



MITCHELL HIGH SCHOOL

EXCELLENCE IN EDUCATION SINCE 1964



9622 9944



Keyworth Drive Blacktown



mitchell-h.schools.nsw.gov.au



mitchell-h.school@det.nsw.gov.au

MHS STUDENT HANDBOOK

WELCOME TO MITCHELL HIGH SCHOOL

Mitchell High School is a friendly and happy school. The aim of this information handbook is to assist MHS students and their parent/carer(s) in orientation to our school. If you have any questions regarding school policies or procedures, or if you are unsure of anything, please do not hesitate to contact the MHS Administration Office for assistance.

Mitchell High School follows the Department of Education (DoE) Policies and Procedures.

DOWNLOAD A COPY

MHS Website: <https://mitchell-h.schools.nsw.gov.au/>

Millennium Portal: <https://www.millenniumschoools.net.au/portal/>

2023



MITCHELL HIGH SCHOOL

Delivering excellence through innovative and unique learning opportunities for student success

Principal: Ms E. Marinis
Address: Keyworth Drive Blacktown 2148
Telephone: 9622 9944 / 9622 8926
Fax: 9831 2805
Email Address: mitchell-h.school@det.nsw.edu.au
Website: www.mitchell-h.schools.nsw.gov.au

WELCOME TO MITCHELL HIGH SCHOOL

Mitchell High School provides many opportunities to learn a great deal through formal academic, cultural and sporting programs. Learning new skills and knowledge through school and classroom teaching and study programs requires personal organisation, planning and commitment but is very rewarding.

Secondary schooling years will be a very busy time in your life with high expectations from friends, sports clubs and your teachers. Planning and an appropriate balance of effort and time is essential to make the most of high school as your achievements when you finish school will determine your future working career. I encourage you to use this MHS Information Booklet to help you manage your time effectively and ensure study commitments are met on time. Improved personal planning will help you to make the most of school and achieve your personal best. The preliminary pages include important details about school events, rules and organisation.

I trust that you will enjoy your time at Mitchell High School. Get involved and try your best in everything you do.

Kind regards

Ms E. Marinis
Principal



MITCHELL
HIGH SCHOOL

CONTENTS

Absences	23,26-27
NSW Education Parent App.....	5-6
Bell Times	7, 25
Breakfast Clubs	8
Bring Your Own Device (BYOD)	9
Canteen	10, 25
Classroom Plan	13
Code of Conduct	11
Computer Password	29
Computer Procedures	12
Change of Contact Details	18
Continued Disobedience	14
Custodial Changes.....	14
Discipline	14-17
English as an Additional Language Dialect (EAL/D)	41
General Information	18
International Students	42
Interviews/Appointments	26
Leaving Early	26
Late Arrivals	25, 29
Office Duty	22
Medical Changes	18
Millennium Parent/Student Portal.....	27
Mobile Phone Student Procedures.....	20-21
Newsletter	18
Parents & Citizens Association (P&C) and Parent Forum	18
Playground Information	29
Roll Call	20, 25
School Fees and Methods of Payments	32-33
School Counsellor	26, 34
School Gates	25
School Guidelines	23-24
School Hours	23, 25
School Routine	26-26
Shoe Regulations	37-40
Sick Students	26
Sport	25, 29
Staff Contacts	28
Student Incentive Scheme.....	31
Student Rights and Responsibilities.....	30
Student Wellbeing	32
Uniform	35-40
VIVO's	31
Temporary Residents.....	42
Textbooks	18
Wet Weather	29
Year Adviser	26, 28

NSW EDUCATION PARENT APP

The Department of Education has launched an exciting new digital communication tool, the NSW Education Parent App to help support good school-home communication.

The app already has 180,000 users and is a convenient way our school can keep you up to date with latest news, school updates, newsletters, school operational status and upcoming events which you can add to your personal calendar.

You can choose to receive instant notifications when there is an update from the school and access the same content that's on our school website in an accessible way when you are on the go.

The app has advanced privacy and security features, and it won't store any identifying data. It is free and available for iOS and Android users so you can download the NSW Education Parent App in the [Apple Store](#)^{External link} or [Google Play](#)^{External link}.

Once you download the app, you will need to complete the onboarding process in the Parent App to select the school(s) you'd like to follow and enable your push notifications in your phone's settings and in the app's School Settings to make sure you never miss an important update.

For more information, refer to [NSW Education Parent App](#). If you need support with using the app, check out our how-to guides for [Android](#) or [iOS](#) or contact the Parent App team via parentapp@detcorpcomms.zendesk.com.

Kind regards



Elena Marinis
Principal

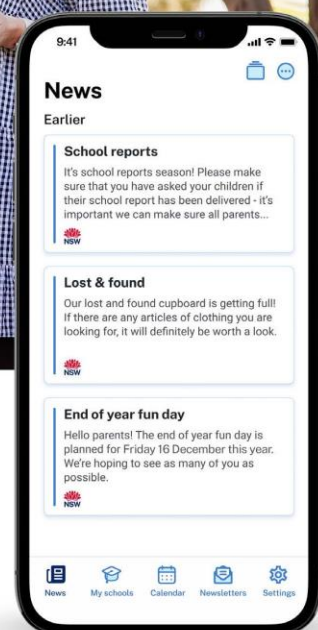


NSW EDUCATION PARENT APP

NSW Department of Education



NSW Education Parent App



Never miss an important school update or event.

The NSW Education Parent App makes it easier than ever to stay up-to-date with the latest information from your child's school. Get instant access to school communication from your mobile phone, with the ability to tailor content to your needs.



Download the NSW Education Parent App

education.nsw.gov.au

Features

- School newsletters, latest news and upcoming events
- Personalise your school feed by year group e.g. Year 1 and Year 6
- Push notifications and instant alerts – know immediately if there's a change to the school's operational status
- Advanced security and privacy



BELL TIMES



MHS BELL TIMES

Respectful, Engaged & Active Learners

Monday		Tuesday		Wednesday		Thursday & Friday	
8.00am	Period 0 (Year 12)	8.00am	Period 0 (Year 12)	8.00am	Period 0 (Year 12)	8.00am	Period 0 (Year 12)
8.50am	Roll call	8.50am	Roll call	8.50am	Roll call	8.50am	Roll call
9.05am	Period 1	9.00am	Period 1	9.05am	Period 1	9.00am	Period 1
10.05am	Period 2	10.00am	Period 2	9.55am	Period 2	10.00am	Period 2
11.05am	Recess	11.00am	Recess	10.45am	Recess	11.00am	Recess
11.35am	Assembly	11.30am	Period 3	11.15am	Period 3	11.30am	Period 3
11.50am	Period 3	12.30pm	Period 4	12.05pm	Period 4	12.30pm	Period 4
12.50pm	Period 4	1.30pm	Lunch	12.55pm	Lunch	1.30pm	Lunch
1.50pm	Final Bell	2.00pm	Period 5	1.25pm	Period 5	2.00pm	Period 5
1.50pm	Staff Meetings	3.00pm	Final bell	2.15pm	Final bell	3.00pm	Final bell

BREAKFAST CLUBS



MHS STUDENTS COME AND ENJOY

FREE BREAKFAST

(excluding school and public holidays)

TUESDAY

8.00am - 8.45am

MHS Hall Foyer

Hosted by Churches of Blacktown in Schools (COBIS)



THURSDAY

8.00am - 8.45am

MHS Hall Foyer

Hosted by Churches of Blacktown in Schools (COBIS)

**** Dates subject to change**

BRING YOUR OWN DEVICE (BYOD)

The Mitchell High School Bring Your Own Device (BYOD) program is a strategy to increase student learning through engagement. As the use of technology in classrooms increases, it is necessary for students to be allowed to maximise their learning potential through the use of electronic devices. The BYOD program for Year 7 is compulsory.

Years 9 – 12

Mitchell High School will be allowing students to bring their personally owned laptops to school. It is essential that these laptops are suitable for use at school. Please see the **Mitchell HS Device Specifications** list and the laptop must fulfil the **Minimum System Requirements** (go to the school website for more information).

