

Senior School

2017 HANDBOOK



Pacific Hills
Christian School



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Pacific Hills

SECTION 1: SCHOOL VERSE, VALUES AND VISION

1.1 SCHOOL VERSE

My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.

Colossians 2:2,3

1.2 VISION STATEMENT

The purpose of Pacific Hills Christian School is to provide a Christian educational community as a centre of teaching and learning excellence founded on Biblically based beliefs, values and behaviour.

1. In Personal Christian Life

- (a) To start and end with knowing God in all endeavours.
- (b) To staff the school with people committed to live worshipfully under God.
- (c) To live under the authority of God's Word, and to interpret it thoroughly and reasonably with the guidance of His Holy Spirit.
- (d) To nurture and encourage students into a reconciled relationship with God through Christ.
- (e) To work in partnership with the Body of Christ as represented by those of faith in the school community.

2. In the Process of Christian Education

- (a) To encourage and train students into a love of learning.
- (b) To equip students' minds to understand God's perspective in all areas of learning.
- (c) To help each child achieve his or her God-given potential, by providing appropriate educational opportunities according to each one's abilities. This includes those with intellectual deficits, the learning disabled and the gifted and talented.
- (d) To fulfil Government requirements which lead to external student accreditation.

3. In Christian Community Life

- (a) To create safe relationships through being just and fair according to Biblical principles.
- (b) To be compassionate and merciful as God is to us.
- (c) To nurture and train students to accept personal responsibility for themselves (self-discipline); to act within an ethos of service towards others; and to demonstrate an attitude of care for the environment.
- (d) To encourage the involvement of those supportive of the school ethos who can assist in the teaching and learning at PHCS.
- (e) To develop curriculum which explicitly addresses these relational issues.
- (f) To develop a community life across all the activities of PHCS.

4. In Striving for Excellence

- (a) To have students accept Biblical principle of stewardship in relation to their gifts.
- (b) To encourage and train students in work-habits which can produce outstanding results in all school programs - spiritual, academic, cultural, physical.
- (c) To encourage teachers in their own personal and professional development.
- (d) To provide resources necessary for the above.

SECTION 2: SENIOR SCHOOL CULTURE

2.1 Welcome to Senior School

Senior School is a sub-school within Pacific Hills which encompasses Years 9 to 12. We teach from a Christian perspective because we believe that education is about helping people to grow in wisdom and knowledge to be critical thinkers who will help and serve others. We believe that to be truly human is to be human in relationship – in relationship with God and with others. Consequently, we believe that education is not about individual achievement for personal gratification, but personal excellence for serving God and for the benefit of the community. We place a big emphasis on learning in community and in being the best we can be for the sake of serving others. We believe that knowledge is not just about knowing information, but is for knowing God and others.

Our starting point is Christ, because it is in Christ that we become truly human and it is Christ who shows us what it means to be truly human. This means that we want all our students to know and understand the gospel of Jesus Christ. This doesn't mean that we expect all our students will be or become Christian, but we do expect all our students to know what they believe and why they believe it. Our school is for all our students and we want everyone to be respected for what they believe.

Our expectation is that every student will seek to do their very best in all aspects of school life, but especially in their studies in each and every classroom of each and every subject with each and every teacher. Our minds are very significant in forming our beliefs, attitudes and behaviour. So if we are to be our best for others, we need to develop and train our minds to the best of our ability. For some students, this will be easy, while for others it will be difficult. However, while some school activities may be optional such as sport or band, doing our best in class is essential for all. We want to help all our students to be the very best they can be and our Pastoral Care teachers in particular have an important responsibility to help each student in their care to grow and develop.

While we have just described an emphasis on the spiritual and intellectual development of our students, we believe that to grow as people means growing in all areas of life – spiritual, intellectual, physical, emotional, social, etc. This is what we mean by a comprehensive Christian education and we hope and trust that you will enjoy your time in Senior School as you grow to be truly human.

2.2 The Head of Senior School

The Head of Senior School looks after “who we are, where we are heading and how we get there”, as well as daily details of events, general calendar matters, discipline and smooth running. The Head of Senior School is responsible for working through new ideas for Senior School as they are suggested and for making sure the things that make us “Pacific Hills Christian School” are not forgotten. The Head of Senior School will be involved if serious discipline matters need attention, but he also works to encourage and support every student to do his or her best at school.

2.3 Assistant Head of Senior School

The Assistant Head of Senior School assists the Head of Senior School and provides support in his absence and is also the Stage 6 Advisor.

2.4 Dean of Administration

The Dean of Administration has particular responsibility for Curriculum Administration in the Senior School and is the person to see about changing subjects, subject choices, Board of Studies requirements, Assessment Task issues, etc.

2.5 Faculty Head Teachers

You should see your Subject Teacher or the correct Faculty Head Teacher when you want to discuss your specific subject. Faculty Head Teachers are responsible for the content and organisation of your lessons.

