designated areas, and then head to the back oval.
- Lockdown Signals:** **If there's a lockdown**, the bell will ring **continuously for 5 minutes**. This means you should stay quiet and follow your teacher's instructions.
- Practice Makes Perfect:** We practice these emergency procedures twice yearly so everyone knows what to do.
- Find the Info:** The evacuation and lockdown procedures are also posted on all classroom doors.

Stay safe and follow your teachers' instructions during these times

Attendance

Attending school every day allows your child to get the most out of their learning and improves career and life options. Regular school attendance can help expand your learning and create positive peer relationships.

If you are absent from school

We want to keep you informed about our Sentral SMS texting service, which allows us to notify you each day if your child is absent from school. If your child is away, you will receive a friendly SMS from us at **0429 126 218**. Please save this number in your contacts.

When you receive a message from this number, please reply with a quick SMS to inform us why your child is absent. This helps us keep accurate records and needs to be done on the same day your child is absent. This number is for SMS responses only.

Please use our main phone number at 9709 4522 for any other inquiries.

If students in years 9-12 are absent when an assessment task is due, they **MUST** have a medical certificate and complete an illness/misadventure form. Please see Assessment Booklet for further details.

We must also have your up-to-date contact details, especially in case of emergencies. If you change your mobile number, please let us know right away!

Days missed = years lost

A day here and there doesn't seem like much, but...



Student Diaries

All students will be provided with a student diary designed to meet their needs at the beginning of the year.

The diary is an important learning tool for students **to record homework assignments** and plan how they should be completed. It also promotes communication between the school and home. On each weekly planner page, there is a section for comments for teachers and parents/carers to write messages to each other regarding student learning issues.



Your school diary must be brought to school each day.

Parents/guardians are encouraged to check student diaries to review upcoming homework and assessment tasks.

Late to school

If students are running late an explanation by the parent/carer needs to be provided via a note, phone call, or medical certificate to explain the lateness.



Failure to notify the school prior to, or on arrival will result in a lunchtime detention each day for the student.

Each time a student is late to school without a valid reason



- The student will be informed of the lunchtime detention via the Front Office staff when they sign in
- Student names will be placed as a general announcement in Sentral Daily Notices (front office staff)
- Teachers to remind students during P4 (P2 on



- If the student fails to attend, an afterschool detention will be coordinated by the DP

Minutes lost = days lost per year

A couple of minutes here and there doesn't seem like much, but...

When your child misses just...

they miss days per year

5 mins
per day



=

3 days



30 mins
per day



=

18 days



Patterns of lateness
can have a serious
impact on your child's
education.

education.nsw.gov.au

Promoting Positive Behaviour

At Condell Park High School, we expect all students to demonstrate **respect, equity, safety** and **positivity (RESP)** in their learning and interactions. We work together to create a positive and inclusive school environment by upholding the following key expectations:



- 1. Be on time to school and class**
- 2. Sit in correct seat** (all students will be seated according to a seating plan)
- 3. Bring all required equipment**
- 4. Follow teacher instructions**
- 5. Respectfully listen and respond to teachers**

RESP encourages a positive, productive learning environment that allows students to work collaboratively with others.

Students are acknowledged at weekly school assemblies and invited to an end-of-term events held by the Principal for their commitment to RESP.

RESPECT
■ By wearing the full school uniform; ■ By showing respect to other people, for property and the environment; ■ By being focused and cooperative; ■ By using respectful language; and ■ By maintaining a quiet and peaceful environment.
EQUITY
■ By including others in games, activities and conversations; ■ By sharing space and resources; ■ By working to the best of your ability and allowing others to do the same; ■ By maintaining a positive learning environment, free from disruptions; and ■ By taking ownership of words and actions.
SAFETY
■ By keeping your hands to yourself; ■ By being punctual at school and class; ■ By following instructions; ■ Bringing the right equipment; and ■ Behaving safely and appropriately at all times.
POSITIVITY
■ By using positive language; ■ By encouraging others to follow the rules; ■ By being supportive and helpful; and ■ By being sensitive and concerned about others.

Senior student expectations (Year 11 and 12)

At Condell Park High School, the senior school is structured to allow this. Students ARE expected to:

- be responsible, and self-disciplined; this is particularly important when travelling to and from school or representing the school or in public.
- maintain our high standard of behaviour by following all school rules and responsibilities, be polite and considerate and be seen as role models for junior students by setting a good example.
- apply self-discipline to work and be motivated independently; they need to apply themselves to their studies to the best of their ability.

