

MUIRFIELD HIGH SCHOOL

STAGE 4

(YEARS 7 AND 8)

2023



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 2023

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	27/1/23	B	1	24/4/23	A	1	17/7/23	A	1	9/10/23	A
2	30/1/23	A	2	1/5/23	B	2	24/7/23	B	2	16/10/23	B
3	6/2/23	B	3	8/5/23	A	3	31/7/23	A	3	23/10/23	A
4	13/2/23	A	4	15/5/23	B	4	7/8/23	B	4	30/10/23	B
5	20/2/23	B	5	22/5/23	A	5	14/8/23	A	5	6/11/23	A
6	27/2/23	A	6	29/5/23	B	6	21/8/23	B	6	13/11/23	B
7	6/3/23	B	7	5/6/23	A	7	28/8/23	A	7	20/11/23	A
8	13/3/23	A	8	12/6/23	B	8	4/9/23	B	8	27/11/23	B
9	20/3/23	B	9	19/6/23	A	9	11/9/23	A	9	4/12/23	A
10	27/3/22	A	10	26/6/23	B	10	18/9/23	B	10	11/12/23	B
11	3/4/22	B							11	18/12/23	A

BELL TIMES (Subject to change)

MON, TUES, THURS	TIMES	FRIDAY	WEDNESDAY	TIMES
Roll Call	08:15 - 08:25	08:15 - 08:25	Staff Meetings	08:00 - 08:45
Period 1	08:25 - 09:45	08:25 - 09:45	Roll Call	08:45 - 08:55
Recess	09:45 - 10:00	09:45 - 10:15	Period 1	08:55 - 10:15
Period 2	10:00 - 11:20	10:15 - 11:30	Assembly	10:15 - 10:30
Break	11:20 - 11:25	11:30 - 11:35	Recess	10:30 - 10:45
Period 3	11:25 - 12:45	11:35 - 12:50	Period 2	10:45 - 12:05
Lunch 1	12:45 - 13:00	12:50 - 13:05	Lunch 1	12:05 - 12:20
Lunch 2	13:00 - 13:15	13:05 - 13:20	Lunch 2	12:20 - 12:35
Period 4	13:15 - 14:35	13:20 - 14:35	Period 3	12:35 - 13:15
			Period 4	13:15 - 14:35



Welcome from the Relieving 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. Making 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.

Mrs Fiona Clifton

Relieving Principal

SENIOR EXECUTIVE STAFF 2023

Principal:	Ms Jennifer Reeves	
Deputy Principal:	Ms Tina Hosen	Years 9 and 12
Deputy Principal:	Mr Mark Jankovics	Years 8 and 11
Deputy Principal:	Mrs Tania Prowle	Years 7 and 10

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. The full list of Head Teachers can be found 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 2023



Ms Emma
Knobbs
PDHPE

YEAR 8 2023



Ms Stephanie
Nercessian
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 contacting the school office and arranging an appointment time. Our school has a counsellor available 4 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)

Our Student Support Officer 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 Technical Support Officer (TSO) 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.

2023 STUDENT EXECUTIVE TEAM

Captains



Alana Brown



Kayla Jogiastira



Emma Thomas



Maxwell Zimin

Vice Captains

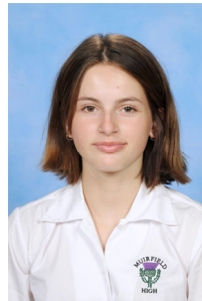
Leadership Team



Sophie Balada-Gray



Ellie Brown



Layla Burrows



Ryan Calvar



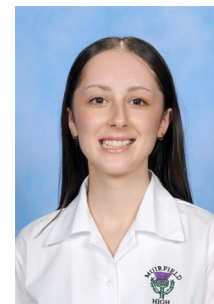
Jesse Duff



Rachael Dunk



Isabelle Loundar



Jessica Zann

SPORT HOUSES

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

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.

SPORTS HOUSE PATRON TEACHERS

Beachley



Mr Edmondstone



Mr Kent



Ms Knobbs

Burton



Mr Campbell



Ms Marsh



Ms Pasternatsky

Freeman



Mr Alley



Ms Dykes



Ms Yau

Thorpe



Ms Bligh



Ms Adams



Ms Millett

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 Arts

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, digital media, collage, drawing, ceramics, sculpture, installation. Across all forms, opportunities to engage in IT (Information Technology) are embedded into every activity and are actively supported. The emphasis of the course is for students to produce artworks and bodies of work which can then be selected, arranged and exhibited for an audience through our annual exhibitions.

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 also have the opportunity to participate in whole school productions.

CLASS FORMATION

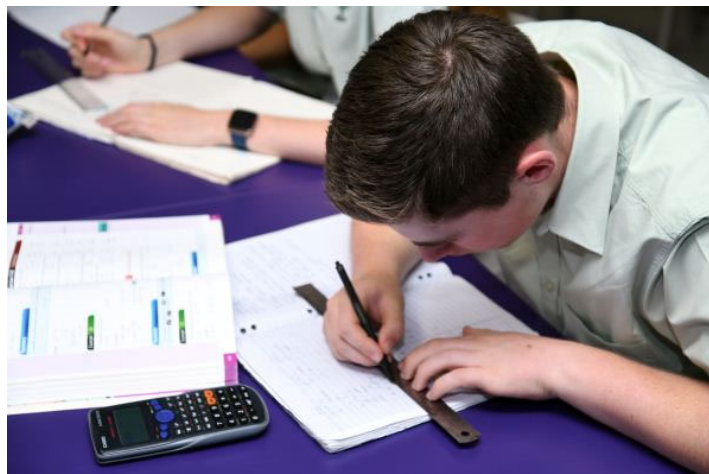
Class formation varies by year groups. Our class structure and class formation aim to be fair for all students. It is acknowledged by teachers that within any class there will be wide variations in skills, abilities and interests, whether or not the class is graded or "mixed ability".

