



STUDENT HANDBOOK

GULGONG HIGH SCHOOL

PRINCIPAL *Message*



NATHAN WONG

School Principal

Gulgong High School is student-focused and outcomes driven, where every student is known, valued and cared for so they can connect, succeed, and thrive.

We emphasise curriculum differentiation and quality teaching to ensure every student can excel academically and achieve their personal best.

We are committed to fostering a culture of respect and responsibility by building nurturing positive relationships between students, staff and the community.

Through continuous evaluation and improvement, we take responsibility for the outcomes we generate, embodying a commitment to lifelong learning and excellence for all.

Thank you for choosing our school and we look forward to working with you and your child.



CURRICULUM

Information

- English
- Mathematics
- Science
- Geography
- History
- Music
- Visual Arts
- Technology (Mandatory)
- Language (Year 7 only – Wiradjuri)
- PDHPE (Personal Development, Health and Physical Education)



Years 9 and 10 participate in compulsory subjects:

- English
- Mathematics
- Science
- History
- Geography
- PDHPE

In addition, students select three elective courses chosen from subjects such as:

- Agriculture
- Child Studies
- Commerce
- Drama
- Food Technology
- Textiles Technology
- History (Elective)
- Music
- Physical Activity Sport Studies
- Visual Arts



Year 11 and 12 select their courses from a wide variety of academic and vocational courses. The only compulsory course is English. Students must select a minimum of twelve units in Year 11 and 10 units in Year 12. Subjects offered at Gulgong High School are all 2 units in value.

Courses offered include:

- Ancient History
- Biology
- Business Studies
- Chemistry Community and Family Studies
- English
- Hospitality
- Industrial Technology
- Investigating Science
- Legal Studies
- Mathematics
- Modern History
- Music
- Numeracy
- Physics
- Primary Industries
- Sport Lifestyle and Recreation (SLR)



Please Note: Some elective courses in Years 9 – 12 attract subject fees to cover the cost of materials used/consumed by students.

SUPPORT *for learning*



Learning and Support Teacher (LaST)

The learning and support teacher works with selected individual students and small groups to assist them with their learning. Students are withdrawn from class or sometimes the LaST works in the class with the students and with teachers to assist with the modification of work where necessary.

Special Education Program – Support Classes

The school operates two support classes each staffed with a full-time teacher as well as a student learning and support officers. Students involved in this facility are integrated into regular classes where possible and are a positive influence on the climate of the school. Opportunities are provided for students to do work experience and develop vocational skills.

Technology

At Gulgong High School students have access to the latest technology, including wireless Internet access in every classroom, their own email account, laptops and interactive electronic boards in classrooms.

Students log in to this school-wide network using their own password and are provided with their own folder to save their work. When students use this system and the Internet, they do so agree to use it appropriately. Student use of the school network and the Internet is monitored regularly.



HOMework

Guidelines

At Gulgong High School, we recognise that students have diverse learning needs and commitments outside of school. While setting regular homework is not compulsory, we provide opportunities for students to consolidate their learning through meaningful tasks.

Our Approach to Homework

We do not assign regular homework.

- Students may be required to complete unfinished classwork at home.
- Teachers may recommend revision of specific topics to reinforce understanding.



Assessments

Students are expected to work on or prepare for assessment tasks outside of class time, though class time may be allocated where appropriate.

For students in Stage 6, best practice is to undertake a regular study program to support their learning, revision, and assessment preparation.

These guidelines reflect our commitment to student well-being and academic success while fostering a balanced approach to learning inside and outside the classroom.

Revision Strategies

1. **Active recall** - Test yourself by remembering information without looking at your notes.
2. **Spaced repetition** - Revise topics over increasing intervals to strengthen your memory.
3. **Practice past papers** - Complete old exam papers under timed conditions to get exam-ready.
4. **Flashcards** - Create cards with questions on one side and answers on the other for quick review.
5. **Mind maps** - Draw diagrams that link ideas together visually to help with understanding and recall.
6. **Summarisation** - Write short summaries of topics in your own words to check understanding.
7. **Blurting** - Write down everything you can remember about a topic without using your notes, then check what you missed.
8. **Teach someone else** - Explain the content to someone else — if you can teach it, you really know it.
9. **Pomodoro technique** - Study in 25-minute bursts followed by 5-minute breaks to stay focused.
10. **Colour-coded notes** - Use different colours for key points, headings, and examples to make notes easier to review.
11. **Cornell note-taking method** - Split your page into sections for notes, questions, and a summary to organise your revision.
12. **Create cheat sheets** - Write down the most important information as if you were allowed one page of notes for the exam.
13. **Self-quizzing** - Make your own quiz questions and regularly test yourself.
14. **Group study sessions** - Study with classmates to quiz each other and explain tricky topics.
15. **Mnemonics and acronyms** - Use memory tricks, like acronyms, to help remember lists and processes.
16. **Practice essays** - Plan and write practice essays to prepare for longer written responses.
17. **Use audio recordings** - Record yourself reading notes aloud and listen back during free time.
18. **Prioritise weak areas** - Focus more time on the topics you find hardest rather than just revising favourites.
19. **Create a revision timetable** - Plan when and what you will revise each day to stay organised.
20. **Use online resources** - Watch educational videos or use learning websites to reinforce tricky content.