2.6 Year Advisors

Years 9 and 10 have a Year Advisor. They support Pastoral Care Teachers and coordinate whole-year group activities. They also work with students who are having special difficulties at school and may talk to your parents about problems at school, if this is necessary.

Years 11 and 12 have the AHOSS as a Stage 6 Coordinator, along with the HOSS work with students in these year groups.

2.7 Pastoral Care Teachers

Every student is placed in a Pastoral Care Group. Your Pastoral Care teacher is there to help you with advice, to give you guidance if things are difficult and to encourage you. He or she will be marking a roll each day and making sure that you are wearing the correct uniform each day. Pastoral Care teachers will check your diary each week and will usually go with you on your School Camp.

2.8 Careers Advisor

The Careers Advisor provides careers information and advice, including the coordination of work experience. The Careers Office is located in the TAS block.

2.9 Overseas Student Liaison Office

The Overseas Student Liaison teacher is available to help overseas students, or others who are experiencing language difficulties.

2.10 Student Leaders

Leadership development in the Senior School of Pacific Hills consists of three important and related elements: training, service, and mission.

In recent years, leadership development in the Senior School has significantly progressed. There has been a deliberate move from leadership development that has emphasised students simply participating in formal training days and courses to one that provides a context in which student leaders are equipped and encouraged in service and mission.

In particular, students are given opportunities to become people of influence and develop relationships with staff, students and parents, through participating in acts of service to the community.

SECTION 3: SENIOR SCHOOL STAFF

Mr Steve Grice **Head of Senior School**
Mr Phil Gallagher **Assistant Head of Senior School and Stage 6 Advisor**

Year 9:

Year Advisor: Mr Matt Richmond

9B	Mr Ben Zunica
9C	Mr Craig Chappell
9H	Mrs Caitlin Hinchon
9J	Mr Colin Jaques
9M	Mr Joshua Mann
9V	Mrs Vonette Munro
9Z	Mrs Mildred Zuze

Year 10:

Year Advisor: Mr Timothy Childs

10C	Mr Greg Conway
10G	Mrs Kate Gillespie
10H	Mrs Juliana Harmeling
10J	Mr Jeff Tran
10P	Mr Matthew Pearson
10T	Mrs Zoe Tonge

Year 11 & 12:

Year Advisor: Mr Phil Gallagher

11/12B	Mr Jonathan Brayshaw
11/12C	Mr Daniel Chew
11/12D	Mrs Linky de Bruyn
11/12H	Mrs Mariana Houtman
11/12M	Mrs Sue Mattinson
11/12R	Miss Donica Rajaratnam
11/12S	Mrs Carolyn Sakoulas
11/12W	Mrs Laura Wright
11/12X	Miss Alyssa Smith
11/12Y	Mr Dany Yako
11/12Z	Mr Micah Chua

Administration Assistants:	Mrs Sandy Lovemore Mrs Belinda Robson
Careers Advisor:	Mrs Helen Beaumont
Counsellor:	Mr Ray Evans Mrs Lauren Graham
Duke of Ed Co-ordinators:	Mr Colin Lees (Bronze) Mrs Bronwyn O'Neil (Silver and Gold)
Events & Logistics:	Mrs Narelle Fletcher
Overseas Student Liaison Officer:	Mrs Carolyn Sakoulas
Special Ed Resource Teacher:	Miss Jenny Reynolds Mrs Sue Pinkerton
Sport Administration Assistant:	Mrs Belinda Dell
Science Lab Manager:	Mr David Klish
TAS Assistant:	Mrs Shammi Lata

Faculty Head Teachers

English	Mrs Jo Lapointe
Language	Mrs Carolyn Sakoulas
Mathematics	Mr Royston Lee
Science	Mr Philip Young
HSIE	Mr Tim Childs
History	Mrs Narelle Fletcher
Creative Arts	Mr Ben Yabsley-Bell
PDHPE	Miss Alyssa Smith
Sport	Mr Paul McConnell
TAS	Mr Jeff Ogden
Biblical Studies	Mr Grant Mitchell

SECTION 4: PASTORAL CARE AND DISCIPLINE

It is important that every student has a staff member at school they can go to with concerns, and who is especially caring for them. The Pastoral Care system is not designed to limit the care, mentoring and encouragement that staff often show students, but rather it is designed to provide each student with a teacher who knows something about them, and is ready to listen and assist.

Discipline is a part of our care for students. When students do something wrong, we seek to explain, correct, encourage and help the student to make amends. Correction sometimes involves setting penalties. At Pacific Hills, we seek to ensure that classrooms are safe places where all students can do their best work, and where respect and courtesy are the normal ways of relating.

Where a student does not respond to a Subject Teacher, the Pastoral Care Teacher or the Year Advisor will be involved. The Head of Senior School will be involved in serious matters. Parents will also be involved when students will not comply with the rules and expectations of the school.

