



# Pennant Hills High School

Responsibility Integrity Achievement

## INFORMATION FOR INTERNATIONAL STUDENTS



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## SCHOOL CAPTAINS



**Sonia  
WENSLEY**



**Hiroshi  
MUKHOPADHYAY**



**Alodie**



**Alastair  
FULLERTON**

## Student Leadership Council (SLC) Executive Team



**Sport Captain  
Joshua Jones**



**Sport Captain  
Tanay Roy**



**SLC Chairperson  
Ashlin Upton**



**SLC Secretary  
Ruby Jenkins**



**SLC Treasurer  
Jenna Allauddin**

## Statement of Purpose

Pennant Hills High School promotes excellence in a supportive and nurturing learning environment which encourages students to achieve their potential. Our students develop a strong sense of identity and belonging and are encouraged and supported to become independent, lifelong learners who develop into responsible, well adjusted, confident, compassionate and caring citizens.

We aim to:

- create a happy and safe school by providing a positive, stable and caring environment in which each individual can develop to his or her potential;
- ensure high quality teaching and learning by building the capacity of staff through the provision of appropriate professional learning, resources and support;
- provide a broad curriculum designed to challenge and extend each individual;
- encourage community participation through cooperation between the school, home and the wider community to ensure that each individual's talents, skills and abilities may be identified, developed and utilised;
- maintain parents' awareness of the progress and development of students by regular and constructive communication; and
- provide a holistic and inclusive education for all students.

# Introduction

## A Tradition of Excellence

Pennant Hills High School was founded in 1966 and has educated thousands of students to take their place as productive and successful members of society.

A broad and diverse curriculum, expert and experienced teachers and a strong culture of effort and attainment underpin the school's many years of success. Our curriculum is carefully structured to meet students' needs and to provide access to all Key Learning Areas. Our rigorous academic program is complemented by access to Vocational Education and Training (VET) through both school campus and TAFE colleges, and by a wide range of curriculum enrichment experiences and service learning.

## Coeducation for Life

Pennant Hills High School educates girls and boys in a cooperative environment of equality. Students benefit from welfare programs that help them learn together and respect each other as individuals. Coeducational schools develop girls and boys who are supported and confident, respectful men and women.



## Student Wellbeing

Pennant Hills High School is committed to the provision of a happy and safe school for all students. We devote ourselves to the care and wellbeing of every student, and foster a culture of cooperation and collaboration in order to provide a secure and supportive learning environment.

We believe that success at school is closely linked to student wellbeing. There is a strong and effective Learning Support Team, headed by a Head Teacher Student Welfare and full-time School Counsellors.

## Partnerships

Pennant Hills High School is based on building productive relationships.

Communication between staff, students and family is essential for student success. We enjoy the support of an enthusiastic and supportive Parents and Citizens Association, which provides resources that directly improve student learning and wellbeing.

Our Community of Schools is a vital part of our Middle Years of Schooling Strategy. We possess a partnership with Macquarie University and our staff participate in a number of professional networks to facilitate high-quality teaching and learning experiences and curriculum enrichment.

# Pennant Hills High School

## General Information

**School Address:** Laurence Street  
Pennant Hills 2120

**Phone Number:** 9473 5000

**Fax Number:** 9473 5099

**Email Address:** pennanthil-h.school  
@det.nsw.edu.au

**Website URL:** www.pennanthil-h.  
schools.nsw.edu.au

**School Motto:** Nil Nisi Bonum

**School Founded:** 1966

**School colours:** Navy, sky blue, red  
and white

Pennant Hills High School has **four periods** each day, except on Thursdays when students in Years 8-10 have three periods and then Sport in the afternoon. School commences at **8:55am** and finishes at **3:20pm**. The school has a two week cycle, Week A followed by Week B. Rolls are marked at the **beginning of each period** by the class teacher. School assemblies are held in the main quadrangle on **Wednesdays**.