Before students will be allowed to bring their own laptop, students and their parents/carers must read the **DoE Bring Your Own Device Policy** and the **Mitchell HS BYOD Student Agreement** (go to the school website for more information). Forms are available on the MHS Website and the MHS administration counter. The agreement must be filled in, signed and submitted to **Miss Scheerhoorn, HT Administration/Computing Studies**, in the Administration Office. If you have any questions or need clarification, please contact Miss Scheerhoorn before signing the agreement.

Years 7 – 8

Mitchell High School introduced a compulsory BYOD program for Year 7 in 2022. This will continue in 2023 with the new Year 7. All information above is relevant to Years 7 and 8.

CANTEEN * Prices/items subject to change

Download more information from the MHS Website: [MHS Canteen Information](#)

Breakfast Menu

Variety of Fresh Fruit	E	\$1.00
Yogurt (92% fat free) with Muesli or Fresh Fruit	E	\$4.00
Toasted Sandwiches (Veg, Honey or Jam)	E	\$2.00
Toasted Cheese	E	\$3.00
Ham & Cheese Toasted	E	\$4.00
Croissants Plain	E	\$3.50
Croissants Ham & Cheese	E	\$4.50
Rice Pudding	E	\$4.00
Egg Roll	E	\$4.00
Bacon & Egg Roll	O	\$5.50
Raisin Toast	E	\$1.50
Hash Browns	O	\$1.50

Sandwiches (available Everyday)

Fresh Chicken Full Breast with lettuce and mayo	E	\$5.00
Leg of Ham cheese and tomato	E	\$4.50
Roast Beef with lettuce and tomato	E	\$4.50
Roast Turkey with Cranberry Sauce	E	\$4.00
Tuna Salad	E	\$4.50
Mild or Tasty Cheese	E	\$3.00
Cheese & Tomato	E	\$3.50
Tomato	E	\$2.50
Salad	E	\$4.00
Avocado	E	\$2.80
Vegemite	E	\$2.00
Honey	E	\$2.00
Buttered Bread	E	\$1.00
Egg	E	\$3.00
Egg & Lettuce	E	\$3.50

(White/Wholemeal or Lebanese Bread)

You will also be able to make your own sandwich from a variety of selections.

Sandwiches Toasted available all day

Fresh Salad Combinations (Available Everyday)

		Small	Large
Freshly Cut Fruit Salad	E	\$4.50	\$6.00
Caesar Salad	E	\$4.50	\$6.00
Fresh Chicken Pasta Salad & Avocado	E	\$4.50	\$6.00
Greek Salad	E	\$4.50	\$6.00
Tuna Pasta Salad	E	\$4.50	\$6.00
Potato Salad	E	\$4.50	\$6.00
Tabouli Salad	E	\$4.50	\$6.00
Coleslaw Salad	E	\$4.50	\$6.00
Garden Salad	E	\$4.50	\$6.00
Pumpkin & Baby Spinach Salad	E	\$4.50	\$6.00

Wraps (available everyday)

Salad - Lettuce, Tomato, Carrots, Cucumber, Beetroot, Red Onion	E	\$6.00
Breast Chicken - Lettuce & Mayo,	E	\$6.00
Leg Ham & Salad	E	\$6.00
Chicken - Cheese & Tomato	E	\$6.00
Tuna - Lettuce, Tomato & Mayo	E	\$6.00
Roast Beef & Salad	E	\$6.00
Tandoori Chicken - Cucumber & Lettuce	E	\$6.00
Chicken Caesar - Cos Lettuce, Bacon, Cheese, Croutants, Dressing	E	\$6.00
Falafel - Tabouli, Houmos, Lettuce	E	\$6.00
(Available) on a Turkish Roll		\$6.00

Hot Foods

Hamburger	E	\$5.50
(Served on a large 85 gram roll, fresh beef meat made on site daily, lettuce, tomato, beetroot, cooked onions and sauce)		
Cheese Burger	E	\$6.00
(Served on a large 85 gram roll, fresh beef meat, lettuce, tomato, beetroot, cooked onions, grilled cheese and sauce)		
Chicken Burger (Halal)	E	\$5.50
(Served on a large 85 gram roll, full crumbed chicken breast, lettuce and mayonnaise.)		
Caesar Burger	E	\$6.00
(Chicken breast fillet, bacon, lettuce and Caesar source)		
Portuguese Burger	E	\$6.00
(Grilled Chicken breast fillet, peri peri source, lettuce)		
Chicken Schnitzel breast roll with lettuce & mayonnaise	E	\$6.00
Sweet Chilly Tender Roll with Lettuce and Sweet Chilly Sauce	O	\$6.00
Hot Dogs (Low Fat or Halal)	O	\$4.00
Hot Dogs with Cheese	O	\$4.50
Chicken Kebab	E	\$4.00
(125 grams of skinned chicken marinated with lemon and pepper)		
Chicken Kebab (on roll with lettuce and mayonnaise)	E	\$6.00
Chicken Nuggets (4 pieces) (Halal)	O	\$3.00
Chicken Wings (each) (Halal)	E	\$1.80
Garlic Bread full roll	E	\$2.00
Hash browns	O	\$1.50
Pizza (variety)	O	\$4.00
Vegetarian Burger	E	\$5.50

Pies / Sausage Rolls

Meat Pie (Low Fat or Halal)	O	\$4.30
Sheppard's Pie (Low Fat or Halal)	O	\$4.30
Sausage Rolls (Low Fat or Halal)	O	\$4.00
Spinach & Ricotta Roll	O	\$4.00
Potato Wedges (oven cooked) with Sweet Chilli or Sour Cream....	O	\$5.00
Cup of Noodles	O	\$3.00

Please note that all foods are cooked in the oven or hot plate.

CODE OF CONDUCT

Mitchell High School is a Positive Behaviour for Learning (PBL) school. All students are taught to be **R.E.A.L.** students, that is Respectful, Engaged & Active Learners. All students in Year 7 will be taught about these expectations early in Term 1 and it will be expected that they support the school in its endeavour to increase all aspects of school life in a positive way. Lessons in R.E.A.L will continue throughout the year.

MHS CODE OF CONDUCT

Respectful, Engaged & Active Learners

RESPECTFUL	<p>Respect others and their personal property</p> <p>Be honest</p> <p>Follow school and classroom rules</p>
ENGAGED & ACTIVE	<p>Be organised</p> <ul style="list-style-type: none"> • Bring the correct equipment to school • Leave prohibited items at home <p>Look after our school and help maintain our school's good name</p> <ul style="list-style-type: none"> • Keep our school clean and well presented • Assist official visitors to the school • Behave appropriately at all times. This includes travelling to and from school <p>Be in the right place at the right time</p>
LEARNERS	<p>Learn all you can</p> <ul style="list-style-type: none"> • Pay attention in class • Be involved in school activities <p>Take pride in yourself and your work</p> <ul style="list-style-type: none"> • Wear your uniform with pride • Value honesty in yourself and others • Keep your books covered and in a neat condition • Try your hardest in everything you do

COMPUTER PROCEDURES

Username and Network Access

Each student has been allocated a username for the school network and internet. Students are to always log on and off from the computers at the end of each session. Students are to never share their password or use another students' password. The sharing of passwords gives users the ability to conduct inappropriate actions on behalf of the password owner. Disciplinary action as per the School Code of Conduct will be followed for misuse of passwords.

Acceptable uses of Information and the Internet

If a student stumbles on any controversial material they are to report it directly to their teacher and/or ICT coordinator immediately. Students who do not report such sites immediately, will be subject to disciplinary action.

Students should ensure they do not:

- Use the network for any illegal activity, including violation of copyright or other contracts
- Damage or disrupt equipment, software or system performance
- Vandalise or interfere with data of other users on the network
- Gain unauthorised access to resources
- Download, store, create, send or print files or messages that are deemed to be profane, obscene, or that use language that offends or tends to degrade others
- Transmit personal information about any member of the school community
- Access offensive (including pornography), dangerous or potentially destructive information
- Download any files unless specifically authorised to do so by the ICT Coordinator or teacher.

It must be noted that electronic mail is not guaranteed to be private and the school has access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Plagiarism and Cheating

Sharing class work using technology such as Bluetooth, unless approved as part of the lesson may be deemed cheating. Cheating using technology is still cheating. Copying material straight from a website is seen as plagiarism and will not be accepted. The consequences for cheating or plagiarism are subjective to the schools assessment procedures which may result in the student receiving a 0 mark.

