

MUIRFIELD HIGH SCHOOL

STAGE 4

(YEARS 7 AND 8)

2022



EXCELLENCE IN COMPREHENSIVE EDUCATION



SCHOOL DETAILS

ADDRESS: Muirfield High School
Barclay Road
NORTH ROCKS 2151

TELEPHONE: 9872 2244

OFFICE HOURS: 7:50am to 3:00pm

EMAIL: muirfield-h.school@det.nsw.edu.au

WEB SITE: www.muirfield-h.schools.nsw.edu.au

STARTING TIME: 8:15am FINISHING TIME: 2:35pm

WEEK DISTRIBUTION 2022

| TERM 1 | | | TERM 2 | | | TERM 3 | | | TERM 4 | | |
|--------|---------|-----|--------|---------|-----|--------|---------|-----|--------|----------|-----|
| WEEK | DATE | A/B | WEEK | DATE | A/B | WEEK | DATE | A/B | WEEK | DATE | A/B |
| 1 | 28/1/22 | B | 1 | 26/4/22 | A | 1 | 18/7/22 | A | 1 | 10/10/22 | A |
| 2 | 31/1/22 | A | 2 | 2/5/22 | B | 2 | 25/7/22 | B | 2 | 17/10/22 | B |
| 3 | 7/2/22 | B | 3 | 9/5/22 | A | 3 | 1/8/22 | A | 3 | 24/10/22 | A |
| 4 | 14/2/22 | A | 4 | 16/5/22 | B | 4 | 8/8/22 | B | 4 | 31/10/22 | B |
| 5 | 21/2/22 | B | 5 | 23/5/22 | A | 5 | 15/8/22 | A | 5 | 7/11/22 | A |
| 6 | 28/2/22 | A | 6 | 30/5/22 | B | 6 | 22/8/22 | B | 6 | 14/11/22 | B |
| 7 | 7/3/22 | B | 7 | 6/6/22 | A | 7 | 29/8/22 | A | 7 | 21/11/22 | A |
| 8 | 14/3/22 | A | 8 | 14/6/22 | B | 8 | 5/9/22 | B | 8 | 28/11/22 | B |
| 9 | 21/3/22 | B | 9 | 20/6/22 | A | 9 | 12/9/22 | A | 9 | 5/12/22 | A |
| 10 | 28/3/22 | A | 10 | 27/6/22 | B | 10 | 19/9/22 | B | 10 | 12/12/22 | B |
| 11 | 4/4/22 | B | | | | | | | 11 | 19/12/22 | A |

BELL TIMES (Subject to change)

| MON, TUES, THURS, Wk A FRI | TIMES | Week B FRI |
|----------------------------|---------------|---------------|
| Roll Call | 08:15 - 08:25 | 08:15 - 08:25 |
| Period 1 | 08:25 - 09:45 | 08:25 - 09:45 |
| Recess | 09:45 - 10:00 | 09:45 - 10:15 |
| Period 2 | 10:00 - 11:20 | 10:15 - 11:30 |
| Break | 11:20 - 11:25 | 11:30 - 11:35 |
| Period 3 | 11:25 - 12:45 | 11:35 - 12:50 |
| Lunch 1 | 12:45 - 13:00 | 12:50 - 13:05 |
| Lunch 2 | 13:00 - 13:15 | 13:05 - 13:20 |
| Period 4 | 13:15 - 14:35 | 13:20 - 14:35 |

| WEDNESDAY | TIMES |
|-----------|---------------|
| Meetings | 08:00 - 08:45 |
| Roll Call | 08:45 - 08:55 |
| Period 1 | 08:55 - 10:15 |
| Assembly | 10:15 - 10:25 |
| Recess | 10:25 - 10:40 |
| Period 2 | 10:40 - 12:00 |
| Lunch 1 | 12:00 - 12:17 |
| Lunch 2 | 12:17 - 12:35 |
| Period 3 | 12:35 - 13:15 |
| Period 4 | 13:15 - 14:35 |



Welcome from the Principal

At Muirfield, everyone matters and everyone has a contribution to make.

I offer a warm welcome to our new students. We value the contribution all our students make to our learning environment. I hope you have successful and enjoyable years of learning at Muirfield.

Entering a new school can sometimes be quite an overwhelming experience. This handbook has been prepared to provide students and their parents/carers with important information about the school. If you have any questions or concerns, please contact the school or speak directly with someone at the school. There are many teachers and support staff who are here to help. Your Peer Support leaders will also be very willing to help.

Muirfield High is a school that offers students excellent facilities and opportunities to have a rewarding and interesting secondary schooling. Our strong values include having a positive work ethic, showing respect and doing one's best at all times. We provide outstanding teaching and learning. A contribution to the school, in whatever the field or endeavour, is recognised as a very important part of one's schooling experience. In this way, Muirfield High School encourages everyone in its community to participate in all areas of school life.

Muirfield High offers an impressive range of subjects and extra-curricular activities. We recognise student application, effort and achievement as a major aspect of our student wellbeing policy. We encourage you to seek educational opportunities, involve yourself in the many extra curricular activities, and make the effort to become involved in the numerous aspects of school life at Muirfield High School.

To our parents, I thank you for entrusting us with your child's education. Key skills we aim to develop in Years 7 and 8 students are independence, self-regulation and a positive disposition to learning. Starting high school coincides with adolescence - that period where young people start to experiment with being independent. In six years your child will, or will almost, be legally an adult. Let us work together on your child's journey.

