



**NORMANHURST BOYS HIGH SCHOOL**



# **Guide for Parents and Students commencing Years 8-11 2018**









# Principal's Welcome

Dear Parents, Caregivers and New Students,

It is with great pleasure that I welcome you to our school community. Normanhurst Boys High School is a very special school with a wonderful tradition for providing outstanding learning experiences for boys. We certainly hope that in the years ahead, you will take full advantage of the many opportunities that the school will provide you with.

Our school motto, *Know Thyself*, reflects the idea that within each individual lies the capacity for self-discovery. At Normanhurst, we encourage each student to recognise both his strengths and weaknesses and in doing so be able to establish the navigation points that will lead to personal growth and the fulfillment of potential.

We hope you find this booklet informative and suggest that you keep it in a place that is easily accessible. If you require any further information, please don't hesitate to contact the school.

**Mark Anderson**  
Principal



# Staff and Key Contacts

## Principal and Deputy Principals

### Principal

Mr Mark Anderson

### Deputy Principal (Years 7, 9, 11)

Mr Frank Abas

### Deputy Principal (Years 8, 10, 12)

Ms Asli Harman

## Head Teachers

### Administration/Music/Sport

Ms Margaret Johnson

### Wellbeing

Ms Rebecca Thomas

### English

Dr Richard Strauss (Relieving)

### Mathematics

Mr Hubert Lam

### Science

Mrs Katherine Barbelor

### Human Society and Its Environment (HSIE)

Mr Neil Pearse

### Creative and Performing Arts (CAPA)

Mrs Louise Venczel

### Technological and Applied Studies (TAS)

Mr Peter Davis

### Senior Studies/Languages Other Than English (LOTE)/PDHPE

Mrs Julie Dupuche

## Year Advisers and Assistant Year Advisers

### Year 8 Adviser/Assistant Adviser

Mr Michael Virata (HSIE)

Mrs Rikki Vargasoff (CAPA)

### Year 9 Adviser/Assistant Adviser

Mrs Michelle Gibson-Garside (Science)

Ms Sarah Menzies (Library)

### Year 10 Adviser/Assistant Adviser

Miss Ellie Free (Special Education)

Ms Tina Konstantopoulos (Science)

### Year 11 Adviser/Assistant Adviser

Mrs Ritu Bhamra (Mathematics)

Ms Angela Ellen (HSIE)





It would greatly assist the school organisation and save you time and effort if you contact the correct person regarding your enquiry. The following shows you the correct person for a particular enquiry:

**Student progress in a subject**

Head Teacher

**Student conduct and general progress**

Year 7 Adviser

**Assistance with your child's behavioural or adjustment problems**

School Psychologist

**A question regarding school organisation**

Deputy Principal with oversight of the year group

When you ring the school please inform the receptionist the nature of your enquiry and to whom you wish to speak.

**Other key staff**

**Librarian**

Ms Sarah Menzies

**School Psychologist**

Ms Gabrielle Waters-McKay





A photograph of a brick building with a large, dark blue sign. The sign features the text 'Normanhurst Boys' in large, white, 3D block letters, and 'HIGH SCHOOL' in smaller, white, 3D block letters below it. The building is made of red bricks. A large, leafy green tree is visible in the background, and a clear blue sky is partially visible. A metal handrail for stairs is visible in the lower right corner.

# Normanhurst Boys

## HIGH SCHOOL





# Transition Program

The transition to a new high school is an exciting yet critical time for both parents and students. At Normanhurst Boys High School, there is an extensive transition program in place to help your child continue to grow in confidence and also success in learning.