4.1 Bullying, Sexual Harassment

These areas deserve special mention because they are not only serious, but they hurt other people. A student who is being bullied (regularly annoyed or hurt by the same people) should immediately tell their parents and Year Advisor. Bullying *can* be stopped, and the School is deeply committed to protecting the physical and emotional well being of each student. If you believe someone you know is being bullied, you should discuss this with your parents and with the Year Advisor.

The School has a Policy concerning Sexual Harassment, as the law requires. Sexual harassment can take place by physical assault, but also by verbal and emotional harassment. It is always wrong and must be reported immediately.

4.2 Duty of Care

A number of the restrictions and rules at school relate in some way to our “duty of care”. While you are at school, the school has a responsibility to care for you. This is both a moral and legal responsibility. For instance, students should never leave the School property without permission. You should be where you are timetabled to be in class or in one of the playground areas. If you need to be out of class or away from normal student areas, you *must* see a staff member first. On excursions and school camps, the same issue applies. Staff will not allow you to do anything you want. You may well have to remain in a certain area or in sight of staff, so the “duty of care” can be exercised.

4.3 Detention

After School Detentions are held on Monday afternoons from 3:15pm to 4:00 pm. A phone call will be made to inform you of the reason for the detention and a letter will be also be sent to parents or guardians advising details of a detention issued. Any student who cannot attend will be required to attend the following week.

SECTION 5: FACILITIES & SERVICES

5.1 Performing Arts

The School has several bands in which students can join. There are also opportunities for students to receive tuition. If you are interested in joining the School Bands you can make enquiries through One Maker Academy.

5.2 Canteen

The Canteen is a valuable service provided for students by the School, and staffed by parent volunteers. The canteen is open at Recess and Lunch and Senior School students may use it during those times. Note that the Canteen opens *before* the Senior School lunchtime to serve Junior School students. Seniors are *not* to go to the canteen before the Lunch bell rings.

Lunch orders may be placed online at <http://www.munchmonitor.com.au>. This is the best way to ensure your lunch is ready and what you want is available.

5.3 Careers Advice

Students will receive careers advice at various times, but the Careers Advisor will be keen to discuss your concerns at any time throughout the year. There will be Work Experience organised for Year Ten students. The dates are on the School Calendar. Excursions and special information sessions are organised during the year, and you will receive more information in writing about these opportunities.

5.4 Lockers

There are a number of lockers available to students. Lockers will be re-allocated each year and must be cleaned out at the end of each year. Priority will be given to Year Nine first, then Year Ten, Year Eleven then Year Twelve. This is partly in recognition of the fact that many Year Twelve students drive to school.

Those who wish for lockers will apply on a form distributed through Pastoral Care Groups early in Term One. You will be given a locker number (lockers for a year group will be together). You must supply your own padlock if you wish to use one.

These simple rules apply to lockers:

- Nothing is to be kept in the locker that is illegal or that is prohibited by the School.
- Students are to keep the lockers in a reasonable state of hygienic cleanliness.
- They are not designed for food storage, and PE uniforms need to be washed regularly.

If the school needs to inspect a locker, the student will be contacted, asked to assist, and to be present. If the student does not agree when reasons are presented, the parents will be contacted. The school will remove the students padlock with bolt cutters should compelling reasons exist.

Access to a locker is a privilege that can be withdrawn should students fail to comply with these expectations.

SECTION 6: ODELL LEARNING RESOURCES CENTRE (OLRC)

The OLRC exists to help you with your study at school. We have a large collection of print resources, help to maintain a vast digital library of video resources, and can help in many ways with digital resources. Don't hesitate to ask!

6.1 Text Books

The OLRC organises textbooks each year, so come to see us with any questions about texts. Official lists are up for most of the year at www.campion.com.au. Digital texts can be quite fussy to install, so see us with any questions about downloading or access codes.

6.2 Special Study Collection

A collection featuring textbooks from many different publishers (not just your school text books) is available for loan within the OLRC.

6.3 Open Access Computers

We have a number of desktop and laptop computers you can use within the OLRC (mostly PC but one Mac). We can provide support for a number of software packages so let us know if you need help.

6.4 Print Collection

You can search the print book collection any time, from anywhere, on any device. Browse to portal.pacifichills.net and select the Oliver/OLRC option. You can see the OLRC staff to request special books or to get help finding books.

6.5 Printing and other digital services

We have a greyscale printer always available to students (from the open access computers) and a colour printer available (supply your files on a USB). There is a small charge for printing. We provide a wide range of other devices and services including access to headphones, a scanner, multi-headphone audio splitter, and chargers for iOS devices, graphics tablet and a presentation controller.

6.6 Assignments

We are a key hand-in location for assignments (ask staff if you are not sure what to do). We also supply information, group training and individual support for formatting, printing and bibliographies.

