

MUIRFIELD HIGH SCHOOL

STAGE 4

(YEARS 7 AND 8)



EXCELLENCE IN COMPREHENSIVE EDUCATION

SCHOOL DETAILS

ADDRESS: Muirfield High School
Barclay Road
NORTH ROCKS 2151

TELEPHONE: 9872-2244 FAX: 9871-4106

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: 8:15 a.m. FINISHING TIME: 2:35 p.m.

BELL TIMES

Mon	Times	Tues/Thurs	Times
RC	08:15 – 08:25	Roll Call	08:15 – 08:25
Period 1	08:25 – 09:40	Period 1	08:25 – 09:45
Assembly	09:40 – 09:55	Recess	09:45 – 10:00
Recess	09:45 – 10:10	Period 2	10:00 – 11:20
Period 2	10:10 – 11:25	Break	11:20 – 11:25
Break	11:25 – 11:30	Period 3	11:25 – 12:45
Period 3	11:30 – 12:45	Lunch 1	12:45 – 13:02
Lunch 1	12:45 – 13:02	Lunch 2	13:02 – 13:20
Lunch 2	13:02 – 13:20	Period 4	13:20 – 14:35
Period 4	13:20 – 14:35		

Wed	Times	Fri	Times
Period 0 *	08:10 – 08:45	Roll Call	08:15 – 08:25
Roll Call	08:45 – 08:55	Period 1	08:25 – 09:40
Period 1	08:55 – 10:15	Recess	09:40 – 10:10
Assembly	10:15 – 10:25	Period 2	10:10 – 11:25
Recess	10:25 – 10:40	Break	11:25 – 11:30
Period 2	10:40 – 12:00	Period 3	11:30 – 12:45
Lunch 1	12:00 – 12:17	Lunch 1	12:45 – 13:02
Lunch 2	12:17 – 12:35	Lunch 2	13:02 – 13:20
Period 3	12:35 – 13:15	Period 4	13:20 – 14:35
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

SENIOR EXECUTIVE STAFF

Principal:	Ms Jennifer Reeves
Deputy Principal:	Mrs Tina Hosen
Deputy Principal:	Mr Mark Jankovics

HEAD TEACHERS/ EXECUTIVE STAFF

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. For example, the Head Teacher Administration is responsible for attendance monitoring.

English: Ms Julie Diodati	TAS/Computing: Mr Bernard Carpenter
Mathematics: Ms Margot Cooper	Support: Ms Catherine Coates
Science: Ms Heliya Ebrahimi	Administration: Ms Sandra Coppe
HSIE: Ms Robyn Anderson	PDHPE Co-ordinator: Ms Naomi Bligh
CAPA: 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. Year Advisers can also be someone students can go to if you 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 a year group through their schooling.

YEAR 7, 2019



Mrs Emma Bopaththage
TAS

YEAR 8, 2019



Mr Chris Kent
BLC

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 these appointments directly with the counsellor themselves through the School Office.

The school counsellors are:

Mr Garry McEwin

Ms Felicity Ryan

Please note: Our school counsellor allocation is 3.5 days per week.

LEARNING AND SUPPORT TEACHER (LAST)

Mr Alan Chivers, 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.

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 racist comment or attack.

SUPERVISOR OF FEMALE STUDENTS

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

LOGON ISSUES/CONFIGURING YOUR DEVICE

The school's TSO (Technical Support Officer), can help with some issues you may have using technology at school. The TSO can reset your password and can provide advice on configuring your device (ie having your device connect 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.

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. Others only run in Year 7 or 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
Agriculture	2	53	-	-
STEM	1	27	-	-
Performance Studies (Dance/Drama)	1	27	-	-
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.

Mathematics

The Stage 4 Mathematics 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

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, to develop a critical understanding of the past and its impact on the present, to develop the critical skills of historical inquiry and to 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.

