Cherrybrook Technology High School

2026 Stage 4 Booklet
Years 7 & 8

28-44 Purchase Road
Cherrybrook NSW 2126

P: 02 9484 2144
E: cths.school@det.nsw.edu.au
W: https://cths.schools.nsw.gov.au

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Welcome from the Principal

Dear Students

Cherrybrook Technology High School is an exceptional, comprehensive, coeducational high school. Our motto, "Achieving Together," reflects our commitment to fostering a strong community. At CTHS, we strive to provide all students with a caring and safe learning environment where they can achieve their full potential. Our core values of Respect, Responsibility and Engagement are embedded in our expectations and behaviour management strategies. We also strive to effectively use technology to support and enhance student learning.

Starting at a new school is an exciting time. You will have a diverse range of new experiences and specialist teachers for each subject instead of just one class teacher, as you did in primary school. Additionally, you will have a broad and varied curriculum, which you can clearly see with a quick look at your timetable.

Although starting at a new school can be exciting, it can also feel a little daunting. You will notice CTHS has more students than your previous school and its size may take some time to adjust to. However, it's important to know, Cherrybrook has exceptional wellbeing systems in place, as well as a variety of programs to support students. There are also many extracurricular programs and clubs designed to help everyone quickly feel included in the school community.

I hope you are excited to achieve your potential in a secondary school which has high expectations for student learning, behaviour and uniform, and you grasp the many opportunities this fantastic school has to offer.

Yours sincerely

Mr Matt Townsend
Principal

Welcome from the School Captains

Welcome to Cherrybrook Tech!

We're Dominic and Emily, and we are so excited to be your School Captains! You are about to embark on a new, exciting and amazing adventure. As we look back on our time in Year 7, the thing which stands out most to us is all the things we MADE in that first year.

For the musicians, performers or artists in the room, high school is an amazing time to get your creative juices flowing. In CAPA lessons, and ensembles - concert band, drama ensemble and choir, just to name a few! - there are so many opportunities to create songs, productions and artworks. If you're lucky, your mum might end up putting your still life painting of a fruit bowl on the fridge!

But maybe singing or drawing isn't your thing, and you're keener for tech classes. For us, these were where we got to do LOTS of producing - making rings in metalwork, wind-up toys in woodwork, growing lettuce in agriculture - and of course, making delicious honey joys in food tech.

Of course, there will come a time where you have to prepare for the dreaded exams. We both remember making lots of study notes in English and flashcards for French! It is so important to work hard, but while marks might feel like everything, remember to enjoy your subjects too. You will always have the support of your teachers - and ask for help, as the effort you put in is the reward you reap.

But all in all, the most important things we made in Year 7 were memories and friends.

From spending time with our Peer Support leaders, participating in Bounce Back day and knocking over our teachers in inflatable bubble suits, and surviving on only a few hours of sleep at Year 7 Camp (make sure you pack your toothbrush!), Year 7 is a truly unforgettable time. Across the year, you will have amazing experiences which will - like they have for us - become amazing memories. Make sure to participate in the swimming and athletics carnivals, where you can hang out, eat great food and win some of those sweet, sweet house points!

And though it is daunting to see so many new people, Year 7 is a chance to make long-lasting friendships. These people will shape your high-school experience, from the bus rides to the funny moments in your core class, to the times you accidentally light things on fire using bunsen burners. We can safely say that the friendships you make in Year 7 are some of the most rewarding you will have in your life.

Looking back on Year 7, we are so grateful for everything we've made. You have so much to look forward to.

So here is our final piece of advice: take a hold of every opportunity. MAKE the most of this incredible school!!

Have fun, stay safe and we look forward to an amazing year together :)

Dominic and Emily, your School Captains.

Emily Woo & Dominic Drabsch
School Captains

Deputy Principals

The four Deputy Principals are responsible for the day to day operation of the school and deal with matters related to discipline. The Deputy Principals can be contacted if your child has been involved in a serious issue at school, has been suspended or placed on a level.

Mrs Alison Gatt
Deputy Principal, Wellbeing
alison.gatt@det.nsw.edu.au

Mr Brett Clements
Deputy Principal, Curriculum
brett.clements@det.nsw.edu.au

Mr Matt Fisher
Deputy Principal, Systems
matthew.fisher12@det.nsw.edu.au

Ms Rebecca Donoghue
Deputy Principal, Structural Leadership
rebecca.donoghue@det.nsw.edu.au

Head Teacher Stage 4

The Head Teacher Stage 4 should be the first person parents contact if they have any concerns related to the curriculum, discipline or wellbeing. The Head Teacher Stage 4 will also coordinate the placement of students into their Year 7 and 8 core classes and follow up reports of truancy. The Head Teacher Stage 4 works closely with the Year Advisers and Deputy Principals to support students.

Ms Rebecca Howard
rebecca.howard11@det.nsw.edu.au

Stage 4 Year Advisers

The Year Adviser should be the first person students contact if they have any concerns related to friends, classwork or school. It is very important students know who their Year Advisers are and where they can be found.

Year 7 Advisers

Miss Ellen Berios
PDHPE

Mr Harrison Beer
Maths

Year 8 Advisers

Ms Zahra Stace
CAPA

Miss Victoria Porreca
Science

Other Teachers who can help you

Head Teacher Student Programs: Mrs Juliet Navarro is responsible for monitoring student attendance and organising the vaccination program.

English as an Additional Language or Dialect (EALD) Teacher: Mrs Alana Carniato assists students who are from non-English speaking backgrounds develop speaking, listening, reading and writing skills. Referrals can be made through class teachers, Year Advisers or from students and parents directly.

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Head Teacher Wellbeing

The Head Teacher Wellbeing manages all students with specific health, learning and social needs. The Head Teacher Wellbeing is also responsible for the implementation of wellbeing programs, which support students in reaching their potential and to feel safe and secure in the school environment. The Head Teacher Wellbeing heads a large team of people who work together to support individual students. You should contact the Head Teacher Wellbeing regarding health issues or bullying.

Mr Peter Hind
peter.hind@det.nsw.edu.au

Student Support Officer

The Student Support Officer assists in the implementation of the school's wellbeing programs, helping students develop social and emotional skills through targeted programs and strategies which build resilience, coping skills and positive relationships.

Ms Jenny Sharkie
Student Support Officer

School Counsellors

The School Counsellors assist students with any personal problems of a social or emotional nature. Parents can also contact the School Counsellors.

Learning Support

The Learning and Support Teacher provides support for students with additional learning and support needs through a range of strategies including the areas of social integration, language and communication, literacy, numeracy and behaviour. Referrals can be made through class teachers, Year Advisers or from students and parents directly.

Mr Stanley Liu
Learning & Support Teacher

Mrs Louise Fletcher
Student Learning
Support Coordinator

Key Learning Area (KLA) Head Teachers

KLA Head Teachers are responsible for the courses of study provided in each of their respective Key Learning Areas. They coordinate the programs of work and monitor the progress of students and classes in their subject areas. They should be contacted if parents have concerns about their child's progress in a particular subject area.

Key Learning Area	Head Teacher
Creative and Performing Arts (CAPA)	Ms Lisa Holt
English	Mr Stephen Henry & Ms Emma Campbell
Human Society & Its Environment (HSIE)	Mr Nicholas Fernandez (Geography, Economics & Legal Studies)
Human Society & Its Environment (HSIE)	Mr Peter Hartman (History)
Languages Other Than English (LOTE)	Mrs Masami Arkins
Mathematics	Mrs Jennifer Bowen & Ms Josephine Iacona
Personal Development, Health & Physical Education (PDHPE)	Mr Jeff Perry & Ms Jessica Morgan
Science	Mrs Marina Siratkov
Technology & Applied Studies (TAS)	Mr Oliver Meredith (Industrial Arts & Computing Technology)
Technology & Applied Studies (TAS)	Mrs Lisa Robinson (Food Tech & Textiles)

Administration and Wellbeing Head Teachers

Area	Head Teacher
Stage 4 - Years 7 & 8	Ms Rebecca Howard
Stage 5 - Years 9 & 10	Mr Gary Monahan
Stage 6 - Years 11 & 12	Ms Florence Adamou
Wellbeing	Mr Peter Hind
Student Programs	Mrs Juliet Navarro
Administration	Mr Christopher Edinborough
Administration - Facilities	Ms Belinda Eathorne
Teaching and Learning 1	Mr Grant Robinson
Teaching and Learning 2	Ms Thushani Srignanaguru

All Year Advisers

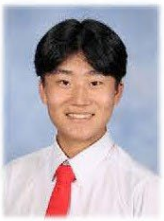
Year Group	Year Advisers
Year 7	Miss Ellen Berios & Mr Harrison Beer
Year 8	Mrs Zahra Stace & Miss Victoria Porreca
Year 9	Ms Jessica Morgan & Mr David Oksinski
Year 10	Mr Julian Lawrence & Ms Angela Zappala
Year 11	Ms Alice Lai & Ms Aparna Vishwanathan
Year 12	Ms Katherine McLean & Mr Christopher Fletcher

2025-2026 Student Leaders

Stage 4 Representatives

The Stage 4 Representatives are students in Year 12 who have accepted the responsibility for being the special link and guide for Stage 4 students in the demanding times ahead. As senior students, they will always be in the playground for students to seek advice and guidance during recess and lunch.