6.7 Research and Resource Location

The OLRC can help you find resources (especially digital resources), and can provide group or individual tutorials on taking your online searching to the next level.

6.8 Reading

The OLRC supports all aspects of reading for study and reading for pleasure. If you would like a recommendation for a good book, a comfy armchair and some good magazines, some tips on selecting books, or help to track down an unusual book, please come and see us.

SECTION 7: SCHOOL ASSEMBLIES AND MEETINGS

7.1 Senior School Assemblies

Each fortnight the Senior School meets for an Assembly. We meet in the PAC, Other types of meetings can be included such as House meetings or Year Group meetings. Students must attend these meetings. Students are to be in full, correct uniform. Students will sit in Pastoral Care Groups.

The purpose of Senior School Assemblies is to meet as a school to ensure good communication, to share news, to reflect on and learn from God's Word, to celebrate achievements and to encourage student leadership and input. Students are encouraged to have considerable input into the assemblies through the Student Leaders and your Pastoral Care Group. Assemblies are coordinated by the Head of Senior School.

7.2 Whole School Assemblies

During the year there will be a series of Whole School Assemblies. These are important times when the whole school comes together to share, pray and reflect. All Senior School Students are required to attend these assemblies. It is expected that Senior School Students will come to all assemblies in full, correct school uniform.

7.3 Year Meetings

Through the week each Senior school year group will have a Year Meeting in the Senior School space. These Year Meetings provide opportunity for the Year Advisor to pass on important information relevant to the particular year group and also to provide opportunity to attend to the various administration issues for each year group.

SECTION 8: SENIOR SCHOOL ROUTINES

8.1 Bell Times/Periods

Period 1	8:40am
Period 2	9:30am
Pastoral Care Group	10:20am
Recess	10:35am
Period 3	10:55am
Period 4	11:45am
Lunch	12:35pm
Period 5	1:15pm
Period 6	2:07pm
End of Day	2:57pm

There are six periods of approximately 50 minutes each. The day is split into groups of two periods followed by a break.

8.2 Attendance – Leaving Early or Arriving Late

The school has a legal responsibility to mark attendance rolls, as well as a responsibility to parents to always be aware which students are at school and who is absent. A student who deliberately misses a scheduled class, who leaves the school site without permission, or who fails to come to school when their parents believe they are at school is *truanting*. In all cases of truancy, parents will be contacted and an appropriate penalty will be imposed.

The roll is marked at the start of each lesson and again in the Pastoral Care Group.

Attendance is recorded at 8.45am during Period 1. If you arrive after the commencement of Period 1 you must report to the Senior School Office to sign in and take a Late Slip to class with you to hand to the teacher.

Email messages will be sent out each day to inform parents that students have been recorded late or absent. Parents may reply or alternatively must send a signed note to the Senior School Office when the student returns to School. In the case of a planned absence, parents can send a signed note ahead of time.

If students need to leave school during the day, they should bring a signed note from a parent and take this to the Senior School Office at the **beginning of the day**, before Period 1. They will then be given an Early Leaving Pass.

Students who are late to school must bring a note explaining their lateness to the Senior School Office.

Students who are regularly late will be interviewed to decide what the problem is. Students are expected to arrive at school before 8.40am for the beginning of Period 1.

Parents will be contacted if students fail to bring notes explaining an absence. The total absent days are noted on the school report at the end of each semester. Students in Years 9, 10, 11 or 12 who miss an assessment due to ill health *must* bring a Doctor's Certificate.

8.3 Classroom

At the start of every lesson, you should be *outside* the classroom. Do not enter the room without your teacher. Many specialist rooms do not allow bags in the rooms (rules here are set by Faculty Head Teachers). You will be told where bags are to be left. When you enter the room, you should *stand at your desk behind your chair*. Wait for the teacher's instructions. The lesson should start with students silent, in place, standing (not leaning) and attentive. *This applies to every class in every year without exception*. Your teacher should check uniform and equipment before the class starts.

8.4 Pastoral Care Group

All Senior School students will meet in their Pastoral Care Groups each day, after Period 2. This is a most important time each day. The roll will be marked, daily news and special arrangements will be announced and you will have a chance to share your own news and to share a little of God's Word each day.

8.5 Lessons at other times

Year Twelve and Year Eleven students may be required to attend lessons outside the normal timetable. These lessons may run before school, at lunchtime or after school. This is not done to inconvenience students, but as a way of fitting the greatest number of student choices into the timetable. By running "out of line" lessons we can allow more combinations of subject choices for students. *We strongly recommend that students in Years Eleven and Twelve wait until the end of the second week of school before committing to any afternoon part time work.*

As well as regular lessons, staff may occasionally offer extra tuition to students or groups. You will be advised when these are available.