PHYSICAL DEVELOPMENT, HEALTH AND PERSONAL EDUCATION (PDHPE)

PDHPE empowers students to adopt healthy lifestyles by fostering positive attitudes and developing knowledge, skills and practices relating to PDHPE. The content includes: Self and Relationships, Individual and Community Health, Movement Skills and Performance, as well as Lifelong Physical Activity.

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.

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 greater 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 experiences exist 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. The main elements of the course are Listening/Musicology, Composition, and Performance. Each student practises these essential skills in both solo and group settings. Topics covered within the course include Australian contemporary popular, Australian rock, choral, digital, classical and Jazz music. During Year 7 students learn foundation skills on the piano, guitar, vocals and keyboard orchestra; before moving onto specific genres in Year 8. Tasks range from online research projects, to writing their original songs and playing music in front of a live audience. No prior musical experience is necessary, and all students are involved equally in this fun and engaging course.

Agriculture

Agriculture allows students to discover how the world's food and fibre is produced. Students undertake regular practical experiences. Students learn about different types of farming in Australia as well as how to stay safe on the farm. The students learn how to care for and handle the school's chickens and ducks. Students are given their own garden beds in which they create their own vegetable patches, and grow an array of produce that they are able to take home. Finally, students learn about honey production and the important role bees play in food production.

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. literacy skills are incorporated into all sections of a portfolio.

STEM

STEM is an integrated course of Science, Technology, Engineering and Mathematics. At Muirfield, the course is taught by Mathematics, Science and TAS teachers.

Japanese

In Year 8 students study a language other than English. At Muirfield High it is Japanese. Students develop

skills in all four areas of 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 are incorporated throughout the year.



CLASS FORMATION

Class formation varies by year groups. Our class structure and class formation aims 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 sizes 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 Advisor. 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 Advisor and Deputy Principal, drawing on students' effort and achievement 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 Advisor.



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 activities:

- The Concert Band
- Drama Group
- The Stage Band
- Brass and Woodwind ensembles
- Guitar groups for beginners, intermediate skills and advanced skills
- Dance group- for Students in Years 9 and above
- Sound Crew
- Drawing group (Recess and Lunchtime in the Art Room)



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 talented in

an individual sport opportunities to compete against students from neighbouring schools. All students can participate in the Thursday afternoon golf program at Muirfield Golf Club.

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 student planner (ie diary) to help with your organisation. There is a lot of information in the planner to help you understand some of the schools key procedures. Ensure you read it carefully. You need to have your planner with you for every lesson along with your student ID card.

You should use the student planner 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 planner is also useful as a communication tool for your teachers and parents. Teachers are able to check that students have recorded their assignments. Parents and Guardians are able to encourage their students by checking the planner.

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 planner 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)

Teacher in charge is Mr Alan Chivers. 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 a 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

Shirt: Pale green with school crest, a white long-sleeved undershirt is permissible in cold weather

Shorts: Plain black cargo shorts

Pants: Plain black purchased from Uniform Shop. No stripes, logos, tights, jeans or tracksuits.

Jumper: Bottle green, with embroidered school logo

Jacket: Winter black fleece, with embroidered school logo

Tracksuit jacket: Muirfield white, green, purple and black

Shoes: Closed in, black leather. No stripes or logos; no sandals or thongs.

Socks: Plain white ankle, no stripes or logos

Girls Skirt: Black pleated school skirt, worn with socks in summer and with tights in winter

Fleece jacket: Black with embroidered school logo. Must be ordered in Term 1

Please note: No stripes or logos permitted on any clothing worn to school. No hoodies. Students are not to wear tracksuit pants in place of trousers or skirts or shorts.

PE and Sport Uniform:

Polo shirt White, green and purple sports polo shirt

Sports shorts Black with purple, green and white side stripe sport shorts and school name, available in slim or regular fit

Track suit pants Black with embroidered school name (not fleeced or knit material)

Tracksuit jacket White, green, purple and black jacket. Tracksuit jacket permitted to be worn at any time.