During a **timetabled study lesson**, students are permitted to:

- Study in the Hub when supervised by a teacher.
- Study in the Foyer Study Area (no eating/drinking except during recess/lunch).
- Study in the Library.
- Sit/study in the Outdoor Learning Classroom.

Senior Students **MAY NOT**:

- be in the playground playing games or go to the canteen during lesson time.
- interfere with PE lessons.
- disrupt the learning of any other student within the school.
- loiter in cars or in areas near the school.
- drive their car onto school grounds or be a passenger in a student-driven car that does so.
- go to their car during the school day or leave school grounds for any other reason without approved leave from the school and parental consent.

The Deputy Principals will monitor students' attitude, academic performance and attendance. If there are any concerns, parents will be notified, and parent interviews will be conducted to discuss these issues.

Anti-bullying

Student bullying has a significant negative long-term impact on the students involved, and preventing and addressing student bullying in our school is an ongoing focus and commitment. The schools RESP values promote an inclusive safe environment for every student. Establishing preventative strategies that target key environments in which bullying is known to occur – including the classroom and the playground – is an important means of developing a positive school climate.

More resources can be found on the Departments webpage on [Anti-bullying](#).

ARCO

Anti-Racism Contact Officers (ARCOs) play a critical role in countering racism in schools. The ARCO plays an important role in assisting and working collaboratively with the principal to implement major aspects of the Anti-Racism Policy.

The Condell Park ARCO is Mr Blake Roberts BLAKE.ROBERTS1@det.nsw.edu.au

Mobile Phones

Mobile phones are strictly banned from being used in NSW schools for all students.



Students must hand their phones in at the front office before school starts. Mobile phones can be collected at the end of the school day.

Mobile phones are prohibited on students' bodies or in school bags during school hours.

The school community worked together to set expectations around managing devices when students choose to avoid bringing them into the office. If a student is found to have a mobile phone during the school day, it will be confiscated for two weeks and can only be retrieved by the parent/carer via the front office after the two weeks.

Earphones/airpods / Smartwatches

Smartwatches are also prohibited items as they are closely linked to the use of mobile phones. Students found with a smart watch will be asked to remove it and give it to the teacher. It will remain in the front office until the end of the day when students will be asked to take it home.



Earphones/airpods are only permitted at school during class time, as instructed by a teacher when students are accessing audio information from their laptops. They should not be worn outside of class time and teachers' instruction.



Respecting personal boundaries

Our school has a "**Hands Off – good and bad**" policy to ensure a safe and respectful environment for everyone.

This means we expect all students to keep their hands to themselves and avoid physical contact with others. Refraining from physical contact with other students supports the values associated with the Respect, Safety, Equity, and Positivity of our RESP behaviour. Situations like playing tag, play fighting, and jumping on a friend's back have led to negative outcomes for students.



Respecting personal space is essential for maintaining a positive atmosphere where everyone feels comfortable and valued.

Let's work together to create a supportive community where kindness and respect are at the forefront of our interactions.

Thank you for your understanding and cooperation!

Banned objects which can NOT be brought into school -

- ⊗ Large buckles on belts
- ⊗ Alcohol
- ⊗ Laser pointers
- ⊗ BatonsMatches
- ⊗ Belts wider than 30mm
- ⊗ Metal chains (including heavy jewellery chains)
- ⊗ Birds/animals/reptiles/insects (unless approved by the Principal)
- ⊗ Metal forks/spoons
- ⊗ Bottled liquid paper/liquid paper pen (correction tape is ok)
- ⊗ Metal/plastic tubing
- ⊗ Bows/arrows/slingshots
- ⊗ Mobile phones
- ⊗ Cameras (unless approved by the Principal)
- ⊗ Motor vehicles (unless approved by the Principal)
- ⊗ Chemicals
- ⊗ Needles/pins
- ⊗ Chewing/bubble gum
- ⊗ Objects used for drug taking
- ⊗ Cigarette lighters
- ⊗ Other objects used for communication (eg 2 way radios)
- ⊗ Cigarettes
- ⊗ Paint
- ⊗ Clothing with offensive pictures/words
- ⊗ Pornographic material
- ⊗ Darts
- ⊗ Prescribed medicines unless approved by the Principal
- ⊗ Earrings/body pierced jewellery larger than 15mm diameter/length
- ⊗ Radios, CD players, MP3 players, iPods, iPads
- ⊗ Edible seeds (eg pumpkin, sunflower etc)
- ⊗ Rope/string
- ⊗ Electronic devices
- ⊗ Scissors longer than 12cm
- ⊗ Electronic games
- ⊗ Felt marker pens of any size
- ⊗ Steel rulers/steel edged rules (plastic/timber rulers only)
- ⊗ Fireworks
- ⊗ "Stink bombs" (manufactured/naturally occurring plants)
- ⊗ Flammable substances
- ⊗ Sharp jewellery
- ⊗ Glass bottles or containers e.g. bottled perfume or drink
- ⊗ Skateboards/roller blades/roller skates
- ⊗ Guns/firearms Spray paint
- ⊗ Illegal drugs Studded belts
- ⊗ Imitation guns/firearms
- ⊗ Trade tools (unless approved by the Principal)
- ⊗ Imitation knives/swords
- ⊗ Uber Eats
- ⊗ Items to be traded
- ⊗ Knives/swords/sharp implements of any type