Ms Jennifer Reeves

Principal

SENOIR EXECUTIVE STAFF

| | | |
|-------------------|---------------------|---------------------------|
| Principal: | Ms Fiona Clifton | (Relieving 2022) |
| Deputy Principal: | Ms Tina Hosen | (2022-Years 7, 9 and 11) |
| Deputy Principal: | Mr Mark Jankovics | (2022-Years 8, 10 and 12) |
| Deputy Principal: | Ms Catherine Coates | (Support) |

FACULTY HEAD TEACHERS

Faculty Head Teachers are responsible for the course of study provided in each of their respective Key Learning Areas (KLA). They coordinate the programs of work and monitor the progress of students and classes in their subject areas. Parents can contact Head Teachers should they have concerns regarding their child's progress in a particular subject area. Other Head Teachers have responsibility for other programs or areas. You can find the full list of Head Teachers on our website. Below are our faculty Head Teachers:

| | | | |
|-------------|-------------------|------------------|--------------------|
| English | Ms Julie Diodati | TAS/Computing | Ms Berni Carpenter |
| Mathematics | Ms Ronie Quinn | Science | Ms Heliya Ebrahimi |
| HSIE | Ms Robyn Anderson | CAPA & Languages | Ms Shelley Frame |

YEAR ADVISERS

Year Advisers are teachers who take on an extra role to support students. They look after the students in one year group and organise activities and special programs to help students' social development. A Year Adviser can also be someone students go to if they have a problem and they do not know where to go for help. Parents may contact Year Advisers if they have general concerns about school. Year Advisers follow Year Groups through their schooling.

YEAR 7 2022



Mr Nicholas Skevington
TAS

YEAR 8 2022



Ms Amanda Angelo
TAS

OTHER KEY SUPPORT STAFF

SCHOOL COUNSELLORS

School counsellors assist students with any problems of a social, emotional or educational nature. They are available to all Muirfield students to talk about any issues. Parents/carers may also make an appointment to talk about issues relating to their child. Appointments can be made by phoning the school and arranging an appointment time through the School Office. Students may also make appointments with the counsellor through the School Office.

Our school has a counsellor available 4.5 days per week.

LEARNING AND SUPPORT TEACHER (LaST)

The Learning and Support Teacher is available to help students with learning. Referrals may be made through teachers. Students and parents may contact the LaST directly.

STUDENT SUPPORT OFFICER (SSO)

Sam, our SSO, works with other school staff to support the wellbeing of students. She is someone students can talk to outside the classroom.

ANTI-RACISM OFFICER

Concerns about discrimination, harassment or vilification should be reported to the Anti-Racism Officer. The Anti-Racism Contact Officer is Ms Deborah Fleet who can be found in the Science Department. Ms Fleet can help people if they feel they need assistance making a complaint against any racial comment or attack.

SUPERVISOR OF FEMALE STUDENTS

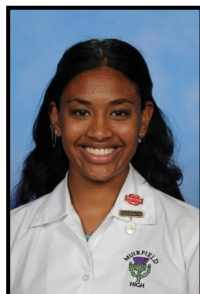
Ms Anna Pasternatsky, the Supervisor of Female Students, can advise female students on welfare issues. She also promotes the interests of girls and helps organise our annual International Women's Day breakfast.

COMPUTER LOGON ISSUES/CONFIGURING YOUR DEVICE

The school's TSO (Technical Support Officer) can help with issues using technology at school. The TSO can reset passwords and can provide advice on configuring devices (ie connecting devices with the school's system). The TSO's position is funded through general school contributions and the technology fee. For more information on BYOD, see the separate Electronic Devices and internet Usage Policy.

2022 STUDENT EXECUTIVE

School Captains



Charlize Walters



Thomas Wilby

Vice Captains



Emily Stoodley



Ray Viko

SPORT HOUSES

Muirfield High School has four Sport Houses: Beachley, Burton, Freeman and Thorpe, in which students are placed on enrolment at Muirfield High School.

Students compete in their Sport Houses annually at the Swimming Carnival, Athletics Carnival, and Cross Country.

Each house has 3 teachers as patrons. Every year, the students of each house vote for their captains and vice-captains.

Beachley



Mr Edmondstone



Mr Kent



Mr Reid

Burton



Mr Campbell



Ms Marsh



Ms Pasternatsky

Freeman



Mr Alley



Ms Dykes



Ms Yau

Thorpe



Ms Blich



Mr Pearson



Mr Skevington

STAGE 4 SUBJECTS

In Stage 4, students study a wide range of subjects. Most courses run for the whole year in either or both Year 7 and Year 8. History and Geography are studied for a semester each in Year 7 and Year 8.

Sport in Year 7 is part of the PDHPE program. In Year 8, students join in Wednesday sport with Years 9 to 11.