## For Year 11 2018

**Wednesday, 15 November 2017**

**8:30 am – 11:30 am**

Transition Program morning for students and parents/caregivers

**Friday, 17 November 2017**

**8:30 am – 2:45 pm**

*Optional:* End of Year 10 Recognition – Luna Park Excursion

**Monday, 27 November 2017**

**8:30 am – 3:00 pm**

*Optional:* Macquarie University Enterprise Challenge day (MUEC) with Hornsby Girls High School

**Thursday, 7 December 2017**

**8:40 am – 3:00 pm**

Year 10 to 11 Transition Day for all students

**Friday, 8 December 2017**

**1:15 pm – 3:00 pm**

Year 10 to 11 Transition Assembly with all students, parents and staff.

**Tuesday, 30 January 2018**

Year 11 students commence school.

## For Years 8-10 2018

**Monday, 4 December 2017**

**9:00 – 10:00 am**

Orientation Day for new students entering Years 8-10.

**Wednesday, 31 January 2018**

Years 8-10 students commence school.

## For all students

**Monday, 5 February 2018**

Swimming Carnival at Hornsby Aquatic Centre



# An A to Z guide to the school

## Attendance

Students are expected to attend school and be present for each lesson or activity. If a student is absent, or needs to leave school early, they are required to bring in a note to the Administration Office, signed and dated by their parent or caregiver to explain the absence.

In the event of a prolonged illness parents/ caregivers are asked to notify the school after three days. If it is known in advance that the student will be absent, the Administration Office can also be informed prior to the absences.

Minimum attendance rates suggested by the NSW Education Standards Authority are endorsed by the Department of Education and affect a student's eligibility for the award of the RoSA (Record of School Assessment) and/or the Higher School Certificate. The school enforces these attendance rates.

Correspondence notes are sent home to parents and caregivers if a satisfactory explanation is not provided within seven days of a student's absence. An SMS message is also sent to parents at approximately 11:00 am if the student has not arrived at school or is late.





Any application for leave must be submitted on a form available from the Administration Office and should be accompanied by a written application that clearly identifies the circumstances for requesting the leave. Extended leave of up to 100 days may be approved by the Principal in exceptional circumstances. Any leave of more than 100 days will need to be approved by the Director of Public Schools.

**Minimum attendance rates suggested by the NSW Education Standards Authority are enforced by the school**

### **App (for mobile devices)**

The **Normanhurst Boys High School** app is available for both iOS and Android phones. Search for *Normanhurst Boys High School* in the iOS App Store or Google Play Store.

Once installed, the appropriate **Year Group** should be selected in order to receive notifications that target the appropriate cohort.

### **Book pack/equipment list**

A School Equipment List for Years 7-10 is published on the school's website by early December. Parents should check that their son is in possession of the equipment prior to school commencing in late January.





## Bring Your Own Device (BYOD)/ Computer laptop usage

Normanhurst Boys High School has a well developed BYOD program. This program requires students to bring their own laptops to school for use in class. All students are expected to have their own device and bring it to school each day (except on Wednesdays due to sport).

The device should be a productivity device (laptop or laptop/tablet hybrid) and not consumer focused (e.g. iPad or Android tablets)

All use of BYO devices is subject to acceptable use as explained in the following documents:

- BYOD Policy 2015
- NBHS BYOD User Agreement

More information on the BYOD program can be found on our school website.

## Careers education

Careers education at Normanhurst Boys High School is aimed at increasing students knowledge and confidence in understanding their career options. The program aims at the following student outcomes:

- students recognise their own interests, ability, and values
- students acquire knowledge of ongoing further study and training options, as well as an awareness and understanding of the 'world of work'
- students increase their ability to make informed career decisions

- students gain confidence in their implementation for a positive career outcome

There is a Careers News section in the weekly school newsletter for students and parents.

Commencing in Year 10, each student completes a Personal Careers Profile to assist with subject selection for Year 11 and tertiary options. Students start developing their electronic portfolio in Year 10 and undertake at least one week of work experience. Each student completes an assignment and receives a Host Employer Assessment Report. Work experience is also available on a flexible basis in senior years.

Lessons are also conducted for senior students on specific topics including

- UAC applications
- Interviews
- Scholarships

Career counselling is available for all students and it is expected that all Year 12 students have at least one interview with the Careers Adviser and complete a **Three Point Plan** before they leave school.