Students are encouraged to take an active role in the many extra activities offered by the school such as Band, Drama, sporting teams, academic challenges and competitions. Activities and events (**e.g. International Student meetings**) are advised at School Assemblies and through Daily Notices which are read to the students during the **first period**.



## Facilities

Pennant Hills High School is set in 27 hectares of natural bushland. There are extensive playing fields and covered areas, and an outdoor classroom.

Facilities a large Learning Hub for interactive project learning and a well-equipped Library and Study Centre.

Pennant Hills High School students work in computer laboratories, Science laboratories, a modern Technology and Visual Arts building featuring a computerised milling machine and laser cutter, a darkroom and Visual Arts studios. There is also a state-of-the-art commercial kitchen which enables us to deliver Hospitality courses and a farm for the delivery of Agriculture courses up to HSC level.



# First Day at Pennant Hills High School

## On Arrival (Public Reception)

- Meet International Student Coordinator and Year Advisor
- All Enrolment Application Forms to be checked
- Authority to Enrol (ATE) must be received by Enrolment Officer before you can start at the school



## Meet Your 'Buddy' (Public Reception)

- You will be paired with a 'Buddy' who is usually of the same sex and year group and share some courses with you
- Your buddy will show you around and introduce you to teachers
- Your buddy will help you find your classrooms, toilets, canteen, sports field etc.



## Orientation Induction

- International Student Coordinator will give an Orientation Talk on essential information such as attendance requirement, uniform requirement, school rules etc.
- Meet Principal, DP's, Welfare and Learning Support teachers, ESL teacher, School Counselor, Year Advisers, and Librarian.
- Subject Selection with Year Adviser
- Select Thursday Sport
- Get Student ID, log on username/password and internet username/ password
- Receive a copy of timetable



## Go to your First Class (The classroom on your time table)

- Your buddy will lead you to your first class



## Orientation Materials

- School Diary
- International Students' Handbook
- Information for Prospectus Student
- Assessment Handbook
- PHHS Sport Guidelines
- Subject Selection Guidelines
- Bell Time and School Map