Smoking/vaping

Smoking/vaping is not allowed at school, near the school, nor on the way to and from school. Students caught in the vicinity of smokers/vapers will also face consequences. Parents/carers will be informed and suspension may follow repeat offences.



Homework

If teachers assign homework, the purpose is to consolidate the learning. It assists students in building on what they have already learnt in class and prepares them for the next stage of learning. Homework is also useful for teachers, as it assists them in assessing their students' progress.

All students are encouraged to revise the day's work at home each night or engage in some reading activity. Formal homework might consist of:

- the completion of work set in class
- skill based tasks
- assessment tasks

More information about the Department of Education homework policy can be found at:

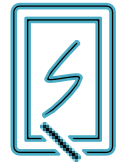
<https://education.nsw.gov.au/policy-library/policies/pd-2002-0003>

Assessment Tasks

All students will receive an assessment handbook at the start of the year.

The handbook will outline:

- our assessment procedures,
- number of assessments, and
- when they are due across the year.



All students will have at least 2 weeks to complete an assessment task.

The Assessment Handbook will include information about external assessments such as NAPLAN and Check-In.

If a student is absent for an assessment task, the school **MUST** receive a written explanation as to the reason for the absence. Otherwise, the student will not meet their academic responsibilities. The assessment task must still be completed, with a zero-mark awarded.

School leadership

Students from all year groups have the opportunity to work with teachers in leadership opportunities. We have The Student Leadership team, School Representative Council (SRC) and Peer Support Leaders.

Recognising students

Teachers issue RESP Tokens in recognition of upholding school values. Students are then acknowledged at weekly school assemblies and invited to attend an end-of-term barbecue for their commitment to RESP. Recognition awards are also a way for us to recognise your positive contributions to our school community through academic excellence, outstanding effort, or great teamwork and leadership. We encourage everyone to strive for their personal best and support one another in reaching new heights.



LEVEL	PROCEDURE	OUTCOME
MERIT AWARD	Classroom teachers hand out awards.	Accumulate 5 to receive a Year Adviser's Award.
YEAR ADVISER'S AWARD	Year Advisers hand out awards upon receipt of 5 teacher's awards.	Accumulate 5 to receive a Deputy Principal's award.
DEPUTY PRINCIPAL'S AWARD	The Deputy Principal hands out awards upon receipt of 5 Year Adviser's awards.	Accumulate 5 to receive a Principal's award.
PRINCIPAL'S AWARD	The Principal hands out awards upon receipt of 5 Deputy Principal's awards.	Potential consideration for annual Leadership and Effort awards. Long-term consideration for Prefecture and Merit Awards and Scholarships.

Behaviour Expectations

At CPHS, we believe that a safe and respectful environment is essential for effective learning and personal growth. Our behaviour expectations are designed to foster a positive atmosphere where all students can thrive.

We encourage students to:

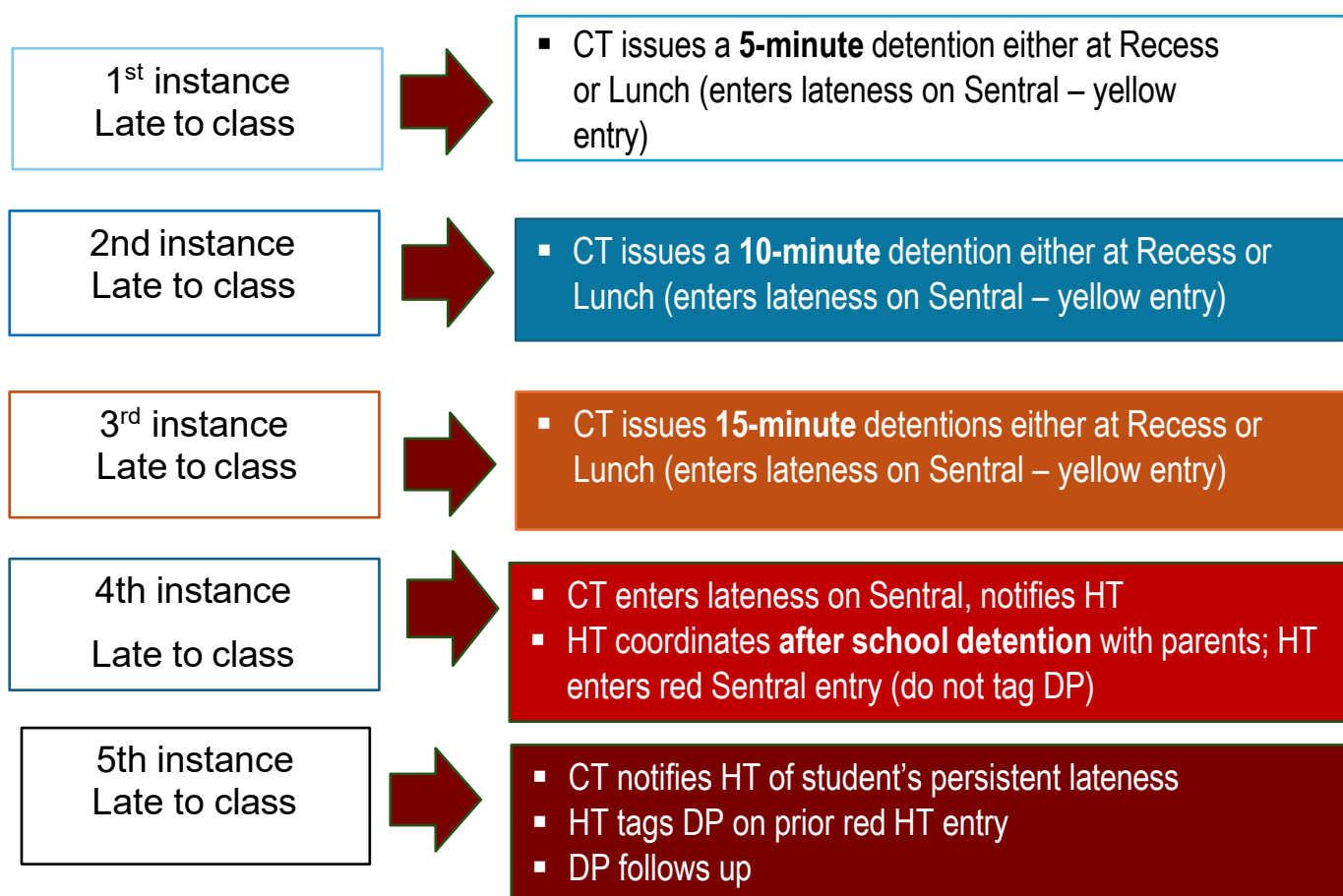
- **Respect Yourself and Others:** Treat everyone with kindness and consideration. Recognise and appreciate the diversity within our school community.
- **Take Responsibility:** Own your actions and their consequences. Strive to make positive choices that contribute to your wellbeing and the wellbeing of others.
- **Be Engaged:** Participate actively in your learning. Show enthusiasm and commitment in all school activities, both academic and extracurricular.
- **Follow School Rules:** Adhere to the guidelines and policies set forth by the school to ensure a safe and orderly environment for all.
- **Resolve Conflicts Positively:** Approach disagreements with an open mind and a willingness to find constructive solutions. Seek help from staff when needed.

By embracing these expectations, we can work together to create a welcoming and supportive school community where everyone can succeed.