Use of Headphones in Class

Students may not use headphones on their computers in class without the prior permission of the class teacher.

Backup Procedure

It is the responsibility of the student to backup any work to an external drive or the Cloud.





DISCIPLINE

Continued Disobedience

(Extract from "Discipline Procedures")

The following sanctions may be applied to students who are disobedient on more than one occasion.

- In-school detention
- Morning/after school detention*
- Placement on a monitoring card/HT monitoring card
- Placement on a green monitoring book
- Withdrawal from class*
- Withdrawal to a Head Teacher
- Non-attendance at a school formal*
- Formal caution
- Suspension from school

may be used when the 'persistent defiance' relates to uniform

The particular sanction will be chosen after consideration of the severity of the offence, whether the offence has been repeated and the student's previous history.

Appeals

Students and their families have the right to appeal any of the above sanctions applied under the school's 'Discipline Procedures'. In the case of a formal appeal it should be in writing and forwarded through the Deputy Principal for consideration by the Appeals Committee.



DISCIPLINE

Area Requirements

Students in the playground should follow these requirements:

- ☐ Students are to obey the directions given by supervising teachers
- ☐ Students are responsible for placing rubbish in bins provided and leaving all areas clean
- ☐ School rules must be obeyed
- ☐ Dangerous or potentially dangerous behaviour is not permitted
- ☐ Any dangerous objects in the possession of students will be confiscated

Before School

- ☐ No ball games.
- ☐ Remain close to the MHS Administration Office and only under the Covered Outdoor Learning Area (COLA).
- ☐ There will be minimal supervision provided by staff at school. Any student who has a problem and requires assistance needs to report to the MHS Administration Office.

Canteen Area

- ☐ Students are to remain behind the marked line and in lines if waiting to purchase food from the counter.
- ☐ Students should not be in the canteen during recess or lunch unless waiting to purchase food.
- ☐ Students are not to be approached to purchase food for others while standing in line.
- ☐ No purchases are to be made after the bell.

Covered Outdoor Learning Area (COLA)

- ☐ Handball is permitted under the COLA. No other ball games are permitted.
- ☐ Students may sit and eat quietly in this area.

Basketball Courts

- ☐ Students are permitted to play half-court basketball games and handball (with a tennis ball).
- ☐ No other games using soccer and footballs are allowed on the courts.
- ☐ No games are permitted beside or behind the basketball courts.
- ☐ Students are not permitted beyond the basketball courts towards the fence line and should not move beyond the out of bounds lines near the toilets.

Year 7 Area

- ☐ No ball games or running are permitted.
- ☐ Steps at the entrance to A Block are out of bounds.
- ☐ The area behind the girl's toilets is out of bounds.
- ☐ Students are permitted to sit on the chairs and the grassed area up to the concrete block outside the Technological and Applies Studies (TAS) staff room. Students should not block walkways.



DISCIPLINE

Oval

- ☐ Rugby and soccer fields to be open at recess and lunch.
- ☐ Students should only be on the ovals to play ball games without tackles. No standing/loitering is permitted.
- ☐ Students must remain in bounds. They are not to be on the fenced sides of the fields.
- ☐ No students are permitted in the vicinity of the hall.
- ☐ No ball games are permitted on the area between the Year 10 area and the hall.
- ☐ No food is to be taken out onto the fields.
- ☐ Steps at the rear of E Block and wall areas along the block are out of bounds.
- ☐ Students must wear footwear when using the field.

Library/Administration Office/Area F

- ☐ The gardens and lines of trees are out of bounds.
- ☐ Steps at the entrance to C Block, the library and demountables are out of bounds.
- ☐ Students are permitted to play handball only on the concrete area between E Block and D Block. All other ball games must be played on the oval.
- ☐ Students may use the seating between E Block and the hall, however, they must remain in the area bordered by the trees and ensure it remains clean and tidy.

Out of Bound Areas

- ☐ The library foyer.
- ☐ The garden and area past the line of trees.
- ☐ Steps at the entrance to TAS/Science Block and library.
- ☐ Area outside the girls' toilets.

DISCIPLINE IN THE PLAYGROUND

AREA A: Canteen	AREA B: Boys' toilets / COLA	AREA C: Girls' toilets / BB courts	AREA D: Ovals	AREA E1: Yr 7 Area	AREA E2: Library / Office	Senior Area
<ul style="list-style-type: none"> I line up within the correct painted lines. I purchase food only for myself. I speak politely and use appropriate language. I am friendly towards others. I treat the vending machines with care. I leave the Canteen as soon as I have made my purchase. I put my rubbish in the bin. I move to class as soon as the bell goes. 	<ul style="list-style-type: none"> I stay in-bounds. I play handball and eat in the designated areas. I put my rubbish in the bin. I am friendly towards others. I keep my equipment safe. I sit on the seats provided or in a safe in-bounds area. I use the toilets in a hygienic fashion. I move straight to class when the bell goes. 	<ul style="list-style-type: none"> I stay in-bounds. I play half court basketball or handball on the basketball courts I eat in the designated areas I put my rubbish in the bin I am friendly towards others. I keep my equipment safe. I sit on the seats provided or in a safe in-bounds area. I use the toilets in a hygienic fashion. I move straight to class when the bell goes. 	<ul style="list-style-type: none"> I stay in-bounds. I remain away from the steps in E Block and the Hall. I play ballgames and do not tackle. I play only on the rugby field at Recess & Lunch I can <u>also</u> play on the soccer field during <u>Lunch 2</u>. I am friendly towards others. I wear school or sports shoes on the ovals and change sports shoes before returning to class. I do not eat or drink on the oval. I keep my equipment safe. I move straight to class when the bell goes. 	<ul style="list-style-type: none"> I stay in-bounds. I eat in the designated areas I put my rubbish in the bin I am friendly towards other students I keep my equipment safe. I sit on the seats provided or in a safe in-bounds area. I do not block walkways. I walk safely around this area. I move straight to class when the bell goes. 	<ul style="list-style-type: none"> I stay in-bounds. I eat in the designated areas I put my rubbish in the bin I play handball only in the designated area. I am friendly towards other students I keep my equipment safe. I sit on the seats provided or in a safe in-bounds area. I stay away from the D Block steps, the demountables, the storage containers and the Hall. I move straight to class when the bell goes. 	<ul style="list-style-type: none"> I stay in-bounds. I put my rubbish in the bin. I am friendly towards other students. I keep my equipment safe. I sit on the seats provided or in a safe in-bounds area. I stay away from the driveway, school gates and bus bay. I move straight to class when the bell goes.

GENERAL INFORMATION

Parents & Citizens Association (P&C) Meeting

The Parents & Citizens Association (P&C) meet every Term in Week 5 on Wednesdays at 6.30pm in the MHS Common Room. The aim of this body is to promote the interests of the school through forum discussion by bringing parents, students and the school teaching staff into closer cooperation. Please become an active member of our school community by attending meetings. You will be made very welcome and you will find them most worthwhile.

School Newsletter

The MHS newsletter is published twice a term on Wednesday (Week 5 and 10). It contains items of interest to parent/carer(s), e.g. reports from the Principal, notices of meetings, functions and school events. Newsletters can be viewed from our MHS website. The link is provided on the MHS Facebook page as well.

Textbooks

Textbooks are provided by the school. Students must exercise special care with these books, as the cost of textbooks is very high. At the time of issue the condition is recorded and it is expected that the book will be returned in a similar condition, otherwise a charge is made. When students leave it is essential that all texts are returned or a compensatory charge will be made.

Medical Changes

Please notify the MHS Administration Office in writing if there are any changes with your son/daughter's medical conditions immediately e.g. medical conditions, medications, allergies, injuries etc.

Change of Student Custody

If the parent/carer is going away on holidays and leaving their child in the care of someone else for that period of time, please notify the MHS Administration Office in writing on the dates and contact details on who will be caring for your child during that time.

Change of Contact Details

If you change your contact telephone numbers, address or emergency contacts, please notify the MHS Administration Office immediately of these changes.

HOMEWORK CENTRE

MHS Homework Centre is opened:

Wednesday from 2.15 – 3.15pm
Thursday and Friday from 3.00 – 4.00pm

At Mitchell High School we are pleased to be able to provide a Homework Centre for students on three (3) afternoons a week from Term 1 Week 3. The Homework Centre will be staffed by a Mitchell High School teacher and a MHS School Leader will also be rostered on for assistance as part of their leadership duties.