## Diary

All students are issued with a school diary at the start of the year and it is an important organisational tool that must be brought to school every day. The diary allows students to organise themselves to meet deadlines and keep track of due dates. The diary also contains information regarding school procedures and can be used as a method of communicating with parents, caregivers and the school.

## Homework

Regular school work outside the classroom is considered a valuable aspect of learning and contributes to the development of sound study habits. Students at Normanhurst Boys High School are assigned homework in all subjects on a regular basis. Parents will be informed if students regularly neglect to complete homework. Completion of homework is recorded in the student reports which are distributed each semester. Students should use their diaries to record all homework and parents are encouraged to check diaries to see if homework is being completed.

Research has shown that 2 or 3 hours is the optimum amount of time spent on homework. A significant part of homework could include reviewing the day's lessons, revision and wide reading of texts and books.

As a general guideline, Years 7-8 should attempt 1.5 to 2 hours per night, increasing up to 3 hours per night in Years 11-12.

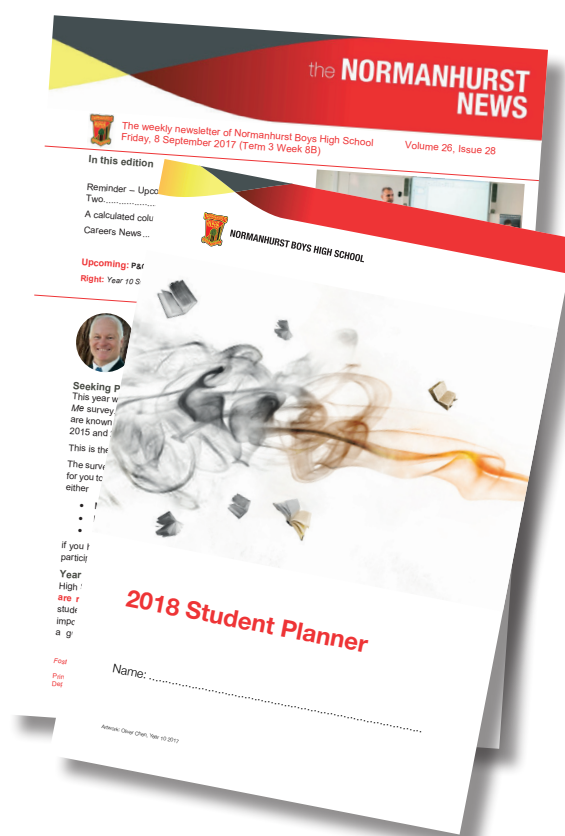
## Lockers

All students have access to a locker which may be used for storage of books and the temporary storage of PE attire on sports days. **Students are not permitted to store food in the lockers.**

## Newsletter

A weekly newsletter, **The Normanhurst News**, is sent home each Friday via email. It is also available on the school's website [www.normanhurstboys.nsw.edu.au](http://www.normanhurstboys.nsw.edu.au).

This is the best means of keeping up to date with all that is happening in the school. It is important that parents and caregivers take the time to read this information each week. If you would like to receive the newsletter via email please ensure that an appropriate email account is provided.





### **P&C Association (Parent Body)**

An active Parents and Citizen's Association operates in the school. It meets on the second Tuesday of each month during school term in the Library commencing at 7:30 pm. and contributes in a very significant way to the school's resources by providing additional funding.

In addition it provides the school with valuable input into its planning and decision making processes. All parents are welcome and your personal attendance at these meetings adds to the overall strength and vitality of the school and its success. In attending such meetings, parents give support to the school community by getting involved in initiatives or by taking part in annual events. Parents also gain a better understanding of the academic, sporting and general environment that their sons encounter. The Principal or their representative is always in attendance to answer questions and occasional guest speakers present informative talks on a range of issues.