Lateness to class process

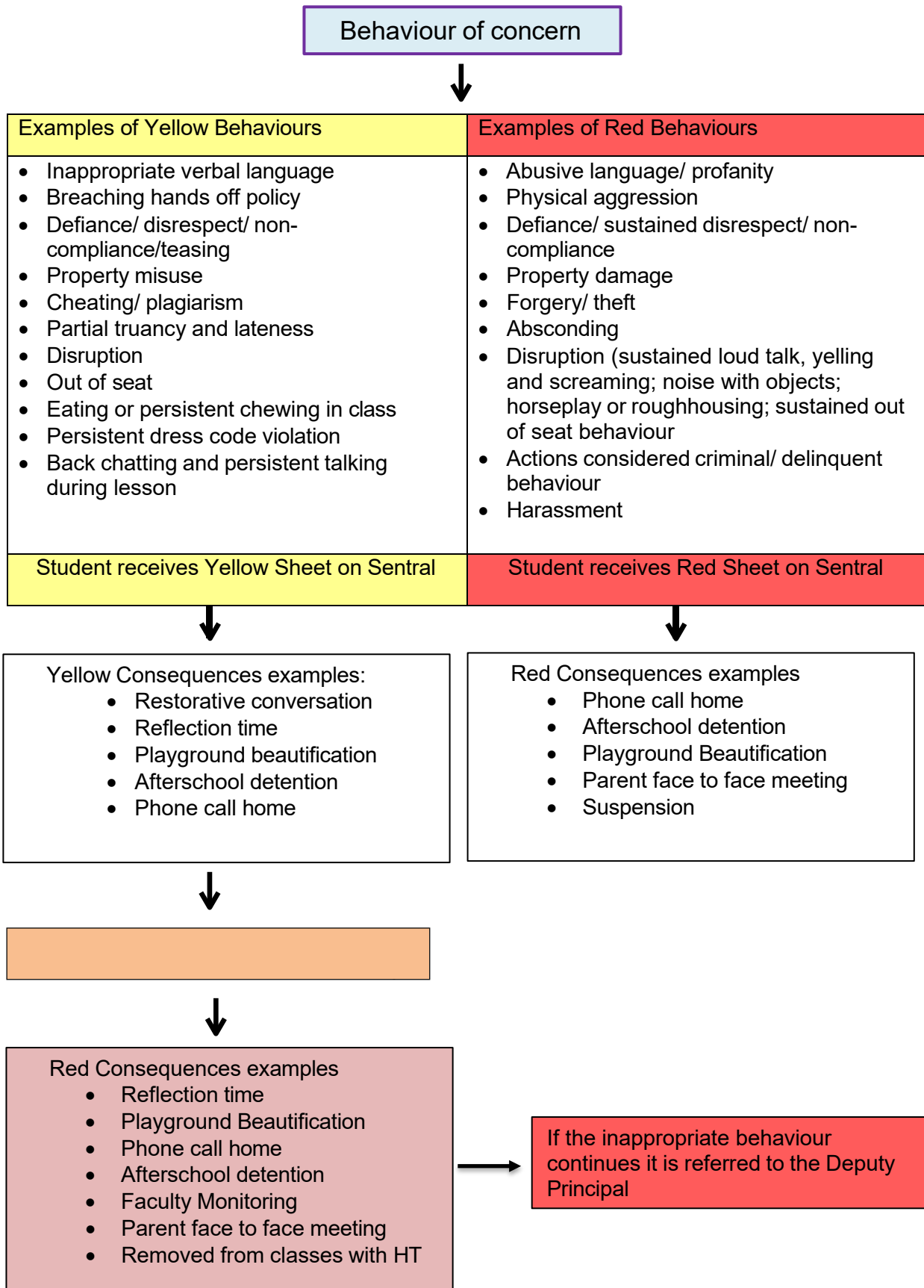
Students who are late to class miss valuable learning experiences.



CT – Classroom Teacher
HT – Head Teacher
DP – Deputy Principal

Behaviour Management

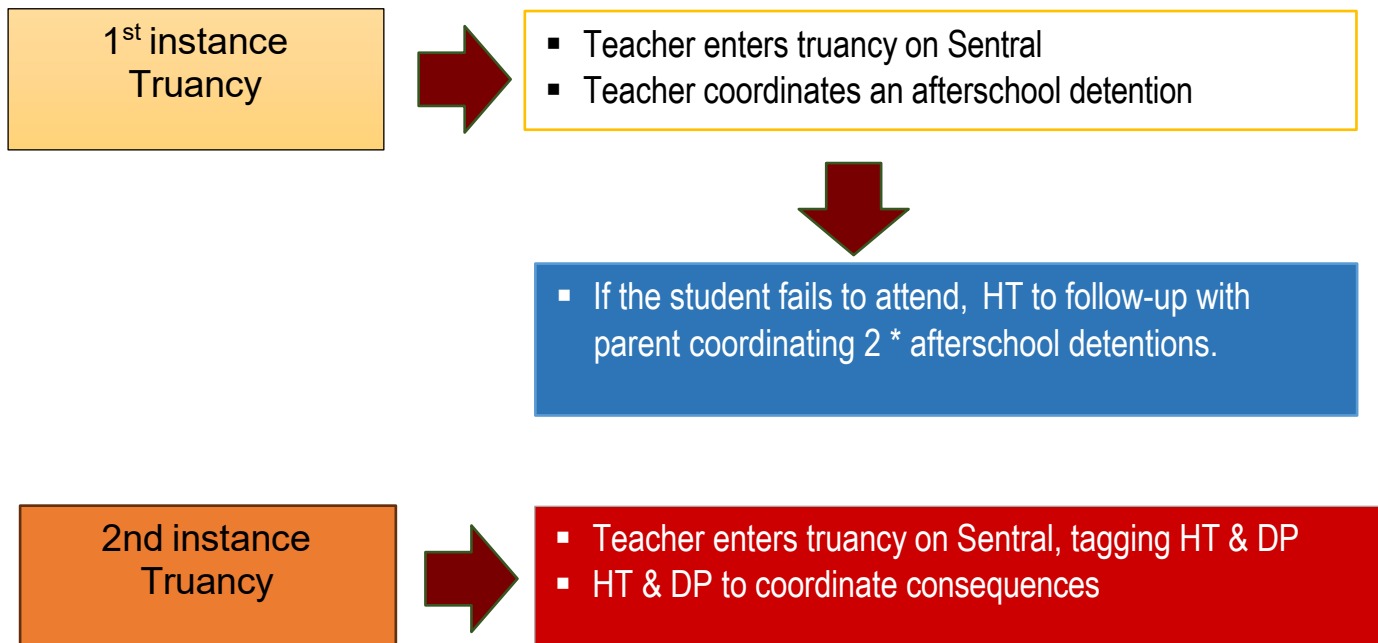
Poor behaviour choices are monitored by classroom teachers, who apply a consequence to guide the student in a more positive direction.