School Captains		Vice Captains	
Emily Woo	Dominic Drabsch	Taylor Chilwell	Karl Doak

Principal's Representatives		International Relations Representatives		Environmental Representatives	
					
Annabelle Floro	Joseph Tsaur	Natalie Woo	Akshunya Sharma	Amanda Ho	Samuel Gu

Stage 4 Representatives			
Aydin Ajam	Sayaka Chuah	Pranali Gor	Angus Wilson

Stage 5 & Social Justice Representatives		SRC Public Relations Representatives	
Lakshmi Meghana Jujjuru	Isaac Henry	Michelle Barreto	Oscar Zhao

School-wide Expectations and Rules

At Cherrybrook Technology High School, all students have the right to feel happy and safe at school and enjoy learning. The core expectations for all students and staff are set out below. These are the foundations of a safe, effective and encouraging learning environment.

Respect	Responsibility	Engagement
I will: • Be honest and truthful • Allow my teachers to teach • Respect the property of others • Speak and behave courteously • Treat others with dignity and respect • Value the interests, abilities and cultures of others.	I will: • Follow teachers' instructions • Use technology appropriately • Take ownership for my actions • Wear the school uniform with pride • Use equipment correctly and safely • Complete all tasks and submit them on time.	I will: • Be prepared for learning • Actively participate in learning • Complete all tasks to the best of my ability • Arrive to all classes on time, ready to learn • Take on challenges and embrace opportunity • Strive to achieve the highest standards in my learning.

Students Requiring Individual Health Care Plans

Individual Health Care Plans should be developed for medical conditions including:

- **Anaphylaxis/Allergic Reactions and Asthma**
- **Type 1 diabetes, epilepsy and any other severe medical conditions**
- Any student who is diagnosed as being at risk of an emergency
- Any student who requires the administration of specific medications.

If a student has a severe medical condition, parents/carers and the student's Doctor (medical practitioner) must complete an Individual Health Care Plan. Plans will need to describe the student's condition and outline the procedures to be followed at school. These procedures may need to be negotiated between the parent/carer and the school in a meeting with Head Teacher Wellbeing, Mr Hind. Plans should be reviewed annually or when the parent/carer notifies the school, the student's health needs have changed. Health Care Plan forms are available from Mr Hind.

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Anaphylaxis and Asthma Procedure

On Your First Day of School

Anaphylaxis

1. Make sure you have your Adrenaline adrenaline device **in your school bag** (EpiPen or Anapen)
2. Your adrenaline device **must** have your **RED ASCIA Action Plan wrapped around it!**
3. Come to the front office at **8.15am** and show the First Aid Officer your adrenaline device. We will record the expiry date and batch number.
4. Your adrenaline device **remains in your school bag and ALWAYS stays with you!**

Asthma

1. Make sure your **Asthma inhaler** is in your school bag with your **Asthma Action Plan!**
2. Make sure your inhaler is clearly labelled with your name.

EpiPen

Anapen

Asthma Inhaler

Throughout the School Year

Anaphylaxis - It is your responsibility to carry your adrenaline device each day.

- Adrenaline device spot checks will happen periodically during the year to ensure you have your current adrenaline device and ASCIA plan in your bag.

Asthma - You should carry your **Asthma** inhaler in your bag every day.

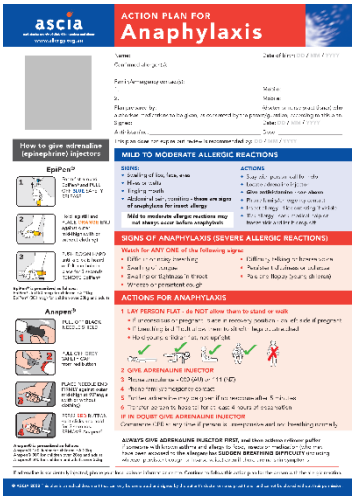
Excursions - Anaphylaxis and Asthma

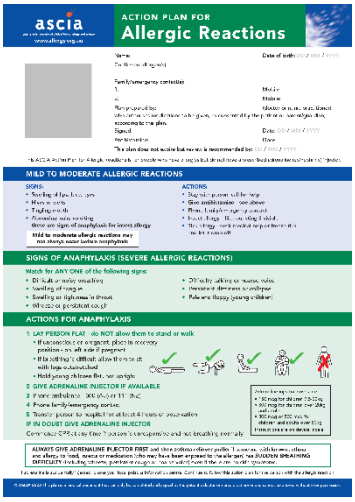
1. **Before** leaving the school grounds for an excursion, the teachers will ask to see your adrenaline device with your ASCIA Action Plan and/or your asthma inhaler.
2. You **MUST** have your adrenaline device and/or Asthma inhaler with you.
3. If you **do not** have your adrenaline device and/or Asthma inhaler your parents will be contacted and you will be excluded from the excursion.

Anaphylaxis/Allergic Reactions

It is the role of the parent/carer to:

- Inform the school of the health needs of your child upon enrolment and when the health needs of your child change
- Ask your child's medical practitioner (Doctor) to complete a current **full colour ASCIA Personal Action Plan for Anaphylaxis/Allergic Reactions,** an **Individual Health Care Plan** cover sheet (provided by the school) and a **Parent Consent for a Doctor to Provide Information form** (provided by the school). These forms **must** be returned to the school **BEFORE** your child commences
- Provide the equipment and consumables for carrying out health care support procedures as specified in the student's ASCIA Personal Action Plan, including an adrenaline device where appropriate
- Provide students **with an up-to-date adrenaline device** which must be carried, with a copy of their ASCIA Personal Action Plan, at **ALL** times
- Provide a photograph of your child for display in the school
- Provide permission for the school to administer prescribed medications, where necessary
- If your child requires an ASCIA Personal Action Plan, please contact Mr Hind, Head Teacher Wellbeing or the First Aid Officer
- Forms are available online from https://www.allergy.org.au





Asthma

It is the role of the parent/carer to:

- Inform the school of the health needs of your child upon enrolment and when the health needs of your child change
- Ask your child's medical practitioner (Doctor) to complete the **Asthma Action Plan** and return it to the school **BEFORE** your child starts at the school
- Provide the equipment and consumables for carrying out health care support procedures as specified in the student's Asthma Action Plan
- Replace Asthma medication when it expires
- Provide a photograph of your child for display in the school
- Provide permission for the school to administer prescribed medications
- If your child requires an Asthma Action Plan, please contact Mr Hind, Head Teacher Wellbeing or the First Aid Officer
- Forms are available online from https://www.nationalasthma.org.au.

Starting High School Information

The Department of Education has produced a variety of guides to assist students who are starting high school and provide advice for their parents. These can be found at Starting High School.

Preparing for your first day of High School

School hours are 8.30am to 3.00pm. On the first day of high school the following items are needed:

- At least one exercise book to write in; students won't have their timetables prior to starting, so will use one book for the whole day
- Laptop (fully charged)
- BYOD User Charter, signed by student and parents/carers
- Pens, pencils, glue stick, eraser, ruler, earbuds/headphones (which are laptop compatible)
- Lunch and recess.