The Homework Centre will operate every Wednesday, Thursday and Friday afternoon. Excluding school and public holidays. Please see above for opening times. Students will need to work on their homework, research, assessment task(s) and/or study.

- Students will need to sign into the Homework Centre each afternoon in the book provided. They do not need to have a prior booking to do so and this allows flexibility for parents to encourage their students to use it as the need arises.
- Students need to remain in the library until the end of the hour and sign out as they leave.
- Each student will be given a stamped card to indicate they were in the library for homework centre help.
- Students are to complete homework, assignments/assessments, study using the resources available in the library.
- Teachers are available to assist students where necessary to complete their work.
- Students should not be eating in the library – they have time prior to entry to do so.
- If a student has a note to leave earlier, they may but must still sign out before leaving.

MOBILE PHONE PROCEDURES FOR STUDENTS

Purpose

Mitchell High School acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

Mobile phones are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal **Yondr Pouch with an ID Number**, similar to being assigned a textbook. This will be recorded through the school library. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.

Process

As students enter the building for roll call, they will:

1. Turn their mobile phone off.
2. Place their mobile phone inside the pouch, place it on their desk for the roll call teacher to view the phone inside, close it securely.
3. Place the Yondr pouch into their school bag where it will remain all day.

Each student will maintain possession of their mobile phone inside their Yondr Pouch for the duration of the school day. Late students will complete this process at the Attendance Office as they sign in.

Exit: As students exit the school at the end of the school day, they will:

1. Unlock their pouch using an Unlocking Base at the school exits.
2. Remove their mobile phone from their pouch.
3. Close their empty pouch securely and place it in their school bag for the next day.

(Exception: excused early leavers whereby the student will unlock their pouch at the Front Office)

Violations

Below is a list of potential student violations. Each of these violations will result in the student's device/mobile phone and/or pouch being confiscated by school staff.

1. Physical damage to the pouch in an attempt to circumvent its intended purpose. (Examples: discoloration, pen marks, bent pin or stripped lock inside the pouch).
2. Forgetting or losing the pouch – student will need to bring mobile phone to the Deputy Principal's Office.
3. Using their mobile phone during school hours.
4. Other devices, such as laptops, tablets, headphones and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and therefore the same policy applies to these actions.

Disciplinary Action if a Yondr Pouch is Damaged

1. Mobile phone and Pouch will be confiscated and parent/carer will be notified immediately.
2. Student's parent/carer must come to the school to pick up their child's mobile phone and a replacement pouch may be assigned.
3. **Formal Caution to Suspend** for damage to school property.
4. Deputy Principal will notify the library. The library will invoice student and parents via email and/or phone call for replacement Yondr Pouch.
5. The student will only be allowed to bring a mobile phone back to school if they or their parent/carer pay a \$20 fee to replace the damaged school property.

Contact Between Students and Parent/Carer(s) During the School Day

Should a student need to make a phone call during the school day, they must:

- approach the Front Office and ask for permission to use the school's phone; or
- ask SASS staff for permission to unlock their mobile phone, make a phone call and then lock the Yondr Pouch again. Storing the mobile phone again must be supervised by SASS staff.

During school hours, parents/ carers are expected to only contact their children via the school front office. A message will then be sent to the student.

Responsibilities and Obligations

For students

- Be safe, responsible and respectful users of mobile phones and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

For parents/carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home, such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the School Community Charter.
- Switch off or put their digital devices on silent when at official school functions and during meetings.
- Provide digital devices that meet school specifications where a school is participating in a Bring Your Own Device program and complete any related paperwork consistent with the agreement.

Communicating this Procedure to the School Community

Recommended inclusions are listed below.

Students will be informed about this procedure through email, the School Website, and School Facebook page.

Parent/carer(s) will be advised via email and the School Facebook page. This procedure can be accessed electronically via the School's Website.

OFFICE DUTY

Office Duty has been a feature of life at Mitchell High School since the school opened. In Term 1, two students from Year 8 are selected each day to perform duty for one day. Students are selected in turn from the roll. From Term 2 for the rest of the year two students are selected from Year 7 each day to perform this duty.

The purpose of Administration Office Duty is multi-faceted. First and foremost it is a community service for the entire school community. Mitchell High School is a large school and the school does not have an intercom system. Many students will be called to the Administration Office throughout the day to take messages from their families, to see the Principal, Deputy Principal, Counsellor or other school personnel. The vital function the office duty students perform enables a timely response.

Performing the duty helps develop and refine skills of time management, understanding and following directions and interpersonal skills. Students get to understand the structure of the school better and come in contact with a wide variety of teachers, Head Teachers and Support Staff. The students receive praise and encouragement for doing the duty and many students report that they thoroughly enjoy their day of office duty.

The Parents & Citizens Association (P&C) and Parent Forum support the practise of office duty, however, if any parent wishes that their child not complete office duty please contact the Administration Office and their child's name will be removed from the office duty roll.

SCHOOL GUIDELINES

Mitchell High School and the Department of Education requirements

1. Students arriving before 8.30am must remain in the courtyard area. There are to be no ball games played before school in any area of the playground.
2. A student who is late to class must have a note from a teacher. Students late to school must bring a note or have a parent/carer contact the school and report to the attendance office. (see school routine – arriving late)
3. A note written and signed by a parent or carer must be handed in at attendance office on the first day back after an absence. Parents are asked to contact the school if an absence of more than two days is expected. Parents/Carers will also receive a text message from the school if a student is absent. You may reply the reason via a text message on **0418 245 356** and this will be counted as a satisfactory explanation. This text SMS service is only used for absences.
4. School uniform must be worn at all times. If temporary difficulty is experienced a parental note must be presented to a Head Teacher for a signature. Any notes requiring permission longer than three (3) days must be signed by a Deputy Principal.
5. P.E. uniform and joggers must be worn for P.E, Sport and Sport Science lessons only. They must only be worn to and from school on the days that students have P.E or sport Period 1. Full school uniform must be brought to change into. Hats are compulsory during Terms 1 and 4. Valuables, including mobile phones should be placed in the staff back pack.
6. Required safety clothing/shoes and equipment for specialist subjects must be worn.
7. During school hours, students are not permitted to leave the school grounds without written permission from the Deputy Principal or her/his delegate.
8. Students must not be out of class during lesson times unless they are carrying an explanatory note from a teacher.
9. Students are not permitted on school premises before or after notified school hours unless with a teacher or with written permission from the Deputy Principal or her/his delegate.
10. Students must carry a bag, which will protect books from damage. Any loss or damage to books is the responsibility of the student.
11. A student who is feeling ill must go to the MHS Administration Office, carrying an explanatory note from their teacher, where they will be sent into the sick bay clinic. If it is felt the student is ill enough to be sent home, the Administration Staff will contact parent/carer(s) to arrange for transportation.
12. Students are not permitted to smoke, have cigarettes, vapes, lighters/matches, nor intentionally be in the company of smokers, either at school, or on the way to or from school.

SCHOOL GUIDELINES

13. These items must not be brought to school:

- ☐ chewing/bubble gum
- ☐ game boys, MP3, iPod, electrical devices
- ☐ large amounts of money or other valuables
- ☐ dangerous implements, materials or substances
- ☐ cigarettes, vapes, lighters, matches
- ☐ unsuitable reading material
- ☐ aerosol cans e.g. deodorant.

Please Note:

Students who bring the above items may have them confiscated and they may need to bring a note in the following day to have them returned where appropriate. Some items may result in disciplinary action.

- 14.** Students are not permitted to eat or drink in classrooms, corridors or stairways.
- 15.** Movement in corridors should be quiet and orderly. Keep to the left. Do not run.
- 16.** No student is allowed to enter a staffroom without permission. A teacher must be in the staffroom before a student may enter.
- 17.** Students are to remain in the correct areas of the playground and observe the playground requirements.
- 18.** Students entering specialist rooms or the school library are to place their bags as designated by their supervising teacher. **Wallets and valuables are to stay with the student at all times.**
- 19.** Red lines indicate out of bounds areas. No student may enter an out of bounds area except when arriving or leaving school.
- 20.** Students are not to be near the bike racks except on arrival or departure from school. **Helmets must be worn by cyclists.**
- 21.** If a teacher is absent and no replacement teacher is available, students must report to the designated area outside the Administration Block and remain seated and study quietly.
- 22.** If any class is left unsupervised, a class representative must report this to either the Head Teacher of the subject concerned or to the Deputy Principal.