PROGRAMS

Agriculture

Students prepare and show sheep/steers at the Gulgong Show and the merino Wether Challenge in Dubbo. The experience teaches students teamwork, the value of hard work, presentation skills as well as the agricultural knowledge involved. The students are taught valuable information on all aspects of animal husbandry, tractor & 4-wheel motorbike operations & safety. They are also taught cropping, vegetable production and harvest the eggs from our chickens.



ABORIGINAL EDUCATION

Mrs Gail Ratcliffe is our Aboriginal Education Officer and is employed three days per week.

The AEO is responsible for working with students in classrooms, supporting Aboriginal Education & Language across the school and co-ordinating special events and activities for students.



Positive Behaviour for Learning

PB4L is an ongoing behaviour modification program which involves identifying those behaviours which are positive and appropriate which as a school body, we wish to adopt.

We have also identified three specific expectations which we are continually working towards modifying and improving. These are:

- learning
- respect and
- responsibility

The process includes teaching appropriate behaviours and recognising students when they are displaying these behaviours. A recognition system has been developed which includes "Gulgong Golds" and Merit Awards

This system allows students to be recognised immediately for acting appropriately in a safe and respectful manner. Students are also recognised on assemblies with raffle prizes associated with the collection of Gulgong Golds and larger reward activities at the conclusion of each semester.

SCHOOL

Rules



School rules exist to ensure students are aware of behavioural expectations of the Gulgong High School community. The rules are designed to assist in the creation of a positive school environment.

To reinforce these rules, they are displayed in classrooms and students participate in workshops so that they fully understand them and are aware of the importance the school community places upon them. The school rules are underpinned by rights and responsibilities which apply in all school related situations.

Rights and responsibilities provide students with clear guidelines on how they are expected to conduct themselves if they are to take full advantage of their time at Gulgong High School.



UNACCEPTABLE

Behaviour

Gulgong High School has several strategies in place to manage students who do not abide by the school rules or respect the rights of others to learn.

These strategies are designed to ensure a safe learning environment at Gulgong High School where students are happy and able to thrive.

It is expected that all students will conduct themselves in a manner which assists in the creation of a positive school culture.



Behaviour code for students

Information for students and parents or carers

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

In NSW public schools students are expected, to the best of their ability, to:

- show respect to other students, their teachers and school staff and community members
- follow school and class rules and follow the directions of their teachers
- strive for the highest standards in learning
- act in a courteous and respectful way that makes all members of the school community feel valued, included and supported
- resolve conflict respectfully, calmly and fairly
- meet the school's agreed uniform policy or dress code
- attend school every day (unless legally excused)
- respect all property
- be safe and not be violent or bring weapons, illegal drugs, alcohol, vapes, e-cigarettes or tobacco into our schools
- not bully, harass, intimidate, or discriminate against anyone in our schools.

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

All students have a right to:

- safety at school
- access and fully participate in their learning
- be treated with respect by other students, teachers and school staff
- express their views, set goals and self-advocate.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments and apply an appropriate action when students are not meeting these expectations. The department is responsible for the provision of a policy framework and resources such as legal issues bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context, the NSW

Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Behaviour code for students: Student actions

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

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

To meet the expectations set out above, students in NSW public schools, to the best of their ability, should adhere to the following principles.

Respect

- Treat one another with dignity.
- Communicate and behave courteously.
- Act and work cooperatively with other students, teachers, and school staff.
- Develop positive and respectful relationships.
- Value the interests, ability and culture of others.
- Respect the learning needs of other students.
- Dress appropriately by wearing the agreed school uniform or dress code.
- Take care with school property and the property of staff and other students.

Safety

- Model and follow school and class rules and expectations around behaviour and conduct.
- Negotiate and resolve conflict.
- Be aware of and take responsibility for how their behaviour and actions impact others.
- Care for self and others.
- Be safe and help others to make safe choices that do not hurt themselves or others.

Engagement

- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.

DAILY *Organisation*

- The school day is divided into 6 x 53-minute periods.
- The school operates on a 10-day cycle.
- Week A and Week B distinguish the different weeks.
- School begins with roll call at 9.00 am every day.
- Assemblies are held on Mondays in Weeks 3 and 8 of each term.

Before School Duty	8:40-9:00
Roll Call	9:00-9:12
Period 1	9:12-10:05
Period 2	10:05-10:58
Recess	10:58-11:18
Period 3	11:18-12:11
Period 4	12:11-13:04
Lunch 1	13:04-13:24
Lunch 2	13:24-13:44
Period 5	13:44-14:37
Period 6	14:37-15:30
After school duty	15:30-15:50



SCHOOL UNIFORM

School uniform items are available through the front office of the school.