Wear the correct summer school uniform and be at the MPC (school hall) by 8.30am, ready for an assembly. Parents should leave students at the school gates and **will not** be allowed to enter the MPC. The first day of school will be a mixture of classes and Peer Support activities. Regular lessons will begin on the second day of school.

Parent and Carers Involvement and Participation

How can parents become involved at CTHS?

Parents can be involved at CTHS through attending the P&C Meetings and helping in the Canteen.

When are the P&C Meetings?

The P&C hold meetings twice a term at 7.30pm in the Staff Common Room. The meetings feature presentations providing parents, carers and the community the opportunity to learn more about specific programs operating within the school or addressing topical issues relevant to students and families. The meetings are advertised in the weekly newsletter *Network*, the CTHS calendar and the P&C page on the CTHS website.

What is the P&C Executive?

The P&C Executive is a group of eleven parents who are elected at the Annual General Meeting. The date for this meeting can be found on the school calendar and on the school website. Their role is to oversee the financial management of the school and many other decisions around P&C activities. Parents are welcome to become involved at an executive level.

P&C Support

The P&C provides financial support throughout all Key Learning Areas to enhance the educational opportunities available for ALL students at CTHS. This is largely done through the P&C voluntary support paid by parents each year. Funds received for building and grounds, go directly into the improvement of the grounds and facilities. Donations to the Building Fund are tax deductible.

CTHS has gained a reputation for its outstanding facilities and achievements. Many of these have been funded or partially funded by the P&C, including the new STEM building, the shade structure over the Piazza, covered outdoor multipurpose courts, a variety of landscaping projects, school productions and band equipment. To ensure the continuation of our excellent programs and facilities, your continued support is greatly appreciated.

How can I find out what is happening with the P&C?

The P&C have a page on the school website, listing past minutes, news and dates to remember, contact details of the P&C Executive and other relevant information. Go to the CTHS Community page of the CTHS website https://cths.schools.nsw.gov.au/.

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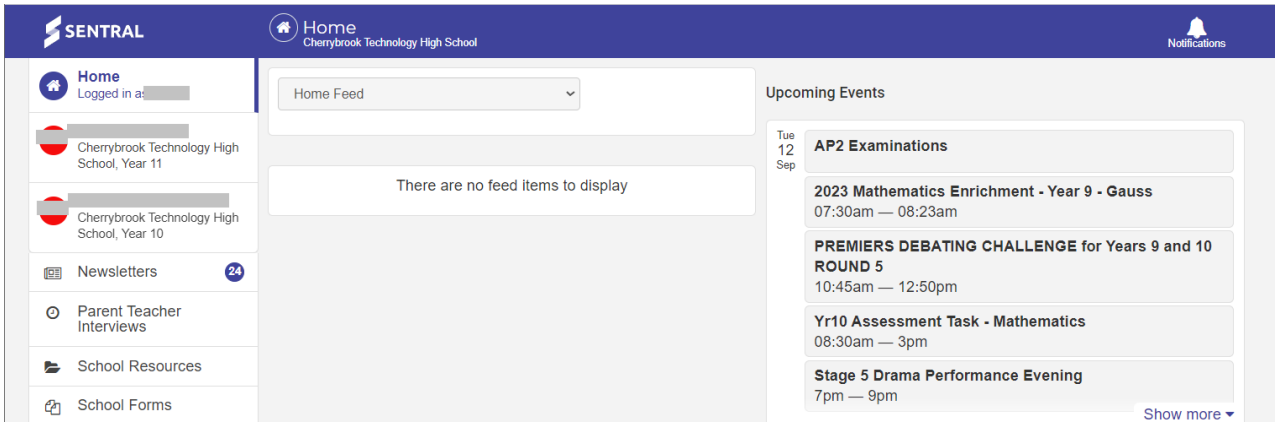
Communication - Parents and Students
Parents

CTHS Website
The Cherrybrook Technology High School website, https://cths.schools.nsw.gov.au, contains a range of information about the school and its community.

Sentral Parent Portal
Parents will be emailed instructions on how to create a Sentral Parent Portal account during the first few weeks of Term 1, after your child has commenced schooling at CTHS. The Parent Portal gives you access to a variety of information including your child's timetable, daily attendance records, reports, wellbeing records and links to the school newsletter, calendar and school policies. It is essential you keep a copy of your username and password, as this will remain the same for the entire time your child is at school. If you have more than one child at the school you will use the same login for all your children.
https://cths.sentral.com.au/auth/portal?user_type=parent



Sentral App
This is a free app which can be downloaded from the Apple App Store or Google Play. This provides school information, the latest newsletters, maps, dates of upcoming events and much more. By enabling the push notifications, you will receive important information instantly. The Parent Portal can also be accessed through this app.

Newsletter *(Network)*
The link to the CTHS online newsletter, *Network*, is emailed to all families each week. It is important for families to receive this regular contact from the school, so they can keep informed about upcoming events.

The DoE often blocks Hotmail accounts therefore it is preferable to use an alternative provider. It is essential parents are able to receive and open email attachments, as the school regularly uses this form of contact. Please notify the school immediately if you change your email address.

Social Media
CTHS is currently developing our presence on social media. Please find below the links to our social media platforms:

Instagram: https://www.instagram.com/cherrybrooktechhighschool

Facebook: https://www.facebook.com/cherrybrooktechnologyhighschool

Contact Details

- **Residential address**
- **Telephone - home, mobile and work**
- **Email address**
- **Emergency contact names and telephones**

CTHS utilises email or the Sentral Parent Portal for student reports, school newsletters and other relevant material. We also use text messaging and/or the CTHS app to notify you about your child's absence from school and urgent messages to all parents. To maintain effective communication, please notify the school immediately of any changes to your contact details.

If you change your residence to one outside the drawing area, your child's position at the school will be reviewed. Unless there are exceptional circumstances, the enrolment may be terminated.

Emails to Non-Custodial Parents

If you are a non-custodial parent and you wish to receive emails about Parent/Teacher Night, reports or have separate access to the Sentral Parent Portal, it is essential you email the school to arrange this.

Payments

All excursion/incursion consents, as well as any financial payments, are processed via School Bytes Student Finance. To register for your School Bytes Student Finance account, please use the following link https://portal.schoolbytes.education and follow the prompts.
https://portal.schoolbytes.education/auth/login
Once you have registered, you will have access to all financial records and history relating to your child/ren.

While our preference is for payments to be made via your School Bytes Student Finance account, we also accept payment via EFTPOS **at the school office**. If required, CTHS welcomes payments made by instalments.

For security reasons it is **not** advisable for students to carry cash at school.

Students

Sentral Student Portal

Students from DoE primary schools will already have a DoE Portal login username. This username will remain the same for high school. However, passwords need to be at least four characters, so may need to be reset. Students joining CTHS from private schools, interstate or international schools, will receive a DoE login during the first few days of school. This will allow students to access the internet through the secure School Portal.

Through the Sentral Student Portal, students will be able to view their timetable, Daily Notices and school bulletins.

Students can access the Sentral Student Portal via the following link:
https://cths.sentral.com.au/auth/portal.

Daily News

The Daily News provides students with information about what activities are happening within the school, as well as any room changes. Students are provided with Daily News information during roll call each morning and can also access this information via their Sentral Student Portal and the electronic noticeboard outside the MPC.

Canvas

CTHS uses Canvas as a learning management platform. Students can log into Canvas within a few days of starting at CTHS. Each student has access to a course for each of their subjects. Teachers provide a range of resources within each course. The type of information provided will vary from subject to subject. Students may also be able to access assignment and homework information, as well as lesson resources. The calendar option also provides the opportunity for student and teachers to create diary entries for items such as due dates for homework or study schedules.

CTHS uses Canvas as a communication and learning tool between teachers and students. Parents are not given individual access but are able to view Canvas with their child. This develops the self-regulated learning expected from high school students.

Students are blocked by default from accessing any department system including their school email, the student portal and Canvas from outside of Australia or using a virtual private network (VPN).

If your child needs to access school systems while overseas, you can apply for an exemption. To apply for an exemption, parents or carers can send a request to the school's general email address cths.school@det.nsw.edu.au. Once approved, your child will be able to access their school systems for the dates of their leave.

Bring Your Own Device (BYOD)

Under the BYOD Program, personal computing devices are brought to school to assist with student learning. The BYOD User Charter and Policy, as well as the Device Specifications which are recommended by the school, are available via the CTHS website. It is essential parents read this information **BEFORE** making any decisions about purchasing a device.