SCHOOL ROUTINE

The following information should assist you in settling into Mitchell High School.

School Hours (turn to page 5 to print bell times)

Monday	8.50am – 1.50pm
Tuesday, Thursday, Friday	8.50am – 3.00pm
Wednesday	8.50am – 2.15pm

School Days

Each day consists of 5 x one-hour periods. The timetable is organised over two weeks. The timetable is different in each of these two weeks. They are referred to as **Week A** and **Week B**. Each term will always begin in Week A.

School Gates

School gates are closed every day at 9.30am and entry to the school is only accessible through **Gate 1**, which is located on Keyworth Drive (near the letter box and school pedestrian crossing).

Roll Call

Daily roll call will occur each day at 8.50am. It is imperative that students be present at school prior to 8.50am so that they are not late for roll call. Students who arrive after roll call must report to the late room in the Administration Block.

Arriving Late

A note or parent/carer phone call is required if a student arrives late to school. The note must be taken to the School Administration Officer in the MHS Administration Office before going to class so that the students will be marked present and a late slip will then be issued. This slip must be given to the class teacher to gain entry to class.

Timetabled Assemblies

Timetabled assemblies are held every Monday for approximately 15 minutes.

Sport

Sport is integrated into each student's normal timetable over the two week cycle.

Canteen

The school canteen operates every school day. It provides a nutritious variety of wholesome foods, both hot and cold. Orders for lunches are taken before school and at recess. To avoid disappointment, we encourage students to order their lunch in advance. See page 7.

SCHOOL ROUTINE

Absences

Please contact the school before 10.00am to notify the MHS Administration Office staff if your child is absent. This will then be counted as an explained absence. This will also prevent a text message being sent to your mobile phone, thus saving us the cost of doing this. If you provide us with a parent mobile number we will text you after 11.00 am if we have not heard from you. Please text us back on **0418 245 356** and provide your child's full name and a brief explanation of their leave. This will then be counted as an explained absence. If you do not call or text a letter is requested upon your child's return. If you are planning for your child to be on leave for 5 or more days you need to contact the Principal as only a Regional Director can approve this leave.

It is important to note that students in Year 10, 11 and 12 require the Principal to sign a statement indicating that attendance, conduct and progress have been satisfactory.

Absences – Student Leave of Absence in School Term for 5 days or more

Travel is no longer exempted from school attendance when taken outside of school holiday periods. These periods are counted as absence for statistical purposes. If a student needs to be on extended leave for 5 or more days, the parent/carer needs to contact the MHS Administration Office and make an appointment with the Deputy Principal regarding this matter. If the student is going overseas, original travel documents need to be brought with you at the interview.

The Principal has the authority to grant some leave and exemptions depending on the circumstances. The parent/carer(s) must still make an 'Application for Extended Leave - Travel'. If the leave has been approved a 'Certificate of Extended Leave - Travel' will be issued and the absence will be recorded as 'L' Leave and if the leave has not been approved the absence will be recorded as 'A' Unjustified.

Leaving Early

To leave early for a good reason, (e.g. a medical appointment) a note is required, signed and dated by a parent or carer, and must be presented to the School Administration Officer in the administration office before roll call. Written permission to leave will then be given.

Sick Students

Students who are ill may be sent to the MHS Administration Office with a note from their teacher. The School Administration Officer will use their discretion as to whether the student will be admitted to sick bay. Sick bay is only to be used for emergencies and those who are genuinely ill. If a student is genuinely sick, a parent/carer(s) or one of the emergency contacts will be contacted, for them to pick up the sick child. **Contact telephone numbers of parent/carer and emergency contacts need to be updated, if there has been a change.**

Interviews/Appointments

Interviews or meetings with the Principal, Deputy Principal (Years 7, 9, 11), Deputy Principal (Years 8, 10, 12), Head Teachers, Year Advisers, Counsellor, Careers Adviser or class teacher must be arranged via the telephone on a mutually convenient date and time.

STUDENT/PARENT PORTAL - MILLENNIUM

Millennium Parent/Student Portal

Mitchell High School has introduced Millennium Parent and Student Portal as a communication platform for parent/carer(s) to access educational school information about their son/daughter's progress at school. The 'Parent and Student Portal' is a web-based application where both students and parents are able to login with their own credentials and access confidential student information.

The Millennium Parent and Student Portal will provide access to your child's school timetable, school's student calendar, messages regarding whole school and individual year information as well as messages from their teachers directed to the entire class or just to your child. Attendance data can be accessed, and you will be able to type an absence note within the portal. Many essential documents issued to our students can be downloaded. Parent teacher interview evening bookings will be made through the portal.

The Millennium Parent and Student Portal is a significant place to visit and pivotal in your day-to-day management of your child's enrolment at our school.

I am confident that you will see the benefits of your registration immediately and be part of our journey in providing this facility to you.

Click on the link below to view the Millennium Parent and Student Portal.

<https://www.millenniumschoools.net.au/portal/>

If you have forgotten your password, click on "Forgot Password" on the Millennium Parent and Student Portal page and Millennium will resend your details to the email address you have provided the school.

Should you experience difficulties please do not hesitate to contact the MHS Administration Office for assistance.

MITCHELL HS
Delivering excellence in education since 1964

**REPORT A STUDENT ABSENCE
SEND A SMS TEXT MESSAGE TO
0418 245 356**



STAFF CONTACTS

Apart from your class teachers and the heads of department there are other members of staff with whom you will be in contact. These are people who are willing to assist you in any way they are able.

Executive Staff

Principal	Ms Marinis
Deputy Principal (Years 8, 10, 12)	Mrs Pares
Deputy Principal (Years 7, 9, 11)	Mrs Kreiss

Head Teachers

Administration/Computing Studies	Miss Scheerhoorn
Creative and Performing Arts (CAPA)	Mrs Young
English	Mrs Makhoul
Mathematics	Ms Burness-Cowan
Personal Development, Health and Physical Education (PDHPE)	Mrs Spadina
Science	Mr Debrincat
Secondary Studies/History	Mrs Edwards
Social Science	Mr Connolly
Teaching and Learning	Mrs Kaur
Technologies	Mrs Depalo
Wellbeing	Ms Cate

Year Advisers

Year 7	Mrs Saul
Year 8	Miss Christensen
Year 9	Mrs Shaw
Year 10	Miss Maricic
Year 11	Mrs Lukas
Year 12	Miss Sands
Boys Adviser	Mr Grozdan
Bring Your Own Device (BYOD)	Miss Scheerhoorn
Business Manager	Mrs Telidis
Careers Adviser	Mr Turner
Debating Coordinator	Ms Beckett
International Student Coordinator	Mr Krishna
Technologies - Industrial Arts Coordinator	Miss Maricic
Languages Coordinator	Miss Mehic
Librarian	Ms Hankinson
Peer Support/Girl Adviser	Mrs Karabetsos
School Counsellor	Mr Johnson
Special Religious Education	Mrs Beckett
Student Leadership Body (SLB) Coordinator	Mr Ferguson
Sport Coordinator	Miss Thrattabeusy
Student Support Officer	Mr Ferguson
School Administration Manager	Mrs Hobday
School Administrative Officers	Ms Cossalter, Ms Lindsay, Miss Halls
	Miss McHugh, Mrs Gallo
Absentees/Rolls	Mrs Guttek
Library Assistant	Mrs Smallwood, Ms Mathers
Photocopying	Mrs Cutrupi
Science Assistants	Ms Mututantri
Technologies Assistant	Mrs Livesey

The Administration Office is open to students to pay for their fees/excursions, collect concession cards and hand in enrolment and leaver's forms. These must be done **before school, recess or lunch**.

STUDENT INFORMATION

Playground Supervision

All teachers on playground duty wear bright yellow vests for visibility and carry a walkie talkie. The Head Teacher on duty for the day will wear an orange vest. Students who require assistance should be able to locate a duty teacher quickly and easily to report any issues.