HOURS OF INSTRUCTION

| Subject | Year 7 | | Year 8 | |
|-----------------------------------|-------------------|-----------------------|-------------------|-----------------------|
| | Periods per cycle | Approx Hours per year | Periods per cycle | Approx Hours per year |
| English | 6 | 160 | 6 | 160 |
| Mathematics | 6 | 160 | 5 | 133 |
| Science | 6 | 160 | 5 | 133 |
| HSIE (Geography and History) | 4 | 107 | 4 | 107 |
| PDHPE | 5 | 133 | 3 | 80 |
| TAS | 4 | 107 | 4 | 107 |
| Visual Arts | 2 | 53 | 2 | 53 |
| Music | 2 | 53 | 2 | 53 |
| STEM | 2 | 53 | - | - |
| Performance Studies (Dance/Drama) | 2 | 53 | - | - |
| Japanese | - | - | 5 | 133 |
| Wednesday Sport | - | - | 4 | 107 |

English

In the Stage 4 English course students broaden their understanding, appreciation and enjoyment of the English language, and improve their skills as effective communicators. Students develop these skills through reading and viewing a range of texts, and by writing imaginative, interpretive and critical texts. Students engage with and explore literature of past and contemporary societies, as well as a range of spoken, visual, media and multimedia texts.

We also have a wide reading program in Stage 4 and students spend 5 minutes of each English period reading a text of their choice. Students need to bring a novel, magazine or a non-fiction text. They are required to bring this text to each English class.

Mathematics

The Stage 4 Mathematics course addresses the five strands of Number, Measurement, Data, Algebra and Patterns, and Geometry.

Students learn to use mathematical terminology, algebraic notation, diagrams, text and tables to communicate mathematical ideas. They apply their mathematical knowledge, skills and understanding in analysing real-life situations and in systematically exploring and solving problems using technology.

Science

Stage 4 Science provides an empirical way of answering interesting and important questions about the biological, physical and technological world.

Through applying the processes of

Working Scientifically, students use scientific inquiry to develop their understanding of science ideas and concepts, as well as the importance of scientific evidence.



Geography

The aim of Geography in Years 7-8 is to stimulate students' interest in and engagement with the world. Through geographical inquiry, they develop an understanding of the interactions between people, places and environments in order to become informed, responsible and active citizens.

Topics include: Landscapes and Landforms, Place and Liveability, Water in the World, Interconnections.

History

Studying History stimulates students' interest in and enjoyment of exploring the past, in order to: develop a critical understanding of the past and its impact on the present; develop the critical skills of historical inquiry; enable students to participate as active, informed and responsible citizens.

The Topics that students study in Year 7 include The Ancient World, including depth studies on: Investigating the Ancient Past, The Mediterranean World, The Asian World. In Year 8 the focus is on The Ancient to Modern World, including depth studies on: The Western and Islamic World, The Asia-Pacific World, Expanding Contacts.

Japanese

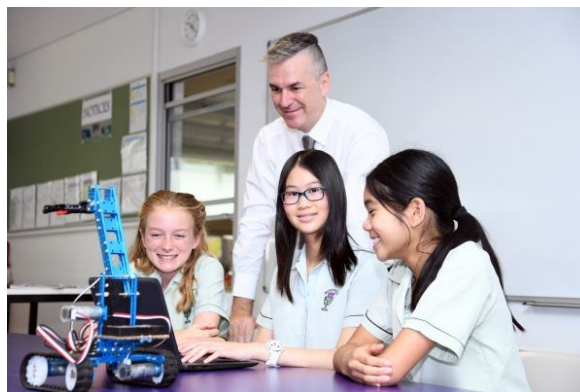
In Year 8 students study a language other than English. At Muirfield High it is Japanese. Students develop skills in listening, reading, writing and speaking. They learn greetings, numbers, and simple sentences in order to develop a self-introduction in Japanese. Further topics studied include: animals, classroom objects, colours, basic adjectives, days of the week, as well as expressing likes and dislikes. They are also introduced to the Hiragana script. Cultural activities will also be incorporated throughout the year.

Technology Mandatory

Students engage in design and production activities as they develop solutions to identified needs and opportunities. Through the practical application of knowledge and understanding they learn about Agriculture and Food Technologies, Digital Technologies, Engineered Systems and Material Technologies. Students develop the ability to design, produce and evaluate quality solutions that respond to identified opportunities and needs. Students learn to justify solutions and to responsibly, safely and creatively use and select materials, tools and techniques. The TAS department is always incorporating new technologies into their teaching such as Arduino and iPads for use in the creating and planning process.

STEM

The STEM course promotes the areas of science, technology, engineering and mathematics through inquiry and project based learning. Students are provided opportunities to raise questions and explore ideas whilst developing their creativity, critical thinking, collaboration and communication skills. At Muirfield, the course is taught by Science and TAS teachers.



Personal Development, Health and Physical Education

PDHPE empowers students to adopt healthy lifestyles by fostering positive attitudes and developing knowledge, skills and practices relating to PDHPE. The content includes: Health Wellbeing and Relationships, Movement Skills and Performance, and Healthy, Safe and Active Lifestyles.

Visual Art

Visual Arts places great value on the development of students' intellectual and practical autonomy, self-evaluation, critical judgement and understanding of art in art making and in critical and historical studies of art. Students develop and enjoy increasing independence in art practices, including making artworks and developing ideas to communicate effectively to the audience. Students explore 2D, 3D and 4D artforms, such as painting, printmaking, drawing, digital media, collage, drawing, ceramics, sculpture, installation. Across all forms, opportunities to engage in ICT (Information and Communication Technology) are embedded into every activity and are actively supported. The emphasis of the course is students producing artworks and bodies of work which can then be selected, arranged and exhibited for an audience through our annual SummerArts Exhibition.