# School Leaders



**Mr Warren**  
**Principal**



**Mr O'Byrne**  
**Deputy Principal**  
**Years 7, 9 and 11**



**Mrs Payne**  
**Deputy Principal**  
**Years 8, 10 and 12**



**Miss Graves-Browne**  
**Year 12 Adviser**  
**English Faculty**



**Ms Ford**  
**Year 11 Adviser**  
**HSIE Faculty**



**Mrs Austin**  
**Year 10 Adviser**  
**English Faculty**



**Miss Greer**  
**Year 9 Adviser**  
**HSIE Faculty**



**Mr Gill**  
**Year 8 Adviser**  
**Industrial Arts Faculty**



**Mr Symons**  
**Year 7 Adviser**  
**Careers Adviser**

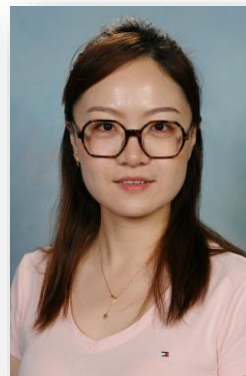
## Key Staff Members to Assist You



**Mrs Sykes**  
**Public Reception**



**Mrs Antoon**  
**Student Reception**



**Mrs Li**  
**International Student  
Coordinator  
Languages Faculty**



**Miss Jun**  
**International Student  
Coordinator (Rlg)  
English Faculty**



**Mrs Campbell**  
**Head Teacher**  
**Student Wellbeing**  
**Student Reception**



**Mrs Holm**  
**School Counsellor**  
**Level 3**



**Mr Symons**  
**Career Advisor**  
**Level 3 Careers**



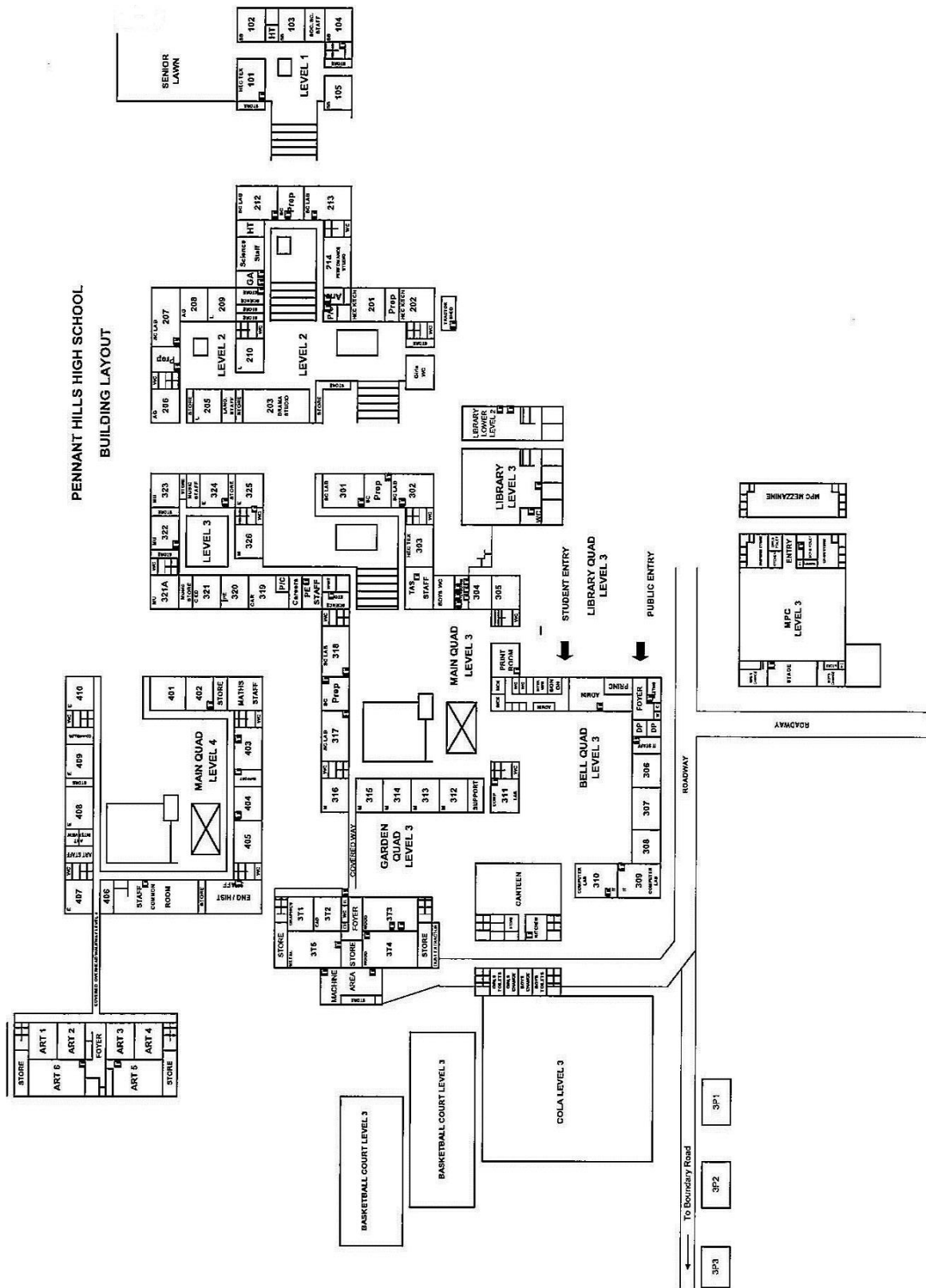
**Ms Feneley**  
**Librarian**  
**Library**



**Miss Graves-Browne**  
**EAL/D Coordinator**  
**English Faculty**



# School Map



# Bell Times

Pennant Hills High School operates on a two week cycle – Week A and Week B. **Lessons are 75 – 80 minutes long.** Students must sit in their Year Group area at assembly and leave walkways clear. In the event of assembly not being held, Monday bell times will operate.