8.6 Cars

Students who drive to school and wish to park in the School car park must obtain a Parking Permit from the School. Application forms for Parking Permits are available from the Senior School Office upon request. Parking Permits must be clearly displayed in parked vehicles. Students without a parking permit must park their vehicle outside the School grounds, being careful to observe Local Council regulations.

You should report any damage done to your car whilst parked on the School grounds to the Senior School Office, using an Incident Report. However, the school cannot take responsibility for damage that may occur.

8.7 Flexi-Time

The Senior School organisational climate and practices aim to help students in their transition from School to further study such as university or TAFE or towards entering the workforce. Consequently there is an increasing emphasis in Senior School towards encouraging self-discipline in our students and the need for staff to see our students as fellow men and women created in the image of God.

Flexi-time allows students to be off-site during study periods, which occur in periods 1 & 2 or periods 5 & 6, enabling students to take an increasing responsibility for their use of time. It is particularly helpful in situations when a student has a lengthy break, such as a double study period after lunch. Students are, of course, encouraged to use the library and study facilities at School during any of these times.

It must be emphasised however, that Flexi-time is a privilege. In order for students to be eligible for Flexi-time they must demonstrate high standards of commitment to their studies as well as exceptional and trustworthy behaviour. Flexi-time is also considered to be an agreement between the parents and the School, and therefore, Flexi-time must be discussed between parent and child before the request for Flexi-time is submitted and permission granted by the School. The School does not presume that all of a student's non-allocated periods be used for flexi-time but rather encourages parents and students to consider a mixture of studying at school and flexi-time.

SECTION 9: UNIFORM

It is compulsory to wear the PHCS School uniform. It is an enrolment requirement that parents agree to support the School's Uniform Policy. Students are expected to be in full and correct uniform from the time they leave home in the morning until the time they return home in the afternoon. The details of the uniform are printed in the Student Diary and the Uniform booklet which is available from Senior School Office or our website. Uniform items are available from Hannah's, which is open during term times and with extended hours before the beginning of term. Details are available from Reception. It is part of your commitment to this school to ensure that you have your uniform organised for the week and that you quickly arrange for replacement items when necessary. Please note this includes the wearing of appropriate shoes that meet all Occupational Health and Safety regulations throughout the entire school year.

Parents are required to write a note of explanation if their child is not in full school uniform. This note is to be handed in by the student to the Senior School office and the Year Advisor will sign the note and allow the student to attend class.

Please note: that even with a reasonable explanation, students will not be allowed to participate in practical subjects such: as Science, Food Technology, Art and Woodwork, without the appropriate footwear due to OH&S compliance issues.

Year 11 & 12 boys are required to wear a tie and have shirts tucked in all year.

Where students simply refuse to wear correct uniform, parents will be contacted to review the student's approach to school.

ACCESSORIES – One small ring, watch and necklace consisting of a fine chain with a small cross are the only accessories to be worn at school. Girls are allowed to wear one pair of small plain studs or small sleepers in the lobe of the ears. No clear studs are permitted. Boys are not allowed to wear earrings of any description. No other piercings are permitted.

BAGS - Bottle green school bags with PHCS printed on the side are sold in Hannah's, the school uniform shop. The bag is compulsory for all students. **SPORTS BAGS** - Bottle green sports bag available for carrying sports gear only.

HATS - The wearing of a school hat is compulsory for all students for all outdoor activities including before and after school, recess and lunch. School hats are available from Hannah's.

GLOVES & SCARVES - Girls and boys black or green winter gloves and scarves. These items are available from Hannah's.

UNDERSHIRTS - Should be white or neutral in colour and not display any images.

SCHOOL SWIMWEAR - When representing the School, the official swimwear should be worn which is black with the School logo.

MAKEUP - In Junior and Middle School the wearing of makeup is unacceptable in every form, except under medical advice. Students wearing makeup to school will be asked to remove it immediately. Senior School students may wear a little makeup consistent with their natural colouring. The wearing of eye shadow, coloured lipstick and/or coloured nail polish are not acceptable.

SPORTS DAYS & EVENTS - Students are to wear either full school PE uniform or full school uniform for sports days and events. Students may bring a t-shirt in the appropriate house colour to wear at the sporting venue.

GIRLS HAIRSTYLES - Acceptable standards of hairstyle are required for all students. Hair that is cut in a radical hairstyle is not acceptable. Shoulder length hair or longer is to be tied back in plaits, pigtails or ponytail. If tied with ribbon, it must be bottle green or white. All hair accessories are to be bottle green, white or blend with natural hair colour. Scrunchies made of uniform fabric may be worn.

BOYS HAIRSTYLES - Acceptable standards of hairstyle and length of hair is required for all students. Hair that is cut in a radical or extreme hairstyle is not acceptable. Shaved heads are unacceptable. Hair should not be worn below the top of the shirt collar, unless approved specifically by the relevant Head of School. Hair must always be clean, neat and tidy, well brushed and combed. Boys' hair may be clipped to a minimum length of 6mm (no.2 clipper setting). If boys have facial hair it must be neatly groomed.