Music

Students learn practical music skills and develop their musicianship. Throughout the course students develop skills across three areas: Performance, Composition and Aural Analysis (Listening). Each student practices these essential skills in both solo and group settings. Topics covered within the course include Popular music, Australian music, choral, digital, classical and jazz music. During Year 7 students learn about the Concepts of Music through foundational skills including keyboard and guitar performance, composition and listening. In Year 8, students apply these skills to specific genres including Australian Music, Jazz, Film Music and Popular Music. Tasks range from written listening tasks, composing original songs and playing music in a range of settings. No prior musical experience is necessary, and all students are involved equally in this fun yet engaging course.

Performance Studies

Performance Studies encourages a cooperative approach to exploring the world through a creative process. Students explore, devise and create dance and drama pieces that portray and communicate aspects of human experience, whilst exploring the ways people react and respond in society to different situations, issues and ideas.



Performance Studies builds self-confidence, motivation and self-esteem, through the devising, rehearsing and performing of collaborative works. Students have the opportunity to participate in whole school productions.

CLASS FORMATION

Class formation varies by year groups. Our class structure and class formation aim to be fair for all students. It is acknowledged by teachers that within any class there will be wide variations in skills, abilities and interests, whether or not the class is graded or “mixed ability”.

In Year 7 there is one high achievers class which caters for students who are talented in literacy and numeracy and who process information and new concepts quickly. The other classes are mixed ability with a wide range of student skills and talents. The Principal will determine the number of classes and class size based upon anticipated enrolments and historical data. Year 7 TAS and Visual Arts classes are limited to 20. Groupings in TAS and Visual Arts are determined by the timetable team and the Year Adviser. Placement in the High Achievers Class is by application in the year prior to commencing high school. Information is provided on the school's website and on Open Evening.

Year 8 classes, excluding Mathematics, are formed by the Year Adviser and Deputy Principal, drawing on students' efforts and achievements in Year 7. In English, Science, HSIE, PDHPE, Japanese, Visual Arts and Music, students will be in the same class. There will be one high achievers class and the other classes will be mixed ability. There is no separate application for the High Achievers Class. Placement in the High Achievers Class in Year 7 does not automatically result in placement in the High Achievers Class in Year 8. Placement considers Year 7 results, application and achievement; independent learning skills; rankings in English, Science and HSIE; input from other faculties; gender balance and welfare needs.

In Year 8, the Mathematics Faculty form mathematics classes separately. The classes are streamed based on Year 7 Mathematics application and results.

Year 8 TAS classes are limited to 20. Groupings in TAS are determined by the timetable team and the Year Adviser.



EXTRA CURRICULAR ACTIVITIES

Muirfield High School offers a wide range of sporting and cultural activities in which all students are welcome to participate.

Creative and Performing Arts

Our school offers participation in the following extra-curricular activities:

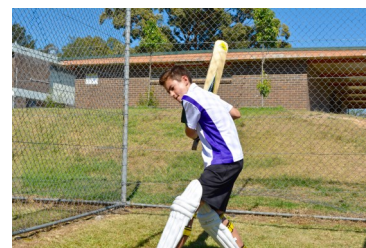
- The Concert Band
- The Stage Band
- Brass and Woodwind ensembles
- Guitar groups for beginners, intermediate skills and advanced skills
- Dance group– including a boys hip hop group
- Event Crew
- Art Group
- Drama Group



Sport

In Year 7 students participate in physical activities through PDHPE lessons. In Year 8, students do Wednesday sport and a lesson per week of physical activity in PDHPE. Wednesday sport has recreational activities and inter-school grade sport. Grade sport offers students the opportunity to trial for a team and, if successful, represent the school in competition against students from neighbouring schools. The sports available vary between the summer and winter seasons.

Sport is a mandatory part of the curriculum and starts in Year 8. We ask that appointments are not arranged during sport. If you need to leave school during sport, you need to take the note from your parent to the Sport Organisers (before school or at recess) who will issue a leavers card. At lunch, you then take the card and your note to the Front Office in order to sign out.





A MESSAGE FOR STUDENTS - ACHIEVING YOUR BEST

You will receive a school diary to help with your organisation. There is a lot of information in the diary to help you understand some of the school's key procedures. Ensure you read it carefully.

You need to have your diary with you for every lesson along with your student ID card.

You should use the diary as a record for homework, tests, assignments and other school activities. Use the semester planner to help plan effective use of your time by recording important and regular events, e.g. band rehearsals, examination weeks. Use the weekly pages to record daily commitments, homework, appointments with teachers etc.

The diary is also useful as a communication tool for your teachers and parents. Teachers are able to check that students have recorded their assignments. Parents /Carers are able to encourage their students by checking the diary for homework or special events.

ASSESSMENTS

Almost everything you do at school contributes to your end of course assessment. Remember that as a Muirfield student you are responsible for demonstrating to your teachers what you know, what you understand and what you can do. Examples of ways that you demonstrate your knowledge, understanding and skills include being involved in and completing class work; contributing to practical performances; participating in class discussions; and through your tests, examinations and other assessment tasks. Assessment schedules are published on the school website.

HOMEWORK

- Make sure all required work is entered into your diary with the due dates.
- In high school, your teachers may expect you to be able to learn in different ways. It is important that you understand what each teacher would like you to do for homework each night.
- Homework can take any number of forms, for example: completing class work, completing assignments and assessment tasks, doing set exercises, reading your set novel, researching information, revising for tests, revising the day's work, reading the daily newspaper or watching appropriate television programs.