The BYOD User Charter must be completed and signed before students are permitted to bring their device to school and connect it to school facilities.

Parents must closely monitor all content on devices brought to school, including mobile phones and laptops. This includes, checking social media, text messages, programs, images, videos and games.

Mobile Telephone Usage

Students may **not** use mobile phones and other personal digital devices while on school grounds at any time. 'School grounds' extends to school excursions, sports carnivals and other events at the school or off site where an approved school activity takes place, unless otherwise advised.

Mobile phones and other personal digital devices include smart watches (permitted on airplane mode) and all other digital devices, as well as their associated listening accessories such as, but not limited to, headphones and earbuds.

Mobile phones are to be **'Off and Away'** all day from when students enter school grounds in the morning until they are in the designated bus line area or have left school grounds at the conclusion of the school day. This includes before school and at break times.

BYOD or school-issued laptops are NOT part of the ban. However, these devices cannot be accessed before classes or during breaks on school premises, except in the library or the covered area known as The Pavilion (between Block E and G) or a classroom under the supervision of a teacher. The use of devices at all times is strictly for the completion of schoolwork.

For further detailed information, please refer to the CTHS Digital Devices Policy.
https://cths.schools.nsw.gov.au/about-us/policies-and-reports/school-based-policies.

2026 Term Dates

Year 7 students commence school on **Monday 2 February 2026**. Term and holiday dates can be found on the school calendar on the school website.

Parent/Teacher Interviews

There is one Parent/Teacher Interview per year for each of Years 7 and 8, which is held during Semester 1. The dates will be included on the school calendar. Interview bookings are made online via the Parent Portal. You will receive an email approximately one week prior, advising you when the bookings will be open. **It is essential you book interview times as soon as you are informed.** Teachers are limited in the number of slots available for interviews, therefore, the sooner you book the more likely you will be able to arrange a suitable time. Non-custodial parents can also book separate interviews with teachers.

If you are unable to attend a Parent/Teacher Interview, the school is **NOT** able to arrange another time for you to have individual interviews with your child's teachers.

Year 7 interviews are conducted face-to-face while Year 8 interviews currently take place online.

Reports

Parents are emailed when reports can be accessed via the Parent Portal. Hard copies of reports are **NOT** sent by mail or given to students to take home. Please notify the school immediately if you change your email address to ensure you receive all information.

An Interim Report is provided for Year 7 students only. It is a **very brief report** available via the Parent Portal towards the end of Term 1. This report will let you know how your child has adjusted to the routines and expectations of high school. There are no marks or grades included, just an indication of whether your child is working to the best of their ability.

Full and detailed Semester 1 and Semester 2 reports will be available through the Parent Portal at the end of Term 2 and Term 4. Please refer to the school calendar for specific dates. Each of your child's teachers will provide information about your child's progress over the whole semester period.

National Testing (NAPLAN)

All Year 7 students in Australia will sit the National Assessment Program, Literacy and Numeracy (NAPLAN) tests covering Language, Writing, Reading and Mathematics. Parents will receive a report showing how their child has performed against the agreed national benchmarks. NAPLAN testing will be held each year and results will be sent by mail to parents towards the end of the year.

It is essential you provide the school with your current residential address, to ensure you receive your child's NAPLAN results.

Subject Equipment List

The following list of equipment is required by Year 7 and 8 students. Use this list as a guide to purchase students' equipment from an office supplies shop prior to starting school.

Creative & Performing Arts (CAPA)	• 1 x 48 page A4 Music book • 1 x A4 Visual Arts process diary
English	• 1 x 64 page A4 exercise book
Human Society & Its Environment (HSIE)	• 2 x 48 page A4 exercise books
Languages Other Than English (LOTE)	• 1 x 48 page A4 exercise book
Mathematics	• 1 x CASIO fx-8200 AU calculator (at school purchase) • 1 x 128 page A4 grid book
Science	• 2 x 48 page A4 exercise books
Technology	• 1 x CTHS red school apron (at school purchase)
General Equipment	• Earbuds/headphones compatible with laptop

Homework

It is expected students will receive regular homework. There are a range of tasks which could be completed for homework. These include:

- Assignments
- Homework questions and tasks
- Completing unfinished class work
- Pasting in worksheets
- Catching up on missed work due to absences
- Revising work for class test
- Summaries of class content

As a guide, if you are unsure whether your child has homework, check their exercise books or ask them to check their Canvas pages for unfinished worksheets or announcements regarding homework. At the very least, students should be keeping worksheets glued neatly in their books and ensuring they are completed.

Stage 4 Classes

Students will be placed in one of the following core classes: T, E, C, H, N, O, L, G, Y, B, R and K and will remain in their core classes for English, Mathematics, Science, History, Geography, Language, Drama and PDHPE. With the exception of the 'T' class and two top Year 8 Mathematics classes, all classes are mixed ability classes. This means core classes **ARE NOT** graded.

HPGE Classes - 7T and 8T

There are two Stage 4 classes which cater specifically for gifted students. These classes provide a range of challenging enrichment and extension opportunities. There is one class in Year 7 and one class in Year 8, designated as 7T and 8T. Year 7 students are placed in the T class for English, Mathematics, Science, History, Geography, Drama, PDHPE and Language and in mixed ability groups for Music, Visual Arts and Technology. Year 8 students are placed in the T class for English, Science, History, Geography, Drama and PDHPE and in mixed ability groups for Music, Visual Arts, Language and Technology. In Year 8 Maths, there are two top graded classes while the rest are mixed ability.

These classes are not a reward or privilege for 'good behaviour' or 'hard work'. In Year 7, students are assessed for placement in 7T by sitting an Entrance Examination, which is held at the school during the year prior to them starting in Year 7. Multiple criteria are used to determine the class and to ensure the selection process is fair and reliable. Placement of students in the 8T class is based on student academic achievement in Year 7 and recommendations from Year 7 teachers. There is no application process or Entrance Examination for 8T.

Stage 4 Subjects

Computing Skills

Year 7 students study Computing Skills for one period a week and in Year 8 it is one period every two weeks. Students learn about the safety and ethical issues related to multimedia technology and participate in competency-based programs, which develop skills to create, work with and modify documents and files. The aim of the program is to equip students to effectively use their personal computers to engage meaningfully in all of their lessons. They will learn specifically about the use of Cloud computing and online office applications in Year 7.

Drama

In Drama, students study two periods over a fortnight. In Year 7 and 8 students study voice and movement, puppetry and characterisation, improvisation, scripted drama, mime and drama games.

English

In English, students study eight periods over a two-week cycle. Throughout Year 7 and 8 they explore a range of engaging topics, looking at novels, non-fiction, film, animation, myths and legends, media, poetry and Shakespeare.

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Human Society and Its Environment (HSIE)

In HSIE, students study six periods over two weeks and study Geography for two terms and History for two terms. In Year 7 Geography, students investigate landscapes and landforms as well as water in the world. They will learn about the value of landforms and water resources, natural hazards, such as earthquakes and floods and the importance of environmental management. In Year 8 Geography, students examine human Geography issues such as the importance of communities and the impacts of globalisation. Throughout both years, students will learn to apply a variety of geographical tools to enhance their understanding of geographic issues and processes. In Year 7 History, students examine early humans and the beginning of ancient societies. They look at the work of historians and archaeologists and undertake a close study of Ancient Egypt and Ancient China. In Year 8 History, students look at the period from the fall of Rome to the discovery of the New World. They undertake in-depth studies of Medieval Europe, Japan under the Shoguns and the Spanish Conquest of the Americas. Throughout Stage 4 History, students continue to develop their use of historical skills and concepts.

Languages Other Than English (LOTE)

In LOTE, Year 7 students study three periods over two weeks, with an emphasis on skill development. Students study two languages from Chinese, French or Japanese. Each language is studied for one semester and will be dependent on the expertise of individual teachers allocated to the class. Year 8 students study six periods over two weeks with an emphasis on skill development and basic language content. Students study one language from Chinese, French or Japanese for one year.