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 groups
- 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 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

	<p>Acceptable Boys Shoes: Features:</p> <ul style="list-style-type: none"> - Black leather - Laced or Velcro - Upper foot protection - Non-slip sole
	<p>Unacceptable Boys Shoes: Features:</p> <ul style="list-style-type: none"> - Splashes of colour/white (shoes must be totally black, inc. shoelaces and sole) - Canvas upper Eg Vans or Rabens
	<p>Acceptable Girl's Shoes:</p> <ul style="list-style-type: none"> - Leather upper providing protection to the majority of the upper foot - Laced (preferred) or leather strapped* - Heal and sole with non-slip grip
	<p>Unacceptable Girl's Shoes:</p> <ul style="list-style-type: none"> - The majority of the upper foot is unprotected. - Smooth sole with little grip - No/token heel - Thin/soft leather offering little protection.
<p>Sports Shoes</p> 	<p>Acceptable Sports Shoes</p> <ul style="list-style-type: none"> - 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.

UNIFORM 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.

2023	Times
Friday 27 January 2023 (Pupil free Day)	9:00am - 12:00 noon
Monday 30 January 2023 (Pupil Free Day)	8:00am -10:00am 12:30pm -1:30pm 5:30pm - 7:00pm
Tuesday 31 January 2023 (First day for Years 7, 11 & 12)	7:30am - 9:00am
Monday 6 February 2023	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 which is issued by the school to login.

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

Parents/Guardians will be sent an email that explains how to log on to the “Parent Portal” and should keep a copy of the username and password as this will remain the same for the entire time their child's schooling.

We urge parents to check their child's attendance and **provide an explanation on the portal for any absences.**

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 2023 we start on Week A.
- **Year 7 students commence on Tuesday, 31 January, 2023 (Week A).**
- Wednesday is Sports Day. Year 7 have normal classes and do not do sport. Year 8 will have sport.

	MonB Monday 30/04/2018		TueB Tuesday 01/05/2018		WedB Wednesday 02/05/2018		ThuB Thursday 03/05/2018		FriB Friday 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.



WELLBEING AT MUIRFIELD (WaM)

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 WaM 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 WaM 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

MORNING ROLL CALL

This is the official school roll. Students 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.

CLASS ATTENDANCE

Teachers are required to mark class rolls each period. Students are expected to attend all lessons unless they have written permission from their teacher. If requested to do a task for another teacher, they should let the class teacher know, to avoid a fractional truancy. 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 students miss a class, they are responsible for finding out what work was missed and catching up on this work.

EARLY LEAVE

Should students need to leave school early, they must bring a note from a parent/carer which states the student name and roll class, date, as well as the reason for, and the time of departure. They should bring the note to the front office before school, then come back to the office at recess to collect the Early Leave Pass. They should then use this pass to leave class at the time stated thereon. They should leave school via the front office where their Early Leaver's Pass will be signed by a staff member.

Note: Doctor or Dental appointments should not be made during school hours (this includes sport afternoons) where possible. However, if this is unavoidable they should bring the appointment card with the note from a parent/guardian. If returning to school that day, students must report to the Front Office on arrival to obtain a note to return to class.

ABSENCE FROM SCHOOL

If a student is absent from school, their 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 the student can return to the Front Office on the of return to school. If the absence is for three days or more, an email from a parent/carer is required, together with a medical certificate to explain illness.

LATE ARRIVALS

If a student is late to school, their 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. Late students should report immediately to the Front Office, to receive a Late Pass which needs to be given to the class teacher. Some absences and lateness will be unavoidable. But should be kept to a minimum. Upon returning to school, students should find out what they 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 students' achievement and reports.

ACCIDENTS

In the event of an accident, students should report to the nearest member of staff. If it is a serious accident, they should stay where they are and send another student to find the staff member on duty, who will advise whether to remain where they are or to report to the Front Office. The attending First Aid Officer will assess the situation.

ILLNESS WHILE AT SCHOOL

If students feel ill in class, they should tell the teacher and ask to go to Sick Bay (at the Front Office). At any other time they should go straight to Sick Bay. The First Aid Officer will assess the situation. It may be necessary to contact a parent/carer. They should not phone parents first, but wait until the First Aid officer has assessed them.

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 if they are unwell, or without adequate care being taken of injuries already received. If a student suffers from a health condition, the school should be notified of this at the time of enrolment, or when the condition is diagnosed.

Note: It is most important that we know how to contact parents or carers as it may be necessary to contact them due to illness or injury. If any contact details change, please notify the school immediately by email.

EXTENDED LEAVE DURING TERM

Most holidays should occur during school holiday periods. Extended absence can affect students' progress and course assessment. If a family is planning a holiday during term time, an Application for Extended Leave with supporting documentation needs to be submitted to the 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

More information can be found 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

Students are entitled to a School Opal Card if:

- the straight line distance from the student's home address to school is more than 2km, or
- the walking distance from home to school is 2.9km or further.



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

If the student does not qualify for free school travel, they may be able to buy a School Term Bus Pass at <https://tfnsw-mashup-2-1-prod.pegacloud.net/ApplyTBP/ApplyTBP.html>

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.



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