NATIONAL ASSESSMENT PROGRAM - LITERACY AND NUMERACY (NAPLAN)

All Year 7 and Year 9 students in Australia sit the NAPLAN tests covering language, writing, reading and mathematics. Parents receive a report showing how their child performed against the 'agreed national benchmarks'.

UNIFORM REQUIREMENTS

The parent community fully supports the wearing of school uniform. Muirfield High School students are very proud of their uniform and recognise the importance of promoting a positive image throughout the community. The uniform was designed to incorporate our school colours - bottle green, purple and black.

All students are expected to wear full school uniform to and from school and to all school events/activities including examinations. Students attending school excursions must be in full school uniform unless otherwise stated on the permission note by the Head Teacher of the faculty organising the excursion.

On the rare occasion where the student is out of uniform, the student should bring a note from their parent explaining the circumstances and obtain a uniform pass from the Deputy Principal. Students who are out of uniform, without a note, will face disciplinary consequences, including detention.

| | Junior Uniform Years 7 – 10 |
|-----------------------------------|---|
| Shirt/Blouse | Pale green with school crest, a white long-sleeved undershirt is permissible in cold weather. |
| Shorts | Plain black tailored school shorts |
| Pants | Plain black purchased from Uniform Shop. – NO stripes, logos, tights, jeans or tracksuits |
| Girls Skirt, Pants, Shorts | Plain black pleated school skirt, worn with socks in summer and tights in winter. Plain black tailored pants. Plain black tailored school shorts. |
| Jumper | Bottle green with embroidered school logo |
| Jacket | Winter black fleece with embroidered school logo |
| Socks | Plain white ankle– NO stripes or logos |
| Shoes | Closed in, black leather – NO stripes or logos. NO sandals, thongs, slip-on or high-heeled shoes are permitted |

| | PE and Sport Uniform |
|-------------------------|--|
| Polo Shirt | White, green & purple sports polo shirt |
| Sport Shorts | Black with purple, green and white side stripe and school name |
| Tracksuit Pants | Plain black—available in Uniform Shop |
| Tracksuit Jacket | White, green purple and black. Permitted to be worn at any time. |
| Sport Shoes | Training shoes or joggers. (NOT Vans or Rabens) |

Illustrative Guide to Assist in the Purchase of Acceptable School Shoes

| | |
|--|---|
|  | Acceptable Boys Shoes: Features: - Black leather - Laced or Velcro - Upper foot protection - Non-slip sole |
|  | Unacceptable Boys Shoes: Features: - Splashes of colour/white (shoes must be totally black, inc. shoelaces and sole) - Canvas upper Eg Vans or Rabens |
|  | Acceptable Girl's Shoes: - Leather upper providing protection to the majority of the upper foot - Laced (preferred) or leather strapped* - Heal and sole with non-slip grip |
|  | Unacceptable Girl's Shoes: - The majority of the upper foot is unprotected. - Smooth sole with little grip - No/token heel - Thin/soft leather offering little protection. |
| Sports Shoes  | Acceptable Sports Shoes - Lace up/Velcro (no slip ons) - Covers all of the top of the foot - Provides arch support and sole protection |

Students are not permitted to wear sport shirts or sport shorts to school, except Years 8 to 10 on Wednesdays. Students are expected to wear full school uniform to school and change into their PE uniform during scheduled PE lessons.

All items listed (except shoes) are sold through the school and may be purchased from the Uniform Shop which is operated by the P&C. The full uniform policy can be found on the school's website.

Students undertaking practical based subjects need to wear lace-up shoes that protect their feet against drops and spills. WHS requirements may result in students who are not wearing shoes with sufficient protection being excluded from some practical activities.

If in doubt please purchase lace-up shoes.

THE UNIFORM SHOP

Located above the canteen

SCHOOL TERM TRADING HOURS:

Monday 12:30 - 1:30pm - STUDENTS ONLY

1st Monday of month 5:30 - 7:00pm

Please note: Uniform shop orders CANNOT be made via the 'Muirfield High School' website payment system.

All uniform items now available on Qkr!

Qkr! (pronounced 'quicker') is an easy to use app that makes ordering and paying for your school uniforms quick, simple and secure.



Getting Started is Easy

Step 1 Download Qkr!

Download the Qkr! app to your phone or tablet device (App Store or Play Store)

Step 2 Register

Follow the prompts and select Australia.

Set up your name and a password.

Add your credit card details.

Find Muirfield High School.

Add the names of your children.

Step 3 Start shopping

Choose the next Monday delivery.

Select the items you want, add to Cart, then Checkout when you are finished.

You can view and print a receipt (or email it) if required.

Step 4 Collect purchase

Students pick up their uniform items during Monday lunchtime opening
12:30 – 1:30pm.

(Orders to be placed by Sunday midnight for Monday pick up)

What if I don't have a smart phone?

You can use Qkr! online. Go to <https://qkr-store.qkrschool.com/store> and enter Muirfield in the search field. You will need to register, add a child and you will then be able to order uniforms online.

Questions about using Qkr!?

If you require further information or have any concerns, please email Muirfield P&C Assoc. Uniform Shop Committee on mhs.pnc.uniform@gmail.com.