Mathematics

In Year 7 and 8 Mathematics, students study nine periods over two weeks. They will study working mathematically, algebra, measurement, geometry, probability, statistics and number. Students learn to appreciate Mathematics as an essential and relevant part of life. They learn to apply Mathematical knowledge, skills and understanding to everyday problems as they undertake Mathematical challenges.

Music

Students will be placed in smaller, practical Music class groups. In Year 7, students study topics including, sound sources, getting the beat and instruments of the orchestra. The instrumental focus is on ukulele and voice. In Year 8 Music, students look at early rock and blues, Australian music, small ensembles and then embark upon an exploration of Music for radio, film and television. The instrumental focus is guitar.

Personal Development, Health & Physical Education (PDHPE)

Students study eight periods over two weeks in Year 7 and seven periods over two weeks in Year 8. In the theory component, Year 7 students study bullying and harassment, including cyberbullying and safety, child protection, smoking awareness, nutrition, body image, self-esteem and growth and development. The Year 8 theory program covers information on cannabis, disease, discrimination, pregnancy and childbirth, road safety and risk taking, and a healthy lifestyle. Throughout Year 7 and 8, students will participate in a range of sporting activities including, netball, soccer, touch football, basketball, Australian rules, cricket, gymnastics, dance, athletics and swimming. Fitness is an integral part of all units. Sport is integrated into PDHPE lessons.

Science

In Science during Stage 4, students study eight periods over two weeks. In Year 7, students will study physical and chemical changes, mixtures and separation, ecology, astronomy, forces, cells and classification of living things. In Year 8, students will study energy, plants, rocks, electricity, chemistry and body systems, as well as completing a Student Research Project.

Technology and Applied Studies (TAS)

In Year 7, Technology students study a range of technologies including, animal and plant production, electronics, food, graphic design, mixed materials, information, metals, textiles and timber. In Year 8, students will be allocated a different area of study each semester. Students will also use computers to complete classwork, conduct research and produce aspects of project work.

Visual Arts

In Visual Arts, students will study design elements using a variety of traditional media. Students produce artworks in drawing, painting, ceramics, print making and computer software.

Special Religious Education (SRE)

Students who have opted into SRE, will attend one lesson per week in Year 7 and one lesson per fortnight in Year 8. Classes are taught by an authorised teacher appointed and employed by an association of local Christian churches to be at the school on a fulltime basis. During SRE classes, students are encouraged to question and explore the message of the bible.

Students will not be placed in a Special Religious Education (SRE) class unless this option is selected in the Online Enrolment System or the school is emailed with a request from parents/carers. The Department of Education Special Religious Education Policy can be found at https://cths.schools.nsw.gov.au/about-us/policies-and-reports/school-based-policies.

Opting into or out of these classes can be done at any time by emailing the school via cths.school@det.nsw.edu.au. These classes are open to students of any religious background. The curriculum followed in these classes may be viewed or downloaded at https://thinkfaith.com.au/.

Students who have not opted into SRE are provided with the opportunity to participate in supervised, self-directed study. This may be the completion of school assignments or homework, in-depth research into a school subject-related topic of their choice or wide reading.

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Sport

Students will be placed in one of the following sporting houses based on their Roll Call class: Charles, Taylor, Harrison or Strickland. Sport is integrated into PDHPE practical lessons, with students participating in a wide range of sports. It is expected all students attend and participate in the Swimming, Athletics and Cross Country Carnivals. These Carnival dates are clearly listed on the school calendar and also available on the Student and Parent Portals, as well as the school website. The arrangements are also discussed during PDHPE classes and permission notes will be sent home at the appropriate times.

Charles House (Red) is named after the school's first President of the P&C. Tim Charles was a driving force and community representative from the school's earliest beginnings. The ‘C’ stands for Community.

Taylor House (Yellow) is named after Headlie Taylor, who in the 1920's in Australia, developed a new style harvester which could lift crops which had been flattened by storms. A truly Australian innovation and an example of how technology has always existed and has led to the improvements in the way we do things. The ‘T’ stands for Technology.

Harrison House (Green) is named after the Harrison family who settled on a 65 acre block in the area in 1839, planted orchards and built a small timber cottage they called ‘Cherrybrook Cottage’. The name ‘Cherrybrook’ is believed to have come from the fact they grew cherry trees near the creek, which passed through their land. The ‘H’ stands for History.

Strickland House (Blue) is named after Shirley Strickland, the 27 year old teacher from Western Australia who was the first Australian woman to win a place in an Olympic Athletic Event with a Bronze medal in the 1948 Olympic Games held in London. Over three consecutive Olympic Games she collected seven Olympic medals - three Gold, one Silver and three Bronze. By the 1956 Melbourne Olympics she was a mother and won Gold in the hurdles. The ‘S’ stands for Sport.

Extracurricular Activities

There are a number of extracurricular activities students can participate in. These operate at different times during the year and include:

Activity	Teacher in Charge
Big Band	Mr Felton (CAPA)
Games Club	Mr Liu
Cherrybrook Tech Adepts - Tabletop Wargames Club	Mr Felton (CAPA)
Chess	Mrs Saxena (Maths)
Choir	Mr Felton (CAPA)
Christian Lunchtime Groups	Mr Eastman
Concert Bands	Mr Felton (CAPA)
Dance Ensemble	Ms Holt (CAPA)
Debating	English KLA
Drama Ensembles	Mr Lawrence (CAPA)
Environmental Initiative Group	Ms Eathorne (HT Admin)
Guitar Ensemble	Mr Felton (CAPA)
International Day	Mr Ibarra (PDHPE) & Ms La (LOTE)
Music, Art, Dance & Drama (MADD)	CAPA
Muslim Lunchtime Group	Dr Khan (Science)
Percussion Ensemble	Mr Felton (CAPA)
Public Speaking	English KLA
Ag Club	Mr Annetts (TAS)
School Play or Musical	CAPA
Social Justice	Ms Vishwanathan & Ms King (English)
STEM Club	Ms Sarna (TAS)
String Ensemble	Mr Felton (CAPA)
Student Representative Council (SRC)	Mrs Thomas

Students wishing to join an activity should see the teacher in charge, listed above. Regular information regarding these activities is also provided in the Daily News sheet.

Student Representative Council (SRC)

The SRC is a group of students in our school who are elected by their peers at the end of Term 2. SRC representatives remain on the SRC for one year. They meet every day during roll call and also once a week during lunch. They discuss student issues and coordinate all fund raising activities in the school. If students have anything they would like to raise or any fund raising ideas they should see one of the SRC Representatives.

International Day

The school celebrates International Day each year. On this day, students wear their traditional costume or adopt one of their choice. The morning starts with the Year 12 International Relations Representatives hosting an assembly which celebrates multicultural performances, including some fantastic vocal and musical items as well as traditional and modern dance numbers.

Mufti Days

A few times a year, students may be able to wear mufti/casual clothes to school. This may be organised by the SRC to raise money for charity and students are expected to bring a gold coin donation if they choose to wear mufti.

On mufti days, students must dress appropriately for school. This means clothing must be modest, not show any midriff and not have any offensive words or pictures. Students MUST NOT wear thongs or open shoes under any circumstances. Students will be required to wear their leather school shoes during practical Science and Technology lessons on mufti days, as this is a Work Health and Safety requirement. Students without the correct footwear will not be able to participate in practical work.

Stage 4 Gala Days

Gala Days allow all students to participate in competition sports against students in other classes. There are separate Gala Days for Year 7 and Year 8 (see school calendar for dates). There are a wide range of sports on the day and these cater for all students. It is expected ALL Year 7 and 8 students participate in their Gala Day sports activities.

Timetables

Students will receive a copy of their timetable on their first day. It is important students carry a copy of their timetable with them at all times. Students are also able to view their timetable on the Student Portal.

There is a Week A and Week B timetable which rotates weekly throughout the year. Students have six lessons (periods) per day. Recess is after period 2 and lasts for twenty minutes. Lunch is after period 4 and lasts for 40 minutes.