Sports shoes Training shoes or joggers. (See next page)

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 sports shorts to school, except Years 8 to 11 on Wednesday. Students are expected to wear full school uniform to school and change into their PE uniform during schedule 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. Rabens are not suitable.

THE UNIFORM SHOP

It is located above the canteen and is open every Monday from 12:30pm to 1:30pm (lunch time) and the first Monday evening of the month from 5:30– 7.00pm.

Please note that 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 following Monday pick up)

What if I don't have a smart phone?

You can use Qkr! online. Go to <https://qkr.mastercard.com/store/#/home> (or Google: qkr australia) 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.

SPORT HOUSES

Muirfield High School has four sport houses: Beachley, Thorpe, Burton and Freeman, in which students are placed on enrolment at Muirfield High School. Students compete in their sports houses for the annual carnivals: the Swimming Carnival, Athletics Carnival, Cross Country. Each house has two teachers as patrons. Every year, each house votes for their student captains and vice-captains.

Beachley

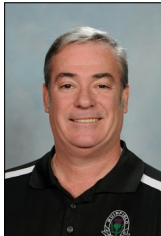


HOUSE PATRON
Mr Wilcox



HOUSE PATRON
Ms King

Burton



HOUSE PATRON
Mr Campbell



HOUSE PATRON
Ms Pasternatsky

Freeman



HOUSE PATRON
Ms Yau



HOUSE PATRON
Ms James

Thorpe



HOUSE PATRON
Ms Kidd

HOUSE PATRON
TBA

My house group is: _____

My captains are: _____

TO ACCESS THE STUDENT/PARENT PORTAL

Log onto the schools web-site :

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

Click on the tab "School Intranet"

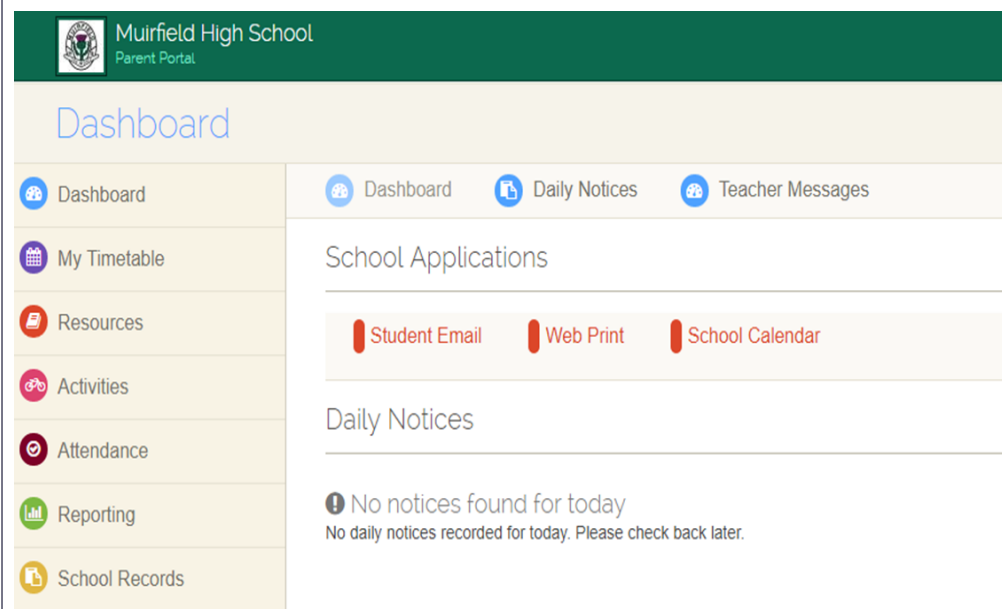
On this page you can access: Moodle, Mahara and the "Student Portal" . You will need to use your school username and password to login.

PARENT PORTAL ACCESS

Parents can access the "Parent Portal" by the same page, by clicking on "Parental 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 and 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.