**UNIIFORM SHOP
SCHOOL TERM TRADING HOURS**

Monday
12:30pm—1:30pm - STUDENTS ONLY
1st Monday of the month
5:30pm—7:00pm

All uniform items will be able to be purchased through the online purchasing app, Qkr!

All orders made on Qkr for a Monday lunchtime pickup (12:30pm to 1:30pm), must be placed by midnight the Sunday before.

NOTE: Only students are to pick up uniform on Monday lunchtimes from the Uniform Shop.

| 2022 | Times |
|---|--|
| Friday 28 January 2022 (Pupil Free Day) | 9:00am - 12:00 noon |
| Monday 31 January 2022 (Pupil Free Day) | 8:00am -10:00am 12:30pm-1:30pm 5:30pm-7:00pm |
| Tuesday 1 February 2022 (First day for Years 7, 11 & 12) | 7:30am-9:00am |
| Monday 7 February 2022 | Normal trading hours resume 12:30pm-1:30pm 5:30pm-7:00pm |

CANTEEN SCHOOL TERM TRADING HOURS

| Hours of Operation | Times |
|---|------------------|
| Monday, Tuesday, Thursday, Friday | 7:00am to 2:00pm |
| Wednesday | 7:30am to 1:15pm |
| Trading Hours | Times |
| Breakfast | 7:30am-8:15am |
| Recess | Times vary |
| Lunch Monday, Tuesday, Thursday, Friday | 12:45pm-1:15pm |
| Lunch Wednesday | 12:00-12:35pm |

NOTE

The canteen is now live on Qkr!

Students and staff can place recess and lunch orders using the app.

MUIRFIELD HS CANTEEN

HOW CAN I ORDER FOOD ONLINE?



- Download the Qkr! App to your mobile phone
- Register on the app:
 - Select Australia
 - Add your name and a password
 - Add your debit or credit card details
 - Search for Muirfield HS and select
 - On the profiles tab > add your name and select year group
- Start shopping:
 - Select the Recess menu or the Lunch menu
 - Select the date for your food order
 - Add your food and drink items to your cart
 - Check out and pay
- Order cut off times:
 - The cut off time for recess orders is 8:30am
 - The cut off time for lunch orders is 10:00am
- Collect your order:
 - Students are to line up at the canteen window for their year group
 - Students to present their student card for order collection
(this helps us hand the food order to the correct student)
 - Enjoy!

Over the counter sales and orders will still be available. Lunch orders must be placed by recess.

NOTE: Over the counter transactions are cash only.

Not all our snack foods are on the Qkr! App.

Please ask our friendly staff what is on offer for the day.

Check out the blackboard for daily specials.

Need help? Ask our friendly canteen staff for assistance.

TO ACCESS THE STUDENT/PARENT PORTAL

Log onto the schools web-site :

<http://www.muirfield-h.schools.nsw.edu.au/home>

STUDENT PORTAL ACCESS

Click on the tab "School Intranet"

On this page students can access: Moodle, Mahara and the "Student Portal". They will need to use their school username and password to login.

PARENT PORTAL ACCESS

Click on the tab "School Intranet"

Click on "Parent Portal". Parents will require a parent portal username and password to login which is issued by the school.

Parents will be given access to the Sentral Parent Portal where you will be able to see your child's timetable, daily attendance records, reports and daily notices.

You will be sent an email that explains how to log on to the "Parent Portal" and it is essential that you keep a copy of your username and password as this will remain the same for the entire time your child is at school.

We urge parents to check their child's attendance and contact the school immediately if there are concerns.

TIMETABLES

Students receive a copy of their timetable on their first day of attendance. It is important that a number of copies are made, eg for the diary, for parent, for the fridge and on the student's desk at home. Copies could also be put into the back cover of all subject exercise books. It is also an extremely good idea to take a photo of the timetable and keep it on the mobile phone.

Note:

- There is a Week A and a Week B timetable. These rotate throughout the year. In 2022 we start on Week A.
- Year 7 students commence on Tuesday, February 1, 2022 (Week A).**
- Wednesday is Sports Day. Year 7 have normal classes and do not do sport. Year 8 will have sport.