Difficult Students on the Playground

Students, who cause concern or refuse to obey a teacher's direction, will be referred to the Head Teacher on playground duty for that day. Head Teachers will deal with the situation. This information will be recorded on the Schools Management System. Further problems may be forwarded to the Deputy Principal.

Late Arrivals from Recess and Lunch

Students should move to class as soon as the music starts at the end of recess and lunch. They should arrive by the actual bell. Class teachers will take action against late arrivals by detaining students for the amount of time they were late and doubling it on a repetition of lateness.

Students who are Out of Bounds

Students found in out of bounds areas will be required to clean up a designated area at the direction of the teacher on supervision. Persistent offenders will be referred to the Head Teacher on playground duty and/or the Deputy Principal.

Students at a Training Session for Sporting Activity

Students training at recess or lunchtime, must have a supervising teacher with them at all times or teachers on playground duty will stop the training session. Only students involved in the team are permitted to be in that area.

Wet Weather

In wet weather only, the ovals will be closed and students may remain in the canteen area, under the Covered Outdoor Learning Area (COLA) or covered walkways. At no time are classrooms to be used.

Computer Passwords

Students needing to change their passwords for school computers or internet or have BYOD forms need to see Miss Scheerhoorn, Head Teacher Administration/Computing, in the main administration building before school, recess or lunch.

STUDENT RIGHTS AND RESPONSIBILITIES

A **'right'** is something, which belongs to you and should not be taken away by anyone. All students at Mitchell High School have the same rights. **Responsibilities** are those things you should do without being told. You have Responsibilities to others and towards yourself.

Rights	Responsibilities
I have the right to be happy and to be treated with understanding	I have a responsibility to treat others with understanding, not to laugh at others, tease or try to hurt their feelings.
I have the right to be shown respect and courtesy	I have a responsibility to show others courtesy and treat them with respect. I have a responsibility to respect the authority of teachers and ancillary staff. If appropriate I should be able to disagree but not to be disagreeable.
I have the right to be safe and to enjoy a healthy lifestyle	I have a responsibility to help make the school safe by not threatening, hitting or hurting anyone in any way. I have the responsibility to protect my health and not to smoke, take prohibited substances, alcoholic drinks nor to encourage other students to do so.
I have the right to expect my property to be safe	I have a responsibility to respect other people's property by not stealing, damaging or destroying it.
I have the right to obtain maximum benefit from all lessons	I have a responsibility to cooperate with teachers and other students to ensure lessons proceed for our advantage. I have a responsibility to ensure that my behaviour does not interfere with other students' rights to learn. I have a responsibility to be punctual, to attend school regularly, to keep up to date with required work and to take part in activities that will be of benefit to me.
I have the right to expect support from the local community	I have a responsibility to behave so that the community will respect our school.
I have the right to a pleasant, clean and well maintained school and grounds	I have a responsibility to care for the school environment, to keep it clean and be prepared to remove litter.

STUDENT INCENTIVE SCHEME

Mitchell High School staff and student representatives have investigated and developed an incentive scheme to reward students for positive behaviour. The incentive scheme will recognise positive student participation in the following expectations:

Respectful
Engaged
Active
Learners

Types of behaviours that will be rewarded under these expectations may include things such as good attendance, personal presentation, school and community participation, behaviour and attitude, and effort and success in course work.

Recognition of the above participation will be through the following forms:

- ☐ Presentation Day
- ☐ VIVO's and R.E.A.L. (Respectful, Engaged & Active Learners) Awards for Bronze, Silver, Gold and Platinum Certificates
- ☐ Service Awards

Presentation Day awards excellence in course work, sport and community achievements.

Staff will issue **VIVO's** online to students caught demonstrating **R.E.A.L.** expectations in the classroom, on the playground, at sport and many other settings. Students can save up their Vivo's to purchase items in the online shop that has prizes from the school and externally. Students will have access to their accounts online via a password and can monitor their progress. Parents also have access to this information. The Vivo's will also contribute to the students achieving Bronze, Silver, Gold and Platinum Certificates.

The Mitchell High School R.E.A.L. incentive scheme encourages positive behaviour within young people, which will assist them in their pursuit of their individual goals. It will provide students with electronic points and certificates, which can become part of a personal resume as well as assists students to identify their current skills and positive attributes. This scheme may also assist students in their school to work preparation.

SCHOOL FEES AND PAYMENTS

All fees are payable to the MHS administration office before school, at recess or lunch and a receipt will be issued upon payment.

Fees help to enhance Mitchell High School provision of educational, sport levy and other extra-curricular programs. The level of payment has been negotiated with the Mitchell High School community and all attempts are made to keep these at a minimum. Monies received are used to supplement the school's base financial allocation. All monies received are directed through to whole school resources such as computers, licensing fees and other technologies and software.

We understand that the costs of living today are high, but your support in early payment would be greatly appreciated and provides an immediate means for improving the quality of education provision for your child. If you have any difficulties with your payments, please contact the school to negotiate a payment plan.

If your child's school fees are paid in full by the end of Term 1 of each year, your total fees will be reduced by \$10.00 to act as an incentive.

Textbook Resource

All monies received are directed through to whole school resources such as library books, reference material, periodicals and photocopying. This is a conscious effort to improve the quantity and quality of learning support materials for students.

Course/Subject Fees

Course/Subject fees are mandatory and go towards paying for materials consumed during the production of student work and projects e.g. food, wood, textiles, paints, canvas and so on. All course/subject fees are kept to a minimal rate and any fee changes are negotiated with the Principal and the MHS Parents & Citizens Association (P&C).

All monies requested for specific course/subject fees are used solely for the purchase of consumable materials in those course/subjects. It is most important that students experience the use of a range of materials from fabrics to timbers to sheet music to provide a broad and solid foundation of learning in early secondary years. The payment of course/subject fees provide the school with the funds to purchase materials necessary for use by students in these course/subjects, taking advantage of bulk buy and GST free prices which can be obtained by the school.

Junior Fees

- Students who are not able to pay the course/subject fee in one instalment must negotiate a payment plan with the school by Term 1 Week 4, or they may be asked to select a non-fee paying subject in consultation with the Deputy Principal or Principal
- Students in Year 9 will not be able to select a fee paying subject for the following year (Year 10) if their fees remain unpaid. In consideration of this it is important to note that there are many non-fee paying electives that students can choose.
- Students will be unable to attend non-curricular excursions such as camps and International visits unless they have paid their course/subject fees.

SCHOOL FEES AND PAYMENTS

Preliminary and HSC Fees

- Some course/subjects attract additional fees as a result of their use of additional consumable materials. All costs are kept to a minimum but are necessary in order to provide the materials to meet the practical components of the subject.
- Students who elect to take these course/subjects are required to pay for the materials and uniforms that are required to meet the course/subject requirements
- Students who have not paid their fees or negotiated a payment plan, will be required to bring in all of the necessary equipment and supplies for practical lessons
- Students are unable to purchase the Year 12 jersey/jacket or attend non-curricular excursions such as camps, international visits and/or Year 12 formal etc. unless they have paid their subject fees.

Parents' Online Payment

Visit Mitchell High School's website: <https://mitchell-h.schools.nsw.gov.au/>
This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner and these details are not passed back to the school. Payments can be made using either a Visa, MasterCard credit or debit card. The payment page is accessed from the front page of the school's website by selecting \$ Make a payment. Payment(s) for subject fees, school contributions, excursions, sales to students and creative and practical arts activities (these include band, drama and dance) can be made here. There is also a category called 'Other': this is to cover items not covered in the previous heading. 'Other' can be used to make a payment of miscellaneous items e.g. overseas tours, calculators, textbooks etc. Uniform items are **NOT** to be paid for through the online payments system as these must be bought from the uniform shop. Once your transaction is complete a receipt of payment will be emailed to you by Westpac.
Please note that the school will not re-issue you a receipt.

When you access the \$ Make a payment you must enter:

- the student's name, and
- class and/or reference number **OR**
- the student's name, and
- date of birth.

You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed. For any enquiries regarding the Online Payment process please contact the School Administration Office.

What types of payments are **NOT** to be paid on the Parents' Online Payment system

MHS uniform shop items are **NOT** to be paid for through the online payments system and any items brought from the MHS uniform shop need to be paid to The School Locker.