### **Peer Support**

The main aim of the Peer Support program is to assist Year 7 students to adjust to secondary school and provide support. The Program is run by trained Year 10 students who develop close relationships as well as fostering self esteem. Year 7 students are given support and advice from older students both within timetabled sessions and also on an informal basis. In addition the Peer Support leaders generally assist with the Jenolan Caves excursion.





## Parent Teacher Nights

Parent Teacher Nights are held for every year group. These are held in the late afternoon to early evening to allow as many parents/caregivers as possible to be present, and provide a very important opportunity for parents, caregivers and teachers to meet to discuss the student's academic progress. The school operates an online booking system which allows parents and caregivers to customise their own appointments directly. Detailed correspondence outlining the booking website and procedures are provided at least a fortnight prior.

## Phoenix

The Phoenix is the school's yearly magazine that chronicles the achievements of our students. It is provided to students as part of their school contributions and is published in Term 4.

## Reports

Formal outcomes based reports are provided to students and their parents and caregivers twice a year. The purpose of such reports is to provide information regarding individual student performance and progress.

For students requiring further support, Learning Support Profiles may be generated when required. While these are less formal they allow the school to provide support so that both home and school can attempt to overcome any issues as soon as possible.

## Special Religious Education (SRE)

A Religious Education teacher, jointly employed by a wide range of Christian churches in the local community, teaches Religious Education classes in Years 7 to 10 on a basis of approximately one period per week for a term on a rotational basis.

Students may be exempted from these classes with parental authority provided in writing to the Deputy Principal.

As well as the Religious Education classes, the teacher takes an active role in leading the **Connect** group, also known as the Inter School Christian Fellowship (ISCF).



## Sport

Sport is an important part of the education of students at Normanhurst Boys High School and is mandatory in Years 7 to 11.

There is a wide range of sports available including grade and state knockout, as well as recreational sport.

Grade and state knockout sports include:

- Baseball
- Basketball
- Cricket
- Futsal
- Oztag
- Soccer
- Tennis
- Volleyball
- Water polo

Recreational sports include:

- Badminton
- Golf
- Fitness
- Lawn Bowls
- Table tennis
- Tennis

On Wednesdays, all students participate in either grade or recreational sport. Students who have been selected to represent the school in grade competition will be required to travel to various venues. Normanhurst Boys is part of a sporting zone that includes the following schools:

- Asquith Boys High School
- Ashfield Boys High School
- Epping Boys High School





- Homebush Boys High School
- North Sydney Boys High School
- Randwick Boys High School

Competition games are either played at these schools or at venues near the schools.

All students are expected to participate in annual carnivals including swimming, cross country and athletics unless exempted by a medical certificate. All students who participate earn points for their respective houses.

### Transport (School Opal card)

The School Opal card gives eligible school students free or subsidised travel on public transport between home and school on trains, buses, ferries and light rail in the Opal network.



To apply for a School Opal card, you will need to live a minimum distance from the school to be eligible:

- 2 km straight line distance or
- 2.9 km walking or further.

Students who are not eligible for a School Opal card may be eligible to purchase a term bus pass from Transport for NSW or obtain a Child/Youth Opal card from more than 2100 retailers, online at [opal.com.au](https://www.opal.com.au) or by calling 13 67 25 (13 OPAL). The application form for Term Bus Passes is here:

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

It's important to remember that the School Opal card is only for travel to and from school on school days and doesn't cover travel to After School Care, school excursions, sport and other activities away from school, so it's a good idea to get a Child/Youth Opal card for personal travel.

The School Opal card has been designed to last around five years. Parents, carers and students won't need to reapply every year as long they remain eligible. Transport for NSW will verify that students are still eligible with schools on a regular basis.

See <https://www.opal.com.au/en/about-opal/opal-for-school-students/> for further details, and for the online application page.

Students are expected to travel to and from school in a courteous manner, and to conduct themselves in a way to bring credit to the school.