| | MonB | | TueB | | WedB | | ThuB | | FriB |
|-----|---|---------|--|-----|--|---------|---|-----|---|
| | Monday | | Tuesday | | Wednesday | | Thursday | | Friday |
| | 30/04/2018 | | 01/05/2018 | | 02/05/2018 | | 03/05/2018 | | 04/05/2018 |
| BSD | | BSD | | BSD | | BSD | | BSD | |
| RC | Roll Call Yr7 (7RC3) Room: B33 M Alley RollClass | RC | Roll Call Yr7 (7RC3) Room: B33 M Alley RollClass | RC | Roll Call Yr7 (7RC3) Room: B33 M Alley RollClass | RC | Roll Call Yr7 (7RC3) Room: B33 M Alley RollClass | RC | Roll Call Yr7 (7RC3) Room: B33 M Alley RollClass |
| 1 | English Yr7 (7EngB) Room: B33 J Cole | 1 | English Yr7 (7EngB) Room: B29 J Roberts | 1 | Technology Mandatory Yr7 (7TM2) Room: C32 S Cooke | 1 | English Yr7 (7EngB) Room: B32 J Cole | 1 | Agriculture Yr7 (7AgB) Room: S27 T Venables |
| ASY | | _No_ASY | | ASY | | _No_ASY | | R1 | |
| 2 | Science Yr7 (7SciB) Room: S29 D Fleet | 2 | Technology Mandatory Yr7 (7TM2) Room: C08 1257429 | 2 | Maths Yr7 (7MathsB) Room: A26 M Kaur | 2 | PDHPE Yr7 (7PDHPEB) Room: PRAC_1 J Wilcox | 2 | Visual Arts Yr7 (7VA2) Room: C13 S Campbell |
| 3 | PDHPE Yr7 (7PDHPEB) Room: B25 J Wilcox | 3 | Maths Yr7 (7MathsB) Room: A26 M Kaur | L1 | | 3 | Science Yr7 (7SciB) Room: S26 D Fleet | 3 | HSIE Yr7 (7HSIEB) Room: B10 C Kent |
| L1 | | L1 | | L2 | | L1 | | L1 | |
| L2 | | L2 | | 3 | English Yr7 (7EngB) Room: B29 J Roberts | L2 | | L2 | |
| 4 | HSIE Yr7 (7HSIEB) Room: B05 C Kent | 4 | PDHPE Yr7 (7PDHPEB) Room: PRAC_1 J Wilcox | 4 | Science Yr7 (7SciB) Room: B24 J Uppal | 4 | Music Yr7 (7MuB) Room: H24 C Contreras | 4 | Maths Yr7 (7MathsB) Room: A26 M Kaur |
| ASD | | ASD | | ASD | | ASD | | ASD | |
| 5 | | 5 | | 5 | | 5 | | 5 | |

STUDENT WELLBEING PROGRAMS

Muirfield has wellbeing programs to support all students. The Student Wellbeing Team organises many of the programs. In Years 7 & 8, the programs address settling into high school, making and sustaining friendships, bullying, and wellbeing.

PEER SUPPORT

Over the first few weeks at Muirfield, Year 7 students will undertake the Peer Support Program. Senior students welcome and induct the new cohort of Year 7 students into the Muirfield community. The program seeks to develop strong relationships and support between the peer support leaders and the junior students, and to nurture new friendships between the Year 7 students. Students develop skills in teamwork, effective communication, positive social interactions and problem-solving. The program equips Year 7 students with a better understanding of important school logistics including location of classrooms and teachers, reading their timetables, appropriate areas for recess and lunch, access to printing and photocopying, and familiarity with school rules. The peer support relationships continue as selected peer support leaders accompany the students to Year 7 camp. Through this initiative, the Muirfield vision and values are modelled to the Year 7 students and they soon become well integrated into the Muirfield community.

YEAR 7 CAMP

During Term 1 all of Year 7 attend a three day camp. It is a great opportunity for students to build upon their transition from primary school into high school. Here the students are encouraged to forge new friendships, take on new challenges and develop new skills by participating in activities such as: canoeing, high ropes, vertical challenge, giant swing, lost island and survivor challenge. Teachers, peer support leaders and students develop rapport in a different setting by facing challenges together and developing skills in team work. It is a great way to cement relationships that can continue for the rest of their schooling at Muirfield High.



MINDMATTERS

Each semester, every year group has seminars that address age appropriate issues. Seminars are presented by school staff and outside agencies, such as the Police School Liaison Officer.

In Year 7 the focus of the MindMatters seminars is on developing and sustaining friendships; accepting different perspectives and diversity of opinion; recognising that strong teams need people with different skills; learning about the theory of mind and bullying.

In Year 8 the focus of MindMatters is on steps to prevent bullying, such as being an active bystander; the challenges of social media; signs of depression and where to seek help; learning about the role of body image and how to recognise and resist negative influences.

SOCIAL DEVELOPMENT IN THE CURRICULUM

Curriculum areas also address aspects of social development.

For example, the PDHPE program teaches about risk taking behaviours, nutrition, drugs, relationships and communication, sexual health, and first aid.

In English, students in Stage 4 learn about difference and diversity, self-identity, values, relationships, and communication skills.

LEADERSHIP

In Year 8, students are encouraged to take on leadership roles in the Student Representative Council. Each Year Group from Years 8 to 11 elect representatives for the SRC. The Student Executive Team is made up of Year 12 students: School Captains, Vice-captains and Prefects.

All leadership roles represent Muirfield at public events, and provide students a voice in school decision-making.

SCHOOL SERVICE

All Stage 4 students undertake school service in the office. This community service by the students assists the front office staff with messages and deliveries. Students learn where the different staffrooms are located and which teachers they will find in each staffroom. They also develop confidence in speaking to teachers as they deliver messages. Of course, assessments and key learning activities such as group work take precedence. Students are encouraged to speak up if they have classwork or assessments they cannot miss.

STUDENT ATTENDANCE AT SCHOOL

CLASS ATTENDANCE

Students are expected to attend all lessons unless they have written permission from their teacher. If you are asked to do a task for another teacher, let your class teacher know where you can be located. This is essential to avoid a fractional truancy. Teachers are required to mark class rolls each period. Attendance must be satisfactory for the awarding of a ROSA and the Higher School Certificate. Unsatisfactory attendance may lead to not achieving outcomes or repeating a year. If you have missed a class, you are responsible for finding out what work you missed and catching up on this work.