Truancy

Students are in the duty of care of teachers, and that is why it is critical to attend all timetabled classes. Truancy will be communicated with students and their families to identify underlying issues and support the student's return to regular attendance.

Years 7 - 12



CT = Classroom Teacher HT = Head Teacher

Lateness to school

School Canteen

A private operator runs the canteen service throughout the year. It offers a variety of tasty and nutritious foods and beverages and follows the 'Healthy School Canteen Strategy'. The Canteen is open to students before school, at recess, and at lunch. You can also place orders online.

Flexischools

Ordering online is simple. Download the Flexischools App from the Apple or Google stores and follow the prompts to create an account. You can also sign up through the Flexischools website flexischools.com.au. If you already have a Flexischools account, you can add a new student to your existing account. More information can be found on our school website.



Canteen Menu

Breakfast

Assorted toasted sandwiches	From \$4.00
Croissants (fresh or toasted): Plain	\$4.50
Cheese tomato	\$5.50
Ham cheese	\$6.00
Ham cheese tomato	\$6.50
Fresh fruit salad bowl	\$5.50
Raisin toast	\$3.00
Yoghurt & muesli bowl	\$5.50
Bacon & Egg Burger	\$5.50
Baked hash brown	\$2.00
Seasonal fresh fruit pieces	\$1.50
Assorted pastry selection	From \$3.00
Banana Bread (toasted)	\$5.00

Hot Food

Chicken Breast Burger	\$6.50
Spicy Chicken Breast Burger	\$6.50
Grilled Chicken Roll with Mayo	\$6.50
Beef Burger	\$7.00
Cheese Burger	\$6.00
Veggie Burger	\$6.00
Fish Burger	\$6.50
Sausage Roll Medium	\$5.00
Sausage Roll Large	\$6.00
Meat Pie	\$5.00
Potato Pie	\$5.50
Spinach & Feta Roll	\$5.50
Lean hot dog with sauce	\$4.50
Vegetarian Spring Rolls	\$5.00
Chicken Breast Nuggets	\$5.00
Baked Potato Wedges	\$5.00
Garlic Bread	\$3.00
Lasagna Beef or Vegetarian	\$6.00

ADDITIONAL HOT FOOD & SPECIALS AVAILABLE DAILY - CHECK SPECIALS BOARD

Wraps

Pre-order available, with the option to select your own fillings!

Middle Eastern Falafel Wrap	\$7.00
Chicken Salad Wrap	\$7.00
Chicken Caesar Wrap	\$7.50
Kafta Wrap	\$7.00
Chicken Hummus and Tabouli Wrap	\$7.50
Turkey Cranberry Wrap	\$7.00
Cheese and Salad Wrap	\$6.50
Build your own wrap (Before school over counter)	

Sandwiches

Cheese and Salad Sandwich	\$5.00
Chicken Sandwich	\$5.50
Ham & Cheese Sandwich	\$5.00
Turkey Cranberry Sandwich	\$5.00
Tuna Sandwich	\$5.00
Curried Egg Sandwich	\$5.00
Assorted Gourmet Focaccias/Rolls	\$7.50
Build your own sandwich (Before school over counter or Flexischools)	

Salads

A selection of salads will be available daily

Greek Salad	\$7.00
Chicken Caesar Salad	\$7.00
Thai Beef Salad	\$7.50
Falafel Salad	\$7.00
Build your own Salad (Before school over counter or Flexischools)	

ADDITIONAL SALADS AVAILABLE DAILY

PLEASE SPEAK TO OUR FRIENDLY STAFF FOR GLUTEN FREE OPTIONS

Library

The CPHS Library is open for all students at recess and lunchtime (excluding Tuesday lunchtime). In the even that the librarian is unavailable, the library will be closed to students.