EFTPOS

Payment(s) at Mitchell High School's Administration Office

Cheque

Payment(s) at Mitchell High School's Administration Office
Cheques made payable to Mitchell High School

Cash

Payment(s) at Mitchell High School's Administration Office

STUDENT WELLBEING

Student Support Officer

The Student Support Officer is an additional support for the school to assist with the social, emotional and spiritual wellbeing of our students. The Student Support Officer provides one-on-one and small group support and mentoring for students and networks with the local community to provide a broad range of support services to the school. The Student Support Officer runs specific programs tailored to the needs of the students such as resilience building, improving self-esteem and engagement.

The School Counsellor

The Counsellor is available to see students, parents and teachers and is also on call in case of a personal emergency or family crisis. Students are able to be referred to or arrange their own appointments with the Counsellor. The Counsellor's role is developmental, and if it is necessary, students may be referred to outside agencies in the community for specialised help.

Any discussion with the Counsellor is private and the information is kept confidential. As well as individual counselling, groups may be conducted to meet the special needs of students in the school. Some of these may be improving self-esteem, relaxation techniques or study skill methods.

The Role of the Year Adviser

- to encourage a positive, secure, caring environment where each student feels that he or she is important and has an active part to play in the school
- to encourage in each student, a positive self-image
- to be available and receptive to students and to provide support and guidance
- to monitor the general well-being of students and direct students, where necessary, to make students aware of the details of the school's procedures and their rights and responsibilities
- to liaise with families and external wellbeing agencies information about students
- to maintain accurate records of students.

UNIFORM

Mitchell High School Code of Dress

"As a student of Mitchell High School I wear my uniform with care and pride to bring credit to myself and my school."
(Mitchell HS Code of Dress)

Uniform Requirements

The following outlines the Mitchell High School uniform requirements. The aim is to provide a uniform that is attractive, neat and economical.

Families experiencing difficulty may apply for assistance to provide a uniform under the Students Assistance Scheme (for students in Years 7 to 10). A school uniform clothing pool is maintained by the school. Used items of school uniform may be purchased for a nominal price. Donations of good used uniforms are always welcome.

Mitchell High School uniforms are sold by **The School Locker**. The uniform shop operates during school terms. Operation hours are every:

Tuesday (excluding school and public holidays)	8.00am – 12.00pm
Thursday (excluding school and public holidays)	12.00pm – 4.00pm

Students are expected to wear the appropriate summer or winter uniform in the neat correct manner to and from school, at school and whilst on school excursions unless otherwise stated. It is assumed that any student attending school out of uniform without a note is not conforming to school rules and is aware of the consequences of their actions. Uniform notes will be issued when breaches occur and detentions may be given.

Students who are out of uniform may be:

- Sent home to change (where possible)
- Required to change into uniform items from the school uniform pool
- Withdrawn from class/placed in the Learning Centre
- Given a detention
- Students in practical classes, for safety reasons, cannot be permitted into class without the correct uniform (e.g. footwear).

UNIFORM

School Uniform Rules

- Jewellery allowed includes a watch, studs, or sleepers and one (1) signet ring.
- Only navy blue and white hair accessories.
- All blouses and shirts are to be worn correctly including:
 - anything worn under the shirt or blouse must be tucked in and not showing
 - all shirts and blouses must be tucked in if wearing something over them e.g. a jumper
- Trousers are not to be rolled or tucked into socks or shoes.
- Skirts/shorts must not be rolled up and should be knee length.
- Jackets and sloppy joes are not to be tied around the waist.
- White t-shirts and long sleeve white skivvies may be worn under shirts on cold days.
- Hooded tops are not to be worn at school at any time.
- Cut off trousers and/or corduroy shorts, elastic waist shorts and trousers, shorts or trousers with logos are not school uniform.
- MHS School hats or any other hats are not to be worn inside any buildings or classroom.
- All collars must be turned down to show the Mitchell High School emblem.

What should I do if I am not in correct uniform?

Student needs to bring a note from home signed by their parent/carer. This note is to be signed by the Head Teacher in charge of their roll call before class begins.

Upstairs A Block	HT Science
Downstairs A Block	HT TAS
Demountables near A Block	HT TAS
Upstairs/Downstairs C Block	HT CAPA
Upstairs D Block	HT Social Science
Downstairs D Block	HT PDHPE
Library	HT PDHPE
Demountables near the Library	HT PDHPE
Upstairs E Block	HT English
Downstairs E Block	HT Mathematics

You may be required to go to the Administration Office and ask the Administration Office Staff if that item may be loaned for one school day. Students should return the item back to the Administration Office clean and ironed. On return the students name will be marked off the book.

Students not in correct uniform will be penalised if they don't follow the above procedures. Teachers will issue a uniform note which students should show their parent/carer(s). Penalties for having offences may include: detentions and a ban from non-assessable excursions, may jeopardise their purchase of a Year 12 jersey and attendance at the Year 12 formal. Repeat offenders have sanctions applied for persistent disobedience.

Click on the below link to view the DoE Policies

<https://education.nsw.gov.au/policy-library/policies/school-uniform-policy>
<https://education.nsw.gov.au/policy-library/a-z>

MALE		FEMALE	
Summer		Summer	
Junior	Senior	Junior	Senior
<p>Mitchell HS navy blue cap with school crest.</p> <p>Mitchell HS blue polo with school crest.</p> <p>Mitchell HS grey shorts <u>or</u> grey trousers with school crest.</p> <p>White, black or grey school socks.</p> <p>Black leather lace up shoes. Shoes must have a low heel and polished, no boots.</p>	<p>Mitchell HS navy blue cap with school crest.</p> <p>Mitchell HS white polo shirt <u>or</u> Mitchell HS long sleeve business shirt with the school crest.</p> <p>Mitchell HS grey shorts <u>or</u> grey trousers with school crest.</p> <p>White, black or grey school socks.</p> <p>Black leather lace up shoes. Shoes must have a low heel and be polished, no boots.</p>	<p>Mitchell HS navy blue cap with school crest.</p> <p>Mitchell HS knee-length navy blue shorts <u>or</u> Mitchell HS navy slacks with school crest.</p> <p>Mitchell HS blue blouse with crest <u>or</u> Mitchell HS blue polo with school crest.</p> <p>White or black school socks.</p> <p>Black leather lace up shoes. Shoes must have a low heel and polished, no boots.</p>	<p>Mitchell HS navy blue cap with school crest.</p> <p>Mitchell HS knee-length navy blue shorts <u>or</u> navy slacks with school crest.</p> <p>Mitchell HS white over blouse with school crest or Mitchell HS white polo shirt.</p> <p>Mitchell HS female tie.</p> <p>White or black school socks.</p> <p>Black leather lace up shoes. Shoes must have a low heel and polished, no boots.</p>
Winter		Winter	
Junior	Senior	Junior	Senior
<p>Mitchell HS navy blue cap with school crest.</p> <p>Mitchell HS polo with school crest.</p> <p>Mitchell HS sloppy joe with school crest <u>or</u></p> <p>Mitchell HS woollen jumper with school crest <u>and/or</u></p> <p>Mitchell HS blazer with school crest.</p> <p>White, black or grey school socks.</p> <p>Black leather lace up shoes. Shoes must have a low heel and polished, no boots.</p>	<p>Mitchell HS navy blue cap with school crest.</p> <p>Mitchell HS white polo shirt <u>or</u> Mitchell HS long sleeve business shirt with the school crest.</p> <p>Mitchell High School tie.</p> <p>Mitchell HS grey shorts with school crest <u>or</u> Mitchell HS grey trousers with school crest.</p> <p>Mitchell HS sloppy joe with school crest <u>or</u> Mitchell HS woollen jumper with school crest <u>or</u> Mitchell HS navy blazer with school crest.</p> <p>White, black or grey school socks.</p> <p>Black leather lace up shoes. Shoes must have a low heel and polished, no boots.</p> <p>Year 12 jersey in Terms 2 & 3 only.</p>	<p>Mitchell HS navy blue cap with school crest.</p> <p>Mitchell HS blue long or short sleeve blouse with school crest <u>or</u></p> <p>Mitchell HS blue polo with school crest.</p> <p>Mitchell HS navy blue slacks knee length or shorts with school crest <u>or</u> Mitchell HS knee-length tartan skirt</p> <p>Mitchell HS navy blue spray jacket <u>or</u> Mitchell HS navy blue sloppy joe <u>or</u> Mitchell HS navy blue blazer with school crest.</p> <p>White or black school sock <u>or</u> navy blue or black stockings.</p> <p>Black leather lace up shoes. Shoes must have a low heel and polished, no boots.</p>	<p>Mitchell HS navy blue cap with school crest.</p> <p>Mitchell HS white short sleeve blouse with school crest <u>or</u> Mitchell HS white polo shirt.</p> <p>Mitchell High School female tie.</p> <p>Mitchell HS knee-length navy blue shorts <u>or</u> Mitchell HS navy slacks with school crest.</p> <p>Mitchell HS sloppy joe with school crest <u>or</u> Mitchell HS navy blue woollen jumper with school crest <u>and/or</u> Mitchell HS navy blue blazer with school crest.</p> <p>White or black school socks <u>or</u> navy blue/black stockings.</p> <p>Black leather lace up shoes. Shoes must have a low heel and polished, no boots.</p> <p>Year 12 jersey in Terms 2 & 3 only.</p>
PE and Sport		Accessories	
<p>Mitchell HS navy blue cap with school crest.</p> <p>Mitchell HS sports shirt with school crest.</p> <p>Mitchell HS sports shorts with school crest.</p> <p>Joggers.</p> <p>School tracksuit/spray jacket in winter.</p>		<p>Male:</p> <p>Grey or black belts.</p> <p>Mitchell HS scarf.</p> <p>Female:</p> <p>Navy blue or white hair accessories.</p> <p>Mitchell HS scarf.</p> <p>Jewellery allowed includes a watch, studs, sleepers and one signet ring.</p> <p>No make-up.</p>	