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## Uniform

The wearing of a school uniform encourages pride in the school and contributes to the good standing of the school in the eyes of the community.

If a student is unable to wear correct school uniform he must bring a note signed by his parent or caregiver. Students are to present uniform notes to their Period 1 teacher who will direct them to the Head Teacher for a uniform pass, or the Deputy Principal if they arrive at school after the end of Period 1.

Uniforms can only be purchased at the school uniform shop managed by Lowes. The uniform shop is open on Mondays and Thursdays from 8:00 am to 12:00 pm, alternatively online orders can be placed by visiting <http://www.lowes.com.au/campuscategories.aspx?depid=22>

The following items of clothing should be worn throughout the year:

### Shorts

Junior Mid-grey 'College Baggies' (worn with grey/red trim socks)

### Trousers

Mid-grey serge fabric (suit material), worn with above ankle grey socks (charcoal or dark grey trousers are not acceptable)

### Shirt

Mid-grey, to be worn with a tie (Years 7-10)

White to be worn with tie (Years 11-12)

### Blazer

Black with red trim (Years 7-10)

Black and red stripe (Years 11-12)

### Tie

Black and red stripes (Years 7-10)

Black with school crest (Years 11-12)

### Pullover

Mid-grey with red trim (Years 7-10)

Black (Years 11-12)

### Shoes

Polished black leather

### Belt

Black leather

### Cap

Black with a red 'N' on the front

### Scarf

Black

### School bag

Black with the school monogram (optional)

For PE practical and sport days:

### Shorts

Black

### Top

Red with house colours on sleeves

### School Tracksuit

Available from the Uniform Shop

### Sports Shoes

Appropriate for the sport that the student participates in









## Wellbeing

Student Wellbeing is the foundation of all aspects of school life. At Normanhurst Boys High School we aim to ensure that students thrive and flourish in a safe and supportive learning environment where each student feels valued and has a sense of belonging.

We not only work to fulfil the academic needs of all of our gifted and talented students but also to equip the boys with life skills. Our wellbeing programs, based around the school values of respect of **Self, Others, Learning** and **Environment** (SOLE), are designed to build resilience, team ship, empathy and integrity.

All academic achievement, school service and positive behaviour is recognised through a comprehensive merit system. Individual needs are met through enrichment, acceleration, leadership programs and a wide range of co-curricular activities to ensure that all students have many different opportunities to achieve their full potential and build a strong sense of self worth.

Each year group has a **Year Adviser** that supports and guides their Grade from Year 7 through to Year 12. All Year Advisers work closely with the Deputies, Head Teacher Wellbeing and Assistant Year Advisers to identify and address the specific wellbeing needs of their cohort.

The school has a well structured framework, based on the **Mindmatters** program, to support students and staff to ensure that there is a whole school

approach to identifying and referring students to the Wellbeing & Learning Support Team. The Team comprises of the **Deputy Principals, Head Teacher Wellbeing, School Psychologist, Learning and Support Teacher**, Year Advisers, Assistant Year Advisers and Careers Adviser who manage issues of wellbeing, learning support, behaviour management and wellbeing programs.

Strong school community links assist students to develop a strong sense of oneself and hence increased engagement and performance in all areas of leaning. We work in partnership with parents and students to identify and address student wellbeing concerns at the earliest possible stage to ensure that the all students have a positive school life and fulfilling education at Normanhurst Boys High School.

We pride ourselves on our whole school approach to ensure the emotional, social and learning needs of our students are met.



## **NORMANHURST BOYS HIGH SCHOOL**

*Fostering excellence in young men through holistic education*

Principal:	Mr Mark Anderson
Deputy Principals:	Ms Asli Harman, Mr Frank Abas
Phone:	+61 2 94891077
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Website:	<a href="http://www.normanhurstboys.nsw.edu.au">www.normanhurstboys.nsw.edu.au</a>
School Hours:	8:40 am – 3:00 pm
Administration Office:	8:00 am – 3:30 pm