Students are issued with an identification card for borrowing. Books are available for borrowing for two weeks. In:

- Years 7 and 8, students may borrow up to two fiction and two non-fiction books
- Years 9 and 10, students may borrow up to four fiction and four non-fiction books
- Years 11 and 12, students may borrow up to six fiction and nonfiction books.

Books may be returned before school, recess and lunchtime. Computers are also available for students to do schoolwork only. Books lost, damaged or unreturned must be paid for. Library privileges may be withdrawn from any student if their behaviour is inappropriate.

Students have access to a printer in the library. The cost for black-and-white printing is 5¢ per page, and for colour 30¢ per page. Students can put money in their printing account at the Front Office.

Safety requirements

When working in practical classroom areas, the students must observe special safety practices and wear safety equipment. This includes:



- *Protective apron* - Technology and Applied Science classrooms. This may be purchased from the school.
- *Hair tie/net* - Where a student's hair is of such length as to create a hazard in the practical workshop
- *Leather shoes* - Technology and Applied Science classrooms, Science classrooms.

The provision of the above safety equipment is the student's responsibility.

Students will be given general safety instructions before commencing practical work when necessary. Special instruction on specific power-operated machines will be given before use in Industrial Arts when necessary. **The school will supply specialised safety equipment during practical lessons, including eye safety protective shields and glasses,** which the student must wear whilst using a power-operated machine or during Science practical lessons.

Lockers

The school has a small number of lockers that will be available for hire by Year 7 students. The lockers are intended to support smaller students with heavy bags who might benefit from having a place to put books and equipment during the day. There are not enough lockers for all students. Therefore, they are hired for those who can establish a need for one. The cost to hire a locker for the year is \$20.00 (this includes a \$10.00 refundable key deposit). More information about lockers will be distributed at the beginning of the year.



Lost property

All items brought to school, including books, equipment, and clothing, should be clearly identified with their owner's name. Enquiries regarding lost property can be made at the Front Office.

Toilets/toilet blocks

Gathering in groups and leaving bags in toilet blocks are not allowed. Food should not be eaten in toilet blocks, and the area needs to be left clean, with toilet paper used responsibly.



Only one student per cubicle is permitted. Students in Years 7 to 10 must use the junior toilets. Only students in Years 11 and 12 are allowed in the senior toilets. This is clearly signposted upon entry into the toilet block. Failure to adhere to these rules may result in serious consequences.

Students wishing to use the bathroom during class time must have a signed permission note in the student's diary accounting for the date and time of absence from the duty of care from the supervising classroom teacher. In class time, students use the toilet in the front office.

Students with a medical certificate citing medical reasons for frequent toilet use will be identified in Sentral so that teachers will know their needs. Students must seek verbal permission from the supervising teacher before leaving the learning environment.

Travelling to and from school

Students are reminded that community members often judge a school based on the behaviour of students travelling to and from school. Be polite to community members when travelling between home and school and respect the peace and property of your neighbouring community. While in uniform, you always represent school values.



The School Opal card gives eligible students free or discounted travel between home and school using the train, bus, ferry and light rail services you nominate in your application.

Please use the link to access the Opal: [Get an Opal card | NSW Government | Opal](#)

Driving and parking responsibly

The beginning and end of the school day are busy times for pedestrians and drivers outside schools.



Road safety is of paramount importance. We expect students who drive to school to demonstrate absolute respect for road rules. Students observed breaching speed limits and/or driving with malicious intent will be reported to the police.

Students driving to and from school must follow the NSW Government Road rules. Students attending excursions or any school-organised activity that requires transport **MUST** use the school-organised bus or public transport. Under no circumstances are students allowed to drive a vehicle as an alternative means of attending the school-based excursion/activity.

Complaints by neighbours citing students blocking or partially blocking driveways may result in a serious breach of school rules.

We expect students to park their cars in consideration of neighbours' driveways. Park responsibly, even if it means walking further to the school gate.

Always give way to pedestrians, particularly when entering and leaving driveways.

Failure to comply with these rules and expectations may result in a suspension and/or further consequences.

Parents' and Citizens' Association

Parents/carers and citizens are invited to join this association, which meets once a term. These meetings are advertised in the school newsletter. By attending P&C meetings, parents/carers will get to know other parents/carers of our school community and better understand the school's goals. School policies and issues are discussed, and reports on school activities are given. Parent/carer meetings are also held at the school on Thursdays. These are information sessions on various topics that may be relevant to the parent/carer.