The screenshot displays the Muirfield High School Parent Portal. At the top, a green header bar contains the school's crest and the text "Muirfield High School Parent Portal". Below this, the word "Dashboard" is written in a large, blue, sans-serif font. A navigation menu on the left side lists various options: Dashboard, My Timetable, Resources, Activities, Attendance, Reporting, and School Records, each accompanied by a small icon. The main content area features a top navigation bar with links for Dashboard, Daily Notices, and Teacher Messages. Below this, there is a section titled "School Applications" with three red buttons: "Student Email", "Web Print", and "School Calendar". Further down, a "Daily Notices" section shows a message stating "No notices found for today" and "No daily notices recorded for today. Please check back later."

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 which rotates throughout the year. In 2019 we start on Week B.
- 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 D Wilcox	2	Visual Arts Yr7 (7VA2) Room: C13 S Campbell
3	PDHPE Yr7 (7PDHPEB) Room: B25 D 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 D Wilcox	4	Science Yr7 (7SciB) Room: B24 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 as well as nurture new friendships for 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 and access the school rules. The peer support relationships continue as selected peer support leaders accompany the students to Year 7 camp.

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.



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 are 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 seminars are on steps to prevent bullying, such as being an active by-stander; the challenges of social media; signs of depression and where to seek help; and 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 of Year 12 students: the School Captains, Vice-captains and 8 prefects. All leadership roles represent Muirfield at public events and provide student voice in school decision-making.

Other leadership opportunities exist in Stages 5 & 6 in peer tutoring, peer support, band, CAPA programs, sport, the farm, raising the flag, the library. All these provide opportunities for students to develop connectedness with the school community, enhance communication skills and self-confidence and promote responsibility.

SCHOOL SERVICE

All Stage 4 students undertake school service in the office. This community service assists the front office with messages and deliveries. Students learn where all the different staffrooms are located and which teachers they will find in each staffroom. They also develop confidence in speaking up 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

You are expected to attend all lessons unless you have written permission from your 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 you 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 also given out at this time. Teachers also will mark rolls for every class during the day.

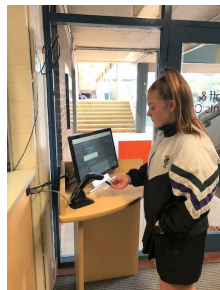
Students must not leave the school grounds during school time (between 8.15 a.m. and 2.35 p.m.) unless they have organised an Early Leavers Pass or they have obtained permission from the Principal or Deputy Principals.

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. 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 Leave Pass or written permission from the Principal or Deputy Principal.

LATE ARRIVALS

Lateness is recorded as partial absence and must be explained by parents/guardians 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 returned to your roll teacher the following school day and must be signed by your



parent/guardian. 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 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.

ABSENCE FROM SCHOOL

After being absent from school you must provide your roll call teacher with a note from your parent/guardian on the day you return to school. If your absence is likely to exceed three days a telephone from your parent/guardian would be appreciated.

ACCIDENTS

Report to the nearest member of staff. It is a serious accident, stay where you are and get another student to find the staff member on duty. 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/guardian. Please do not phone your parents first. Wait until the first aid officer has assessed you. **Note:** in the event of a serious accident or illness beyond the competence of the school, if staff believe an ambulance is needed, it will be called and parents will be notified.

Students should not be sent to school without adequate care being taken care 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 it.

Extended leave during term

Most holidays should occur during the school holiday period. Extended absence can affect your progress and course assessment. If your family is planning a holiday during term time, see the Front Office. 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.

Note: It is most important that we know how to contact your parent or guardian 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, notify the office immediately.

OTHER INFORMATION

You can find more information in the student planner 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 Senior Secondary Student Concession Card as proof of their eligibility. Further information on this process can be obtained from the 'Passes and Schemes' area in Transport NSW.



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, discounted off-peak train fares plus earning free travel. Adult and Child/Youth Opal cards are available at over 2000 retailers across the Opal network, including at Sydney Domestic and International airports. Look for the Opal symbol or go 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.