UNIFORM – SHOE REGULATIONS

MITCHELL HIGH SCHOOL SHOE REGULATIONS

Illustrative Guide to Assist in the Purchase of Acceptable School Shoes

Students need to wear hard leather lace-up shoes that protect their feet against drops and spills. Work Health & Safety (WH&S) requirements may result in students who are not wearing leather shoes with sufficient protection being excluded from some practical activities. If in doubt, please purchase leather lace up shoes or contact the school.

		<p>Acceptable Male Shoes</p> <p>Features:</p> <ul style="list-style-type: none"> • Black leather with leather tongue • Laced • Upper foot protection • Non-slip sole
		<p>Acceptable Female Shoes</p> <p>Features:</p> <ul style="list-style-type: none"> • Black leather with leather tongue • Laced • Upper foot protection • Non-slip grip
		<p>Acceptable Sports Shoes</p> <p>Features:</p> <ul style="list-style-type: none"> • Lace up/velcro (no slip ons) • Covers all of the top of the foot • Provides arch support, ankle support, sole protection & flexibility
		<p>Unacceptable Shoes</p> <ul style="list-style-type: none"> • The majority of the upper foot is unprotected • Smooth sole with little or no grip e.g. ballet flats • No token/heel • Thin soft leather offering little protection • Canvas upper e.g. rabens • Suede shoes e.g. skate shoes

UNIFORM SANCTIONS

MHS UNIFORM REQUIREMENTS AND DRESS CODE SUMMARY OF SANCTIONS

'As a student of Mitchell High School I wear my uniform with care and pride to bring credit to myself and my school'
(Mitchell High School Code of Dress)

All students are expected to be aware of uniform requirements and to wear the correct uniform every day to follow the Code of Dress. Students not wearing the correct uniform or in breach of the School Code of Dress will be issued with an immediate **uniform note**. Uniform notes can be issued by any member of staff to a student, who has **not** brought a note from home, signed by an approved Head Teacher, explaining why they are temporarily not in school uniform. Details from the teacher's copy of the uniform note will be entered onto Millennium.

If a student does not have the correct uniform without a note or wear their uniform incorrectly, they will be given a detention by the classroom teacher in Period 1. Repeated offences may lead to a student being excluded from excursions, representing the school, in sport, academic and cultural activities, purchasing or wearing a Year 12 Jersey or attending the Year 12 School Formal.

YEARS 7 – 10

The receipt of three (3) uniform notes will result in a uniform breach letter being sent home.

The receipt of **six (6)** uniform notes will result in a warning letter from non-assessable school excursions, representing the school at sporting, academic and cultural events and attending recreational sport outside the school.

The receipt of **nine (9)** uniform notes will result in a ban from non-mandatory excursion(s), representing the school at sporting, academic and cultural events and attending recreational sport outside the school.

YEAR 11

The receipt of three (3) uniform notes will result in a uniform breach letter being sent home.

The receipt of **six (6)** uniform notes will:

- result in a warning letter from non-assessable school excursions, representing the school in sporting, academic and cultural events.
- result in a warning letter from purchasing or wearing a Year 12 Jersey.

The receipt of **nine (9)** uniform notes will result in a ban from purchasing a Year 12 Jersey and a ban from non-mandatory excursion(s)/representing the school in sporting, academic and cultural events.

YEAR 12

The receipt of three (3) uniform notes will result in a uniform breach letter being sent home.

The receipt of **six (6)** uniform notes will:

- result in a warning letter from non-assessable school excursion/representing the school in sporting, academic and cultural events.
- result in a warning letter against wearing the Year 12 jersey/jacket and/or attending the Year 12 School Formal.

The receipt of **nine (9)** uniform notes will:

- result in a ban from non-mandatory excursion(s)/representing the school in sporting, academic and cultural events.
- a ban from wearing a Year 12 jersey/jacket if it has been purchased.
- result in a ban from the Year 12 School Formal.

If a student's uniform improves substantially over ten weeks, the ban may be lifted. Further sanctions under the school's discipline procedures will be applied for on-going uniform misdemeanours. The school appeals process applies for any ban for the Year 12 jersey privilege and school formal.

UNIFORM REGULATIONS



MITCHELL HIGH SCHOOL UNIFORM REGULATIONS



MHS SENIOR UNIFORM



MHS JUNIOR UNIFORM

MHS SHOE REGULATIONS

MALE



FEMALE



SPORTS



ACCEPTABLE SHOES:

- Black leather with leather tongue
- Laced
- Leather upper providing protection to upper foot
- Non-slip sole

ACCEPTABLE SPORT SHOES:

- Laced up/velcro (no slip ons)
- Covers all of the top of the foot
- Provides arch and ankle support
- Flexible and sole protection

ACCESSORIES





ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT (EAL/D)

The school population at Mitchell High School is about 900 students. About 52.2% have a language background other than English. Approximately 31% of these students receive support from the EAL/D teachers. There are over 60 different languages other than English spoken by Mitchell High School students and their families.

EAL/D teachers are available to help students with language learning across the curriculum, from Year 7 to Year 12. Students may receive support in EAL/D Roll Call, in class or in small groups, depending on their individual needs.





DE INTERNATIONAL



DE International

The DE International is available to students who enter Australia on a **student visa** (subclass 571P or 500).

DE International answers enquiries and receives and processes applications for study at NSW government schools by student visa holders. If you have further questions about studying at NSW government schools, you can contact us at any time:

By mail:

DE International
Locked Bag 53
Darlinghurst NSW 1300 Australia

Telephone: 1300 300 229

Fax: 8293 6928

Website: www.deinternationalschool.edu.au



TEMPORARY RESIDENTS



Temporary Residents Program

The Temporary Residents Program allows eligible students with temporary resident visas to study in a NSW government school (Kindergarten to Year 12)

The Temporary Residents Unit receives and processes applications for study at NSW government schools by temporary resident visa holders.

By mail:

Temporary Residents Unit
Locked Bag 7004
Wollongong NSW 2520 Australia

Telephone: 1300 300 229

Fax: 8293 6928

Website: www.deinternationalschool.edu.au



MITCHELL
HIGH SCHOOL

WE INSPIRE
WE MOTIVATE
WE CARE
WE TEACH

Mitchell High School

Address: Keyworth Drive Blacktown NSW 2148
Telephone: (02) 9622 9944/(02) 9622 8926
Fax: (02) 9831 2805
Email: mitchell-h.school@det.nsw.edu.au
Website: www.mitchell-h.schools.nsw.gov.au