Vaccinations

NSW Health works with schools to offer human papillomavirus (HPV) and diphtheria- tetanus-pertussis (dTpa) vaccines to Year 7 students in a school-based vaccination program. In Year 10 students are vaccinated against meningococcal. For your child to be vaccinated, consent for each vaccine must be provided by the parent/guardian by completing an online form through the MyGov app. The vaccines are only provided free at school if you complete, sign and return the Consent Form while your child is in Year 7 and Year 10.



Sport

Sport Year 7-10

Condell Park High School students participate in a compulsory weekly sports program on Tuesday afternoons between 12.40pm and 2.30pm. A variety of options that promote physical activity are available to students.



Grade Sport

Students who wish to play in a competitive structured game may wish to trial for a grade sport. Grade sports involve a round robin style competition against other schools in the Bankstown Secondary Schools Sports Association. These schools include Chester Hill HS, East Hills Boys HS, Moorebank HS, Picnic Point HS, Punchbowl Boys HS, Sefton HS, Sir Joseph Banks HS and Strathfield South HS.

Grade competitions run over three seasons. Students involved in a winning team in the grade competitions receive a trophy from the zone.

Grade sports rotate each season and include Soccer, Oz tag, Volleyball, Netball, Basketball, European Handball and Dodgeball. There are competitions for both genders with one mixed competition offered each season. Students from Years 7 and 8 are permitted to trial for the junior grade teams. Students from Years 9 and 10 are able to trial for a senior grade team.

Grade sports are run at a central venue, which means all teams in the competition attend the same venue every week of the season. Some venues require students to travel by bus at a cost of \$7.00 per week which is payable as they board the bus. Buses leave for sport at 12.10pm and students are required to meet the supervising teacher on the front lawn at the start of lunch. Some venues are in close proximity to the school and students can walk to the venue. Students walking to the venue are required to meet their supervising teacher on the front lawn at 12.40pm.

Students who trial for and are selected in a grade team are expected to make a commitment to that team for the entire season. Students will be made aware of any costs or requirements for their sport at the trials.

Recreational Sport

Students who do not wish to be involved in a grade sport or are not selected will enrol in a recreational sport. Recreational sports vary from season to season with a range of options available at venues both in school and out of school. Sports offered may include tennis, table tennis, gym, ten pin bowling, ice skating, basketball, netball, volleyball, Oz tag, touch football, soccer, handball, badminton, skipping and dance. Some sports have a weekly cost, for example, tennis - \$3.00 per week and some require travel by bus, for example, ten pin bowling - \$15.00 per week. Students pay for ice skating and ten pin bowling at Recess time in the Foyer (correct money is appreciated). Permission notes are sent home each season for sports that leave school and will inform parents/carers of any costs involved.

Recreational sports are not competitive and give students an opportunity to participate in regular physical activity with a focus on fitness, personal development and team building skills.

Non-Sport

Students who are sick/injured on Tuesdays are required to bring a note from home. They will then attend non-sport in the library between 12.40pm and 2.30pm where they are expected to participate in structured learning activities. Students who become sick or injured throughout the day can see the Sports Coordinator for permission to attend non-sport. Students must obtain a slip from the Sport Coordinator to be able to attend non-sport. Students who do not wear the full and correct sports uniform must attend non-sport.

Representative Knockout Sports

Condell Park High School also participates in a variety of regional representative knockout sports throughout the year. These competitions are run in a knockout format, meaning you must win every game to progress in the competition. The top two placed sides in the Sydney South West regional competition will progress to the Combined High Schools state finals. The coach of each team will advertise trial dates in the daily notices and on assembly. Game dates and times will vary for each match. Students in these knockout teams will miss normal classes at times and it is their own responsibility to catch up on any missed work.

Knockout sports on offer each year depend on student interest and may include:

- Open boys soccer and open girls soccer
- U/15s boys soccer and U/15s girls soccer
- Open boys rugby league and U/14s boys rugby league
- Open boys touch football and open girls touch football
- Open boys basketball and open girls basketball
- U/15s boys basketball and U/15s girls basketball
- Open boys volleyball and open girls volleyball
- Open girls netball

Carnivals

Condell Park High School students have the opportunity to participate in three carnivals throughout the year: the Swimming Carnival, Cross Country and Athletics Carnival. Students who perform well in these carnivals may earn qualification to the Bankstown Zone Carnival. Students then have the opportunity to progress to regional, state and national championships.