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Bell Times

Note: *Non Assembly Tuesdays will run on normal Monday bell times

	Monday	Tuesday*	Wednesday	Thursday	Friday
Roll Call	8:30 8:40(10)	8:30 8:40(10)	8:30 8:40(10)	8:30 8:40(10)	8:30 8:40(10)
1	8:40 9:34(54)	8:40 9:25(45)	8:40 9:34(54)	8:40 9:30(50)	8:40 9:34(54)
2	9:34 10:27(53)	9:25 10:13(48)	9:34 10:27(53)	9:30 10:19(49)	9:34 10:27(53)
School Assembly		10:13 Assembly 10:59(46)			
Recess	10:27 10:47(20)	10:59 11:19(20)	10:27 10:47(20)	10:19 10:39(20)	10:27 10:47(20)
3	10:47 11:40(53)	11:19 12:05(46)	10:47 11:40(53)	10:39 11:28(49)	10:47 11:40(53)
4	11:40 12:33(53)	12:05 12:50(45)	11:40 12:33(53)	11:28 12:17(49)	11:40 12:33(53)
Lunch	12:33 1:13(40)	12:50 1:30(40)	12:33 1:13(40)	12:17 1:13(57)	12:33 1:13(40)
5	1:13 2:06(53)	1:30 2:15(45)	1:13 2:06(53)	1:13 2:06(53)	1:13 2:06(53)
6	2:06 3.00(54)	2:15 3:00(45)	2:06 3.00(54)	2:06 3.00(54)	2:06 3.00(54)

Playground Rules

The playground must be a happy, safe and clean place for students to use during recess and lunch breaks and between lessons.

- This is a **NO TOUCH** school; no student should touch another student!
- Students must ensure activities are safe and do not cause injury
- Students must accept responsibility for tidiness and place all rubbish in the bins
- No student is permitted to climb on any roof; see a Deputy Principal if your ball goes on the roof of a building and they will arrange for it to be retrieved
- Handball games, using tennis balls, are permitted in most areas. However, games involving hitting or kicking larger balls are only allowed on the oval
- The oval is out of bounds at recess and Thursday lunchtimes
- Students should walk, not run on concreted areas.

Year 7 Playground Area

During Term 1, Year 7 students may have an area of the school set aside for them. This area will be communicated to Year 7 at the beginning of each year. However, Year 7 students can go to other areas of the school. After Term 1, the special Year 7 area reverts to general use by all students.

Before and After School

The playground is not for use before or after school. No student is permitted to visit and use the school playground out of school hours without special arrangement and supervision by a teacher.

Uniforms

The school uniform has been approved by the school community, including the P&C Association. All students are required to wear the correct uniform at all times. If a student is unable to wear correct school uniform, they should see a Deputy before school, with a signed, dated parental note, explaining the reason for being out of uniform. This will avoid receiving a lunchtime uniform detention. Uniforms are available from Lowes at Castle Towers or Lowes Online https://www.lowes.com.au/schools-online/cherrybrook-technology-high-school.

Junior Girls' Summer	**Terms 1 & 4**
Blouse	White short sleeved blouse with CTHS crest
Dress	Grey, white & red stripe dress
Shorts	Charcoal tailored shorts
Socks	White ankle socks - **No sockettes**
Jacket/Jumper	Black fleece pullover with CTHS crest &/or Black & red microfibre jacket with CTHS crest

Junior Girls' Winter	**Terms 2 & 3**
Blouse	White short sleeved blouse with CTHS crest or White long sleeved plain shirt
Skirt	Red & grey plaid skirt
Pants	Charcoal tailored pants
Tights	Black tights
Socks	White ankle socks - **No sockettes**
Jacket/Jumper	Black fleece pullover with CTHS crest &/or Black & red microfibre jacket with CTHS crest Black puffer jacket with CTHS crest
Scarf	Black scarf

Junior Boys' Summer	**Terms 1 & 4**
Shirt	White short sleeved shirt with CTHS crest
Shorts	Grey business shorts - **No baggy or cargos**
Socks	Grey socks with CTHS stripes
Jacket/Jumper	Black fleece pullover with CTHS crest &/or Black & red microfibre jacket with CTHS crest

Junior Boys' Winter	**Terms 2 & 3**
Shirt	White short sleeved shirt with CTHS crest or White long sleeved plain business shirt
Trousers	Grey business trousers - **No baggy or cargos**
Tie	Grey tie with CTHS crest
Socks	Grey socks with CTHS stripes
Jacket/Jumper	Black fleece pullover with CTHS crest &/or Black & red microfibre jacket with CTHS crest Black puffer jacket with CTHS crest
Scarf	Black scarf

Black leather business style school shoes for every student

Footwear Requirements

The Department of Education's Work Health and Safety Directorate, clearly states in the publication Footwear Guidelines (October 2012) that comply with Government Policy, enclosed leather footwear MUST be worn by students to ensure their safety. The school expects students to wear black leather shiny, business/conventional type, lace-up styled shoes. They must cover the top of the foot and have a low heel. Buckle styled shoes will be accepted as long as the shoes cover the top of the foot. The pictured shoe style has been endorsed by the school community. Areas where enclosed leather footwear are required include:

- Industrial Arts and trades workshops
- Science laboratories
- Canteen
- Food Technology
- Agriculture

If students present to class with inappropriate footwear, they will be offered alternative educational activities.

Footwear which is Not Acceptable

Students MUST NOT wear black leather joggers, black sports shoes, black leather skate shoes, black desert boots, black soft leather flat 'ballet' style shoes, black leather open styled 'Mary Jane' shoes, black fabric shoes or any similar styles to those listed.

Technology Apron

A standard red bib-style apron is required for Technology and is available for purchase and collection from the student reception during the year or as part of the equipment pack.

Top

PDHPE/Sport Uniform

This uniform is worn by both girls and boys during designated PE lessons.

Sports top	CTHS white polo top
Sports shorts	Microfibre sports short with CTHS crest
Track pants	Black track pants - **No leggings permitted**
Socks	White ankle socks
Shoes	Sports shoes - **Shoes must be supportive**
Jacket/ Jumper	Black fleece pullover with CTHS crest &/or Black & red microfibre jacket with CTHS crest - **No hoodies permitted**
Cap	CTHS cap

Acceptable PDHPE/Sport Footwear

The school expects students to wear lace-up sports shoes.

PDHPE/Sport Footwear which is NOT Acceptable

Students MUST NOT wear canvas shoes.

Stage 4 students are allowed to wear their PE uniform to school, if they have a practical PDHPE lesson for period 1. They must change into their normal school uniform after their PDHPE lesson. If they have PDHPE during other lessons, they must change at the start and end of the lesson in the PE change rooms. Students may wear their PE uniform home if they have a practical PDHPE lesson for period 6.

Lost Property

Please ensure all equipment and clothing is clearly labelled with your child's full name. There is a lost property cupboard located near the student reception for all unnamed large items. These items will be kept in lost property for a limited time, then donated to charity or the Scout's second hand clothing shop. Students can enquire at the front office regarding specific lost items.

Clothing Pool

The 1st Cherrybrook Scout Group operates a second hand clothing pool for Cherrybrook Technology High School uniforms as a service to the community. They have a range of summer, winter, senior, junior and sports uniforms available and are located in Appletree Drive, Cherrybrook https://cherrybrookscouts.com/.

For all CTHS uniform donations, please email the Scouts for opening times via cathy.cheng@nsw.scouts.com.au.

School Bags

Students should use a backpack which is large enough to carry each day's books, electronic device, PE clothes, lunchbox and drink bottle.

It is essential students pack **ONLY** the books they require for the day. Students may require assistance in the first few weeks to organise the correct equipment for each day.

The school DOES NOT provide lockers. With such a large number of students in the school this is not possible.

Top

Peer Support and Wellbeing

Students will have the opportunity to work with Peer Support Leaders (Year 10 students) and their teachers, learning valuable skills to enhance resilience and perseverance in school and everyday activities. Year 7 students will participate in these lessons during Terms 1 and 2. The school strives to have a more proactive approach to wellbeing, allowing students to be in control of their reactions and emotions.

They also participate in a range of other wellbeing programs, which focus on relationships, optimism, resilience, leadership, anti-bullying and citizenship. Students learn how to deal with confrontation in a positive, non-violent manner and how to be more assertive. This helps to build their self-esteem.

Bullying

There are a number of programs for Year 7 and 8 in the school, aimed at reducing the incidence of bullying. This message is reinforced in the Peer Support and Resilience Programs. Students are encouraged to report all bullying to a trusted person, such as their Year Adviser. All reports are investigated and serious cases will result in disciplinary action. Parents who are concerned their child is being bullied should contact Mr Hind, Head Teacher Wellbeing.