Anyone in doubt about hairstyle should consult his or her Head of School. Students are not permitted to change the natural colour of their hair. However, students may highlight their natural hair colour.

CAMPS - Clothes should be in good clean condition, modest and suitable for general wear at camp. Appropriate footwear is required to be worn for all activities. Girls may not wear tops which expose their midriff, are sleeveless or are overly revealing. Students may not wear low hipsters. Slogans or symbols on clothes, especially t-shirts must not be inappropriate. Hair and jewellery should be worn as per the uniform code. The school reserves the right to withdraw students from activities if they deem the clothes worn are unsuitable.

SHOES – please refer to the diagram below for acceptable footwear.



CHANGEOVER TIME FOR SUMMER AND WINTER UNIFORM

Summer uniform is worn from the first day of fourth term to the last day of first term.*

Winter uniform is worn from the first day of second term to the last day of third term.*

*unless otherwise advised by the Head of School

Girls - Summer

- Dress :** Green and white striped dress. Length - touch the floor when kneeling.
- Jumper :** V-neck bottle green, woollen or polyester. No hand knits. Jumpers may be worn as outer garment for Senior School when travelling to and from school in Terms 1 and 4.
- Socks:** White.

Boys - Summer

- Shirt:** Short sleeve white open neck over shirt with logo appropriate to Middle or Senior School.
- Trousers:** Long leg grey melange school trousers, not jeans or cords. Shorts may be worn during the summer terms. Shorts must be gabardine and the correct size with school socks. No elastic waist or cargo shorts.
- Tie :** Compulsory for Years 11 and 12. Bottle green and white diagonal stripes.
- Jumper :** V-neck bottle green, woollen or polyester. No hand knits. Jumpers may be worn as outer garment for Senior School when travelling to and from school in Terms 1 and 4.
- Socks:** Grey with green stripes.

Girls - Winter

- Skirt SS:** Tartan kilt/skirt. Knee length or below.
- Blouse SS:** White long sleeved with round collar and pintucked bodice worn tucked in or new style over blouse.
- Pantyhose:** Black Opaque (sockettes may be worn for extra warmth) 70 Denier+.
- Blazer:** Must be worn travelling to school and at all formal occasions.
- Coat:** Optional - Bottle Green.

Boys - Winter

- Shirt:** Short or long sleeve white shirt with logo appropriate to Middle or Senior School.
- Trousers:** Long leg grey melange school trousers, not jeans or cords.
- Tie:** Bottle green and white diagonal stripes.
- Socks:** Grey with green stripes.
- Blazer:** Must be worn travelling to school and at all formal occasions.

Girls - All Year

- Shoes:** Plain black, hard leather lace-up (no buckles, heels or platforms). Suede, sneakers, boots, crepe soles or stitched tops are not to be worn.
- Jumper:** V-neck bottle green, woollen or polyester. No hand knits. Jumpers must not be worn as outer garment for Senior School when travelling to and from school in Terms 2 and 3.
- Vest:** Bottle green, wool blend. No hand knits.
- Hat:** Bottle green, broad brim with logo. Compulsory for every outdoor occasion.

Boys - All Year

- Belts:** Belts are to be black or grey leather belts (available at Hannah's).
- Ties:** Ties are to be worn at all times during Terms 2 and 3. Years 11 and 12 students wear their tie throughout the year. Removal of the tie is at the discretion of the Principal, Assistant Principals or the Head of School.
- Shoes:** Black, hard leather lace up. Suede sneakers, boots, crepe soles or stitched tops are not to be worn.
- Jumper:** V-neck bottle green, woollen or polyester. No hand knits. Jumpers must not be worn as

outer garment for Senior School when travelling to and from school in Terms 2 and 3.

Vest: Bottle green, wool blend. No hand knits.

Hat: Bottle green, broad brim with logo. Compulsory for every outdoor occasion.

Girls - Sports

Shirt: White and bottle green polo shirt with school logo.

Shorts: Bottle green, knit.

Socks: White sports socks (anklets not permitted).

Shoes: White lace up joggers or sports shoes.

Track Pants: Bottle green, Microfibre.

Jacket: Microfibre zip up jacket green and white design with logo.

Jersey: White with bottle green striped bands.

Boys - Sports

Shirt: White and bottle green polo shirt with school logo.

Shorts: Bottle green, knit.

Socks: White sports socks (anklets not permitted).

Shoes: White lace up joggers or sports shoes.

Track Pants: Bottle green, Microfibre.

Jacket: Microfibre zip up jacket green and white design with logo.

Jersey: White with bottle green striped bands.

SECTION 10: SIGNIFICANT EVENTS

10.1 Camps

Year Group Camps for Senior School are held during Week 1, Term 1.