Navy shirts are \$25

Navy shorts are \$38

Canterbury track pants are \$50

Navy Track pants are \$20

Seasonal jackets can be ordered for \$60

Shoes must be enclosed and comply with work health and safety requirements



MOBILE *Devices*

Gulgong High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy (<https://education.nsw.gov.au/policy-library/policies/pd-2020-0471>).



Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying. Gulgong High School has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments and prepare students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

Gulgong High School has elected to use the following approach. All mobile phones will be handed in and stored in the school Office for the full school day, including recess and lunch. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

Exemptions

Gulgong High School understands there may be students who have a medical, wellbeing or learning need which will require them to access a mobile phone as defined in this plan. Families should contact the school principal to determine where an exemption will be applied for on behalf of a student, as well as the adjustments to any school-based practices and procedures.

Contacting Students

Gulgong High School understands there will always be emergencies when parents need to get in contact with students or vice versa during the school day. We try to keep this to a minimum, with the exception of emergencies, to avoid disturbing the students' learning. Parents and carers can make contact with the school through the school office on 02 6374 1201 and students will also be able to contact parents or carers through the school office if urgent.

Managing Student Non-Compliance

Gulgong High School will manage non-compliance as it does with other student behaviour. If a student has a phone on them during the school day, they will be directed to hand the phone in at the office and will be issued with a verbal suspension warning in the first instance of non-compliance. Continued non-compliance will result in a suspension warning and possible suspension for persistent non-compliance.

OTHER

Information



School Fee Contribution

Subject contributions for elective courses are outlined in the subject selection booklet.

Students Assistance Scheme

The Student Assistance Scheme provides funding to schools for the purpose of extending help to students whose families are experiencing financial hardship.

The funding may be used for excursions, camps, sport, subject contributions, textbooks, stationary needs, clothing/uniforms and footwear.

Parents and Citizens Association

Gulgong High School has a very active P&C Association. The P&C meets in the school on the third Tuesday of each month. This is an excellent way for parents to become involved in the school and to become informed about school policies and activities. All parents are encouraged to participate.

The P&C operates the school canteen which provides healthy food. The canteen managers welcome parent helpers and would be delighted for you to join the roster.

SRC - Student Representative Council

The SRC is a form of student government. It is a way for students to participate in school decision making and become involved in the activities of the school such as official functions, ANZAC Day, formal assemblies and farewells, school discos and raising money for the school and for charity groups.

Students will be elected by their peers to represent their year group on the SRC. Meetings are held regularly and are run by the SRC executive: presidents, secretary and treasurer.

Attendance

Students must attend school every day unless:

- They are too sick to go to school.
- They have been injured.
- They must attend a special religious ceremony.
- They have an infectious illness such as chicken pox, mumps or measles.
- There is a serious family situation which requires their involvement.

Sport is part of normal school activity in which students must participate. Gulgong High School encourages parents/caregivers to always attempt to make appointments for dentists and doctors etc before or after school where possible.

It is a Department of Education policy that students are not to engage in paid employment during school hours and families are expected to take vacations during school holiday time.



Absent From School

Always bring a note to your roll call teacher on the first day back to school explaining your absence. If you know you are going to be absent for a long time, your parents or carer should contact the school (ring or write). Remember to ask your teachers or your fellow students about any work that you have missed. It is an important responsibility for you to catch up on work missed.

Late to School

Report to the administration office as soon as you arrive, to have your attendance entered on the attendance system and receive a late slip for the classroom teacher. You will not be permitted into class without a note.

Leave for an Appointment

Take your parent's written request to the administration office before roll call. You will be issued with a permission slip to leave school grounds. These can normally be collected at recess.

Unable to Participate in Sport

Bring a note explaining why you can't do sport and give it to the sports co-ordinator by recess. If you don't have a note, still see the co-ordinator as early as possible about your problem. You should also report to the sport co-ordinator if you have forgotten any equipment required for sport.

Feeling Sick at School

Obtain a note from your teacher and go to the front office. If your parents can be contacted, you may be sent home. You will not be allowed to leave the school if your parents cannot be contacted.

Lost Property

All items of lost property are given to the administration office. Check at the administration office to see if the lost item has been handed in.

Special Religious Education (SRE)

Our school offers Special Religious Education (SRE) classes for students in Years 7 to 10. The SRE program provides students with the opportunity to engage in Combined Christian SRE, which is delivered by approved providers Josh Taylor from Cudgegong Valley Anglican Church and Andy Warner from Gulgong Presbyterian Church. Those students who have opted not to be a part of the SRE classes will be attending supervised alternate meaningful activities (non-scripture) classes.

School Contact Details

Ph: 6374 1201

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