Signs to look for in your child

- Does not want to go to school or participate in school activities
- Does not appear to have friends
- Is missing belongings or has torn clothing
- Seems to have become fearful, anxious, is crying more and has increased negative self-perception
- Seems to have a drop in academic performance
- Has poorer physical health and changes in sleep habits.

How to help your child

- Take the bullying seriously
- Stay calm and positive
- Advise your child to report the bullying to their Year Adviser
- Seek help for your child to improve his/her social skills.

Cyberbullying

Cyberbullying is using technology to deliberately and repeatedly bully someone. Parents must monitor closely how their child is using technology. If a parent suspects their child is being bullied online, they should:

- Report it to the school - contact Mr Hind, Head Teacher Wellbeing
- Report the cyberbullying material to the social media service
- Collect evidence - copy URLs or take screenshots of the material
- If the content is not removed within 48 hours
    i. Report it to https://www.esafety.gov.au/key-topics/cyberbullying
    ii. Block the person and check privacy settings.

Canteen

The school Canteen is operated by the P&C and is staffed by paid employees, plus parent volunteers, who are rostered on to help once a month. The Canteen provides a high standard of service and quality food adhering to the State Government's Healthy Canteen Policy. All profits made in the Canteen are returned to the P&C for distribution throughout the school for additional services.

Voluntary assistance is always urgently required and very much appreciated. If parents have a spare day each month and would like to become a Canteen Volunteer, please contact the CTHS Canteen Manager on 9481 8410 between 8.30am and 2.30pm.

Online Lunch Orders

Parents can order lunches online through Flexischools https://www.flexischools.com.au/. Register by clicking 'register now' on the top right hand side of the screen. An email will be sent with a link to the registration page. Orders can be made at any time of the day or night. However, an account must be in credit to place an order. The food prices are the same as at school with a 25c order fee per order. An App is available for mobile devices.

Library

The CTHS Library is an excellent resource centre and provides an innovative, flexible environment, which is future focused, catering for students' educational and recreational needs. Students are encouraged to use the Library to work, read, access electronic resources, print assignments or catch up on a video they missed in class time. Teacher Librarians are happy to help with research for assignments.

Opening Times

8.00am - 3.30pm, Tuesday to Friday (3pm on Mondays) including recess and lunchtimes. However, the Library is closed during recess on Fridays.

Library Facilities

Students have access to networked computers, printing and photocopying facilities. Students will be issued with a school ID card and will need this to borrow from the Library. The Library catalogue can be accessed via the Student Portal or the school website.

Printing and Photocopying

All printing and photocopying costs are automatically deducted from each student's account. Year 7 students are initially given $10 credit for printing. When this is used up, they will need to see one of the Library staff to renew the credit at their own cost.

Borrowing Rights

Years 7-10: Six items

Borrowing Periods

Fiction and non-fiction: Three weeks
Magazines: One week

Overdues

Fines for overdue items are charged at 10c per item per day. Renewing resources before the due date avoids overdue fees.

Reservations

If an item is not available, it may be reserved via the online catalogue.

Attendance

Expectations

Students are expected to attend school each day and to be punctual. Students must be present throughout the whole school day and must not leave the school for any reason without specific permission. Each day commences with roll call at **8.30am** and finishes at 3.00pm.

School Bytes Online Forms

Digital versions of attendance forms are available via School Bytes. This allows parents/carers to digitally sign and submit forms using their laptop, device or mobile phone. While all forms are accessible via School Bytes, some are also available via our school website https://cths.schools.nsw.gov.au/information/forms.

Online School Bytes forms include:

- **Whole Day Absence Form**
- **Early Leaver Request**
- **Late Arrival**
- **Change of Details**
- **BYOD User Charter**
- **Laptop Loan Request**

To access the forms within your School Bytes account https://portal.schoolbytes.education, click on the Forms tab and then select the relevant form.

Alternative Options

Leaving Early - Planned

If a student needs to leave school early, they ***must*** provide a signed note from their parent/carer giving reasons for the partial absence. Students must **hand the note** in at the **student reception before 8.30am** (or at recess) where they will be issued with a leave pass. They present this leave pass to their class teacher and leave school at the approved time.

Leaving Early - Unplanned

Parents **MUST** contact the school in person or by telephone (not by email) to arrange for students to leave early on short notice. The school will pass on the message to the child. The student must then collect their leave pass from the front office before leaving the school.

Students must NOT contact parents to arrange to go home. All contact regarding early leave MUST go through the front office.

Arriving Late

All students arriving to school after 8.40am ***must*** sign in at the student reception, **WITH THEIR STUDENT ID CARD,** where they will be issued with a late note. All late arrivals are required to have a signed note from their parent/carer giving reasons for being late. No note or an unjustified reason results in a detention.

Notes Explaining Absences

If a student is absent for any reason, parents/carers are required to send a note to school explaining the reason for the absence, unless an explanation has been given in reply to a text message from the school (see below). Notes **must** be signed and dated and clearly state the student's **full name**, **school year** and roll class. This note should be placed in the Absence/Late Notes box at the student reception. Please be advised, any days where a note is not provided, including late arrivals, will be recorded as an Unexplained Absence on the student's semester report.

Students who are absent for **four or more** consecutive school days due to illness or injury are required to provide a **medical certificate** on their return to school.

Notification of Absences by Text Messaging

Cherrybrook Technology High School uses text messaging software to notify parents or carers of their child's whole or partial absence from school. Parents/carers can respond to the text message to explain the reason for their child's absence from school. However, this is a stand-alone process and **ONLY** for the purpose of absentees. Please **DO NOT** text the school unless a message is received from **CTHS** and **DO NOT** use this system for any other communication. It is essential parents notify the school if their mobile phone number changes.

Unexplained Absences

Parents will be notified of any unexplained absence and continued lateness to school. Persistent unjustified absences and lateness may result in a student's placement on a level and detention. All absences will be recorded on the student's semester report.

Fractional Truancy

Fractional truancy is when a student is out of class without written permission from a teacher or member of staff. This will result in a level and an after-school detention.

Extended Leave

Parents wishing their child to apply for extended leave (four or more consecutive school days) can email the school via cths.school@det.nsw.edu.au, with all the details and documentation pertaining to their circumstances. The application takes two weeks to process.

Sick or Injured Students

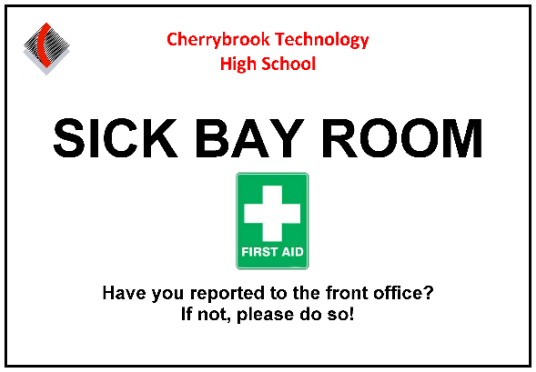
Students who are sick or injured during class time must:

1. Request a note from their teacher to go to sick bay
2. **Students should *NOT* contact their parents**
3. Go to the **front office, with their bag** and explain their situation to the office staff
4. Office staff and First Aid Officer will direct them to the sick bay room and look after them.

The sick bay is used for approximately 30 minutes at a time only and students will be monitored by video camera. If the issue persists, parents/carers will be contacted. For serious problems, parents/carers will be contacted immediately and for *very serious* cases medical help will be obtained.

It is extremely important the medical information in each student's file is accurate. If there are any changes in a student's health status, the HT Wellbeing **MUST** be notified **IMMEDIATELY!** Students who are on medication must have a note explaining the nature of the medication and clear guidelines for administering it. Prescribed medications must be distributed from the front office.

Please note: Cherrybrook Technology High School does not have any medical practitioners on the premises. CTHS provides first aid assistance to students who are unwell or injured. ***Please be advised the school does not supply any medication, including pain killers, medicated creams, eye drops etc.***



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Positive Behaviour Rewards

The Cherrybrook Technology High School Award Scheme allows students to be rewarded for their efforts. It is a tiered scheme incorporating elements of in-class, school community and wider community activities. The scheme is progressive, increasing in expectation with each level of award. It is student initiated, with negotiations occurring between the student and the award supervisor. Any service performed during a student's time at school will count towards a major award. Students must negotiate and follow the guidelines set for each award.