Permission notes and medical forms for the Senior School Camps are distributed and to be returned during Term Four of the previous year. The Camps are part of the School Year and if for any reason a student may not be able to attend it is a requirement that Parents or Guardians correspond with the relevant Year Advisor to confirm your intentions before the end of Term Four.

10.2 Community Service Days

Community Service Days are typically held on the last Wednesday of Terms 1,2 and 3. The Pastoral Care Groups work together to go out into the wider Community to engage in serving others.

This provides an opportunity for the students to broaden their understanding of Christian service and hopefully to develop a deeper appreciation of their own life and challenges that others face.

10.3 Competitions and Special Events

Through the year Senior School students will have the opportunity of entering special competitions and events. In some cases a whole class or year group is asked to be involved (for example the UNSW Maths, Science, English and Computing Studies Competitions). In other cases, subject teachers will advertise opportunities, or form teams from within the class. There may be extra costs to cover. Parents will be informed in writing of the purpose, arrangements and cost of such events.

10.4 Examinations

Each year group will sit for two major examinations each year: a Semester One and Semester Two Examination. The examination periods are shown on the School Calendar each year. Also see "Teaching & Learning" for more information.

10.5 Excursions, Incursions & Events

Permission from your parent or guardian is required to attend any excursion or incursion. You will be issued with a form listing details of the event and this has a return slip on it, which must be handed in at the Senior School Office before the excursion.

Subject teachers arrange subject excursions from time to time. These are mandatory and are only arranged if they provide important educational experiences. You will be provided with written information to show your parents and a permission note to be signed and returned to the Senior School Office.

When students are asked to attend a special show or lecture at school, this is called an Incursion. There may still be a cost that students need to cover. Parents will be advised in writing when such events occur.

10.6 Fusion

Fusion is an evening dedicated to the display of Year Twelve major projects, and performances in the Creative Arts of Drama and Music. Fusion is held in Term Three.

10.7 MAD

MAD is the Music, Arts and Drama evening dedicated to the display of Year Ten projects, and performances in the Creative Arts. MAD is held in Term Four.

10.8 Missions

There are many opportunities for Senior School Students to be involved in the various Mission Trips held each year. If you wish to find out more about the Mission Teams you can check details on the School Web Page, or contact the Missions Coordinator, Ms J. Dawson.

10.9 Parent Dinners

Parent events will be held for each Year Group throughout the year. This is an opportunity for parents and staff to meet and join in conversation and to look at issues relevant to their children and to share in the School community.

Year 9 Parent Dinner	Term 1
Year 10 Subject Night	Term 2
Year 11 Parent/Student Seminar	Term 3
Year 12 Graduation Dinner	End of Term 3

Check the School Calendar for relevant dates.

10.10 Parent/Teacher Evenings

Parent/Teacher Evenings are held to allow an opportunity for parents to discuss with Teachers their students' progress in various subjects.

Yr 11/12 Parent Teacher Evening is held in Term Two.

Yr 9/10 Parent Teacher Evening is held prior to the Semester One Examinations.

Parents may also contact Teachers to arrange a private meeting time to discuss their students' progress.

10.11 Parent Information Night

Senior School holds a Parent Information Night in Term Four, for all parents who will have students in Senior School during the following year. This is an opportunity parents to meet the Year Advisor for the following year and to find out about the planning for the next year for Senior School and for the relevant Year Groups. There is time allocated to break into discussion groups with the Year Advisor and parents.

10.12 Presentation Night

Presentation Night is a Whole School event held during the evening of the last day of Term Four. It is a time to join together to celebrate the student's achievements during the year.

10.13 Sports Carnivals

There is a Senior School Athletics Carnival, and a Senior School Swimming Carnival. These are always involving and interesting days and a great chance to see our young athletes at their best, as well as a great opportunity for a day out with the whole of Senior School. These days are compulsory for all Senior School Students.

Senior School Students also participate in the School Fun Run in April, which leads on to the Zone Cross Country Event.

10.14 Subject Selection Night

The Subject Selection Information Night is held in Term 2 for Students in Year Ten going into Year Eleven the following year and for Students in Year Eight going into Year Nine. This is an opportunity for parents and students to receive information on the subject selection process and to meet with the Faculty Teachers to discuss the variety of subjects being offered.

10.15 Year 12 Final Week

Year Twelve students have a range of activities during their final week at the end of Term Three. The Graduation Dinner is on the evening of the last day of Term Three.

10.16 End of Year Activities Day

At the end of Term 4, each year group (9-11) has an end of year day outing to celebrate the end of the school year.

SECTION 11: REPORTS

Reports are issued after the Semester One and Semester Two examinations. They are sent home to parents, but it is most important that students use these reports to reflect on the semester and set new goals for the term ahead. The report should help you identify subjects where you are doing well... be encouraged! Areas of strength in subjects where you are not confident: focus on these areas. A weakness in one (or several) subjects that you need to solve: see your Pastoral Care Teacher or Subject Teacher.