MORNING ROLL CALL

This is the official school roll. You need to be in morning Roll Call. Important messages are given out at this time. Teachers will also mark rolls for every class during the day. Students must not leave the school grounds during school time (between 8:15am and 2:35pm) unless they have organised an Early Leaver's Pass or they have obtained permission from the Principal or Deputy Principal.

EARLY LEAVE

Should you need to leave school early, you must bring a note from your parent/carer which contains the date, your name and roll class, as well as the reason for, and the time of your departure. Keep the note with you until it's time for you to leave. You need to show this note to your teacher at the beginning of your class and at the departure time indicated on your note. Take the note to the Front Office where you will receive an Early Leaver's Pass. Note: Doctor or Dental appointments should not be made during school hours (this includes sport afternoons) where possible. However, if this is unavoidable please bring the appointment card with a note from your parent/guardian. If you return to school that day, you must report to the Front Office on arrival to obtain a note to return to class. A student cannot leave the school grounds between 8:15am and 2:35pm unless in possession of an Early Leaver's Pass or written permission from the Principal or Deputy Principal.

ABSENCE FROM SCHOOL

If you are absent from school, your parents will receive an SMS on that day. Parents should respond to the SMS with an explanation for the absence, or they can provide a note which you can return to the Front Office on the day you return to school. If your absence is likely to exceed three days a telephone call or email from your parent/carer would be appreciated.

LATE ARRIVALS

If you are late to school, your parents will receive an SMS on the day asking for an explanation of the late arrival. Lateness is recorded as partial absence and must be explained by parents/carers in the same way as other forms of absence. If you are late to school, report immediately to the Front Office, where you will receive a Late Pass for class. Section one is given to your class teacher while section two must be signed by your parent/carer and returned to the Front Office the following school day. Some absences and lateness will be unavoidable. Please do all you can to keep such occasions to a minimum and when you return to school, find out what you have missed, and do some extra work at home to catch up. Frequent unsatisfactory and unexplained lateness can lead to disciplinary action and may have an adverse effect on your achievement and reports.

ACCIDENTS

Report to the nearest member of staff. If it is a serious accident, stay where you are and get another student to find the staff member on duty, who will advise you to remain where you are or to report to the Front Office. The attending First Aid Officer will assess the situation.

ILLNESS WHILE AT SCHOOL

If you feel ill in class, tell the teacher and ask to go to Sick Bay (at the Front Office). At any other time go straight to Sick Bay. The First Aid Officer will assess the situation. It may be necessary to contact parent/carer. Please do not phone your parents first. Wait until the First Aid officer has assessed you.

In the event of a serious accident or illness beyond the competence of the school, an ambulance will be called and the parent/carer notified.

Students should not be sent to school without adequate care being taken of injuries already received, nor should they be sent if ill. If your child suffers from a health condition, please notify the school of this at the time of enrolment, or when you become aware of the condition.

Note: It is most important that we know how to contact your parent or carer as it may be necessary for them to pick you up if you are too ill to remain in class. You must know where they work and the appropriate contact telephone numbers must be on the school system. If your personal details change please notify office staff immediately.

EXTENDED LEAVE DURING TERM

Most holidays should occur during school holiday periods. Extended absence can affect your progress and course assessment. If your family is planning a holiday during term time, see the Front Office staff. They will give you an application for extended leave which you submit to your Deputy Principal. For international students planning to travel overseas, prior approval of overseas leave must be obtained from the school and the school must sight travel tickets prior to departure.

OTHER INFORMATION

You can find more information in the Student Diary and on the school's website.

TRAVEL TO AND FROM SCHOOL

Transport NSW have confirmed that all students enrolled in schools in NSW are entitled to half fare concessions. Children 4 to 15 years of age are automatically entitled to a child's half fare concession. School students 16 years of age and older are entitled to a half fare concession but are required to carry a NSW Transport Concession Entitlement Card as proof of their eligibility. Further information on this process can be obtained from <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions>

School Opal Card: apply online at

<https://apps.transport.nsw.gov.au/ssts>

Opal Card is an easy, convenient way of paying for your travel on public transport. It's the only card you'll need to get around on all public transport including trains, ferries, buses and light rail. An Opal is a

smartcard that you keep and reuse. You load value onto your card to pay as you go on all four modes of transport in the Opal network. Simply tap on at the beginning of your trip and tap off at the end to be charged the correct fare. Your Opal card calculates your fare including any transfers or breaks in your journey. You can top up at retailers, or register your card to top up on the Opal website, or set up auto top-up.

Opal gives you lots of benefits including daily and weekly caps, and discounted off-peak train fares, plus you can earn free travel. Adult and Child/Youth Opal cards are available at over 2000 retailers across the Opal network, including Sydney Domestic and International airports. Look for the Opal symbol or go to retailers.opal.com.au to find one close to you. You can also order a card by calling 13 67 25 (13 OPAL) or at opal.com.au



Riding a Bike to School

Parents and carers are responsible for a student's travel to and from school. Parents and carers must think carefully about the following when considering allowing a student to ride to school:

- How safe is the travel route?
- What are their riding skills like?
- How aware are they of their surroundings in the traffic environment?
- How well can they manage unexpected hazards?



It is essential that students riding to school understand the importance of riding safely, wearing a helmet and storing their bike in the right place at school. Bikes can be stored in the bike racks outside the Deputy's Office. It is recommended that they secure the bike with a bike-chain.