Award	Who is Responsible	Description	Points
Merit Award	Any Staff Member	Awarded by any staff member for class work, cooperation, participation, academic progress and/or school service normally expected of a student. All students are eligible for Merit Certificates and it is anticipated they will earn them regularly. A Merit Certificate is worth one point and awarded for demonstrating the CTHS Core Values.	1
Head Teacher Award	Head Teacher	Head Teacher Awards are granted by Head Teachers, to recognise achievements in school service and other areas not covered by Key Learning Areas. A Head Teacher Award is worth three points and granted when a student demonstrates three of the CTHS Core Values.	3
Bronze Award	Year Adviser	Students who earn 20 points from Merit Certificates and/or Head Teacher Awards, are eligible for the Bronze Award. A bonus ten points is given for each Bronze Award achieved.	10
Silver Award	HT Student Programs	Students wishing to apply for this award must have achieved two Bronze Awards (60 points) and completed fifteen hours of school service. Students must complete the online Silver Award application, which they can access via their Student Portal. Upon satisfactory completion of the award criteria, students will be presented with a certificate at the end of year Presentation Night Ceremony or the Year 12 Graduation Ceremony. There are no limits to the number of Silver Awards earned.	20
Gold Award	HT Student Programs	Students wishing to apply for this award must have earned a Silver Award (80 points) and completed an additional fifteen hours of school service, as well as fifteen hours of community service. Students must complete the online Gold Award application, which they can access via their Student Portal. Upon satisfactory completion of the award criteria, students will be presented with a certificate at the end of year Presentation Night Ceremony or the Year 12 Graduation Ceremony. There are no limits to the number of Gold Awards earned.	30
May Samali	HT Student Programs	This award is for Year 11 students only. Students who demonstrate commitment to Cherrybrook Technology High School and public education are eligible to apply for this award at the end of Year 11.	Finalist = 25 Winner = 50
Cherrybrook Medallion	HT Student Programs	Students applying for the Cherrybrook Medallion must have earned a Gold Award, set and achieved goals relating to academic achievement, school and community leadership and the development of a leadership initiative. All goals are to be negotiated with the Head Teacher Student Programs prior to the commencement of the agreed leadership goals. Only Year 12 students are eligible for this award, which will be presented at the Year 12 Graduation Ceremony.	50

See the Head Teacher Student Programs or a Year Adviser for more information about the CTHS Awards Scheme.

Discipline and Wellbeing Policy - Level System

All students are expected to uphold the CTHS Core Values:

- Respect
- Responsibility
- Engagement

Students at Cherrybrook Technology High School know that not meeting basic expectations or following the Behaviour Code for Students, will result in varying consequences. These consequences occur within a framework which initially involves the classroom teacher, but with repeated infringements, involves other people in the school. At various stages of this process, or in response to the severity of the student's inappropriate behaviour, a 'Formal Caution' of suspension or a suspension may be issued. Please note: Behaviours of concern may include, but are not limited to:

	Behaviours of Concern	**Consequence:** **Students will be placed on the level system for five school days per level. After this time the student will move to the level below.**
Level 1	Misbehaviour and/or actions which hurt or stop others from learning: • Disrespectful towards staff and students • Not following reasonable teacher instruction • Truancy • Inappropriate behaviour in class/playground • Not ready for class • Inappropriate use of a digital device • Uniform Infringements • Disrupting learning in the classroom.	You may be placed on Level 1 for five school days by an Executive Teacher and the reason(s) for the level will be explained to you: • Your parents/caregivers will be notified and incident logged on Sentral • The Head Teacher will support the student to reflect on the behaviour • You will be required to complete a 1 hour afterschool detention.
Level 2	More serious or repeated Level 1 misbehaviour - particularly across KLAs: • Significant class disruption • Aggressive behaviour • Persistent lateness or truancy • Persistent uniform infringements • Anti-social behaviour • Repeated mobile phone/digital device breaches.	You may be placed on Level 2 for five school days by an Executive Teacher and the reason(s) for the level will be explained to you: • Your parents/caregivers will be notified and incident logged on Sentral • The Head Teacher will support the student to reflect on the behaviour • You will be required to complete a 2 hours afterschool detention • You may be required to give an apology or be offered additional support to make changes • Students returning from suspension will be placed on Level 2.
Level 3	More serious or repeated Level 2 misbehaviour: • Persistent or continued disruption and /or disobedience in class and / or the playground • Dangerous behaviour • Continual verbal harassment/antisocial behaviour • Continued day/fractional truancy or similar behaviour • Continued mobile phone/digital device breaches.	You may be placed on Level 3 for five school days by an Executive Teacher and the reason(s) for the level will be explained to you. • You will be counselled about your behaviour • Your parents/caregivers will be contacted to discuss support measure • You will be placed on an *Improvement Agreement* by a Deputy Principal or their representative for a 2 week period • You may be excluded from all excursions and extracurricular activities including school representation • Additional support may be arranged, and you will be required to complete afterschool detention as issued. • A Formal Caution to Suspend may be issued • Police may be notified for particular offences.

Level 4	Serious or repeated Level 3 offences causing whole school disruption or impeding the learning of others: • Sustained disruption, harassment, insolence and disobedience towards staff • Continued and targeted antisocial behaviour • Incidents causing concern in the school/community • Bringing the school into disrepute • Breaching CTHS Digital Device User Charter.	You may be placed on Level 4 for five school days by an Executive Teacher when and the reason(s) for the level will be explained to you. • You will be counselled about your behaviour • Your parents/caregivers will be contacted to discuss support measure • You will be placed on an *Improvement Agreement* by a Deputy Principal or their representative for a 2 week period • You may be excluded from all excursions and extracurricular activities including school representation • Additional support may be arranged and you will be required to complete afterschool detention as issued • A Formal Caution to Suspend may be issued • Police may be notified for particular offences • You may be suspended and/or expelled from school by the Principal.

Please Note: If you are placed on Level 4 due to a Level 3 misbehaviour you will be required to complete one extra hour of detention only.

If a student is placed on Level 3/4 due to an accumulation of level 1/2 Behaviours of Concern a conversation is required with a Deputy Principal to determine the student's eligibility to attend excursions, incursions, School Representation or camps. Please refer to CTHS Excursion Behaviour Procedure.

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Travel to and from School

It is expected students will:

- Wear full school uniform between school and home
- Use Opal Cards appropriately
- Be courteous and considerate of others while travelling
- Travel directly between home and school.

Bikes and Scooters

Students may travel to school on their bikes or scooters. They should be locked (students must provide their own chains and padlocks) in the racks near the MPC. The school insists students always wear safety helmets and ride in a safe way.

Parking

Parents are asked to adhere to the following requirements in all situations:

- **DO NOT** enter the school car parks to drop off or pick up students
- **DO NOT** park in the school bus bay on Purchase Road
- **DO NOT** use the John Purchase Primary School 'Kiss and Drop Zone', which is specifically for John Purchase Primary School students only.

The area around Cherrybrook Technology High School in the morning and after 3.00pm is very busy. Parents/carers are advised to arrange a pick up point in a nearby street or the Cherrybrook Community Centre carpark, in order to safely and quickly pick up their children after school. Travel times before school may also be adversely affected by traffic delays, especially in wet weather. If your child arrives late due to traffic delays, please ensure you provide a note to explain your child's partial absence.

School Opal Card Applications

When progressing from Year 6 into Year 7, students are required to reapply for a School Opal Card, giving students free or discounted travel between home and school.

To be eligible for a School Opal Card, students may need to live at least 2.0km in a straight line distance or 2.9km walking distance from their school.

School Opal Cards can be obtained in three easy steps:

1. Complete and submit the online application which can be found at https://www.transport.nsw.gov.au/
2. Your school will endorse your online application, which will then be processed by Opal
3. Your School Opal Card will be mailed directly to your home address
4. **Please Note: School Opal Card applications can only be endorsed by the school once your child has been enrolled.**

If your child is not eligible for a School Opal Card, applications can be made online for a child/youth Opal Card via the same link: https://www.transport.nsw.gov.au/

Cherrybrook Technology High School
2026