Reports also summarise information such as your days absent and students' other achievements throughout the semester such as Sporting Teams, Special Awards, and Mission or Community Service work.

SECTION 12: AWARDS

12.1 Merit Awards

Merits are awarded each Semester. The purpose of an awards scheme is to...

- Prompt staff to be encouragers
- Affirm those who exercise their gifts for others.
- Celebrate students who support the mission and purpose of the school
- Encourage students who make a special effort

12.2 End of Year awards

As well as the major certificates, there are a number of special prizes that can be awarded in any year. There are special prizes for some subjects (e.g. Music and Computing Studies), for Citizenship and for Dux of the Year. A description of these awards and how they are decided is available from the Principal.

SECTION 13: TEACHING AND LEARNING

13.1 Assessments

Assessment Tasks will be given throughout the year. Please refer to the Assessment Information Handbook for each relevant Year Group.

All assessment tasks must be handed in at the Odell Learning Resource Centre before 8.40am on the date due and must have a completed cover sheet, noting the Task Number, which will be provided by the class teacher.

Should you be unable to complete an assessment task or have not submitted it on time, you must complete a Special Consideration Form and hand in at the Senior School Office. If there are medical reasons, a doctor's certificate must be submitted with the Special Consideration Form.

13.2 Homework

Homework will be set regularly for all subjects. In general, the school believes a small amount of work done every night is much more useful than a large amount of work done on one night. You must use your diary to record homework. Homework includes Revision, Set-Work (set by your teacher in class) and Preparation.

13.3 Student Work

There are many sorts of student work that is done at school. As well as essays and questions, you may find yourself doing practical Science experiments, a painting, drawing or sculpture, performing on an instrument, rehearsing a drama or a speech in another language, solving problems, debating, building, designing, exercising, or cooking. You should try and do all your work with pride, doing the very best you can. Some work cannot easily be taken home to show your parents, but where you have created an artwork or completed an essay, share this with your parents as well as your teacher.

13.4 Examination Periods

Each year group will sit for two major examinations in each year: a Semester One and Semester Two Examination. The examination periods are shown on the School Calendar each year. It is normal for all subjects to set formal, written examinations. In some cases, practical components are included and these may be examined outside the examination period. The point of doing any subject is to learn what is in the subject. Examinations are designed to help you, your teachers and your parents to measure how you are progressing and where you might need extra help. All Subjects record marks during the year for assessments, homework, projects and class work and these marks are reported and recorded as well. During the Examination Periods for Year 11 and Year 12 students are only required to attend school when they are writing an examination. During the Examination Periods for Year 9 and Year 10 full attendance is compulsory.

13.5 Sport

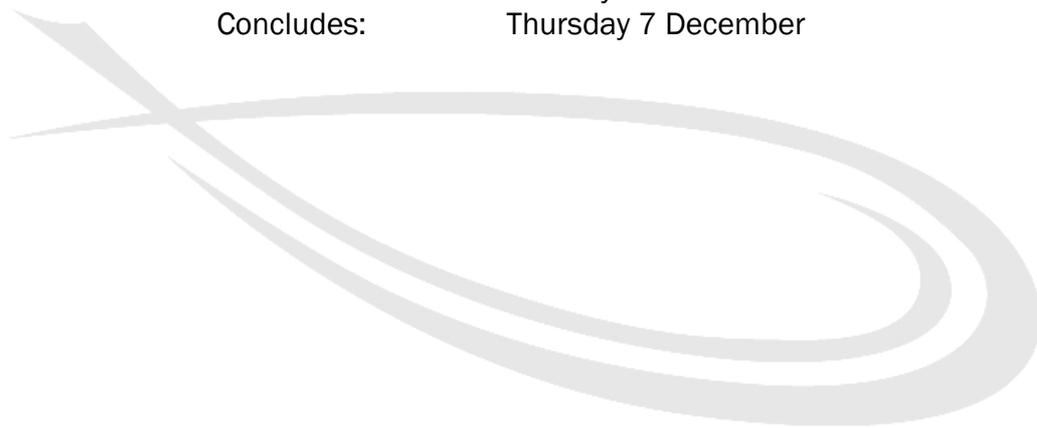
Sport is timetabled for Years Nine and Ten. You should bring the appropriate equipment for the sport you are assigned to. You must have a school hat *all year round*.

In addition, the PDHPE department season by season will choose school-sporting teams. If you are interested in special sports, discuss this with your PDHPE teacher.

SECTION 14: TERM DATES

2017 Term Dates

Term 1	Commences: Concludes:	Wednesday 1 February Friday 7 April
Term 2	Commences: Concludes:	Thursday 27 April Friday 30 June
Term 3	Commences: Concludes:	Monday 24 July Friday 22 September
Term 4	Commences: Concludes:	Monday 9 October Thursday 7 December



Pacific Hills