## Term 1 & 4






| Period     | Monday, Tuesday<br>Friday | Wednesday  | Thursday       |
|------------|---------------------------|--|----------------|
| 1          | 8.55-10.19                | <b>Assembly 8.55-9.15<br/>Main Quad</b><br>Period 1 9.15-10.34 | 8.55-10.10     |
| Recess     | 10.19-10.39               | 10.34-10.54  | 10.10-10.35    |
| 2          | 10.39-11.58               | 10.54-12.07  | 10.35-11.50    |
| Transition | 11.58-12.03               | 12.07-12.12  | No transition  |
| 3          | 12.03-1.22                | 12.12-1.26   | 3A 11.50-12.32 |
| Lunch 1    | 1.22-1.42                 | 1.26-1.46  | 12.32-12.53    |
| Lunch 2    | 1.42-2.02                 | 1.46-2.06  | 12.53-1.14     |
| 4          | 2.02-3.20                 | 2.06-3.20  | 3B 1.14-1.57   |
|            |                           |  | 4 1.57-3.15    |

## Term 2 & 3

| Period     | Monday, Tuesday<br>Friday | Wednesday  | Thursday       |
|------------|---------------------------|--|----------------|
| 1          | 8.55-10.19                | Period 1 9.15-10.14<br><b>Assembly 10.14-10.34<br/>Main Quad</b> | 8.55-10.10     |
| Recess     | 10.19-10.39               | 10.34-10.54  | 10.10-10.35    |
| 2          | 10.39-11.58               | 10.54-12.07  | 10.35-11.50    |
| Transition | 11.58-12.03               | 12.07-12.12  | No transition  |
| 3          | 12.03-1.22                | 12.12-1.26   | 3A 11.50-12.32 |
| Lunch 1    | 1.22-1.42                 | 1.26-1.46  | 12.32-12.53    |
| Lunch 2    | 1.42-2.02                 | 1.46-2.06  | 12.53-1.14     |
| 4          | 2.02-3.20                 | 2.06-3.20  | 3B 1.14-1.57   |
|            |                           |  | 4 1.57-3.15    |

# Reading Your Timetable

|                     | Monday Week B                                   | Tuesday Week B                                  | Wednesday Week B                             | Thursday Week B                              | Friday Week B                                   |
|---------------------|---|---|--|--|---|
|                     | Monday  | Tuesday   | Wednesday                                    | Thursday                                     | Friday  |
|                     | 04/04/2016                                      | 05/04/2016                                      | 06/04/2016                                   | 07/04/2016                                   | 08/04/2016                                      |
| 0<br>7:40 - 8:55    |   |   |  |  |   |
| 1A<br>8:55 - 9:39   | Science (10S3)<br>Room: 212<br>S Makkar         | English (10ENL)<br>Room: 325<br>D Pugliese      | Chinese (10CHI)<br>Room: 404<br>A Li         | History (10HI/GEH)<br>Room: 326<br>B Jebbink | Maths (10M4)<br>Room: 210<br>S Shilling         |
| 1B<br>9:39 - 10:19  | Science (10S3)<br>Room: 212<br>S Makkar         | English (10ENL)<br>Room: 325<br>D Pugliese      | Chinese (10CHI)<br>Room: 404<br>A Li         | History (10HI/GEH)<br>Room: 326<br>B Jebbink | Maths (10M4)<br>Room: 210<br>S Shilling         |
| R<br>10:19 - 10:39  |   |   |  |  |   |
| 2A<br>10:39 - 11:19 | Agriculture (10AG1)<br>Room: 1P3<br>P Longhurst | Careers (10CA4)<br>Room: 210<br>A Symons        | History (10HI/GEH)<br>Room: 305<br>B Jebbink | Chinese (10CHI)<br>Room: 404<br>A Li         | Agriculture (10AG1)<br>Room: 1P3<br>P Longhurst |
| 2B<br>11:19 - 11:58 | Agriculture (10AG1)<br>Room: 1P3<br>P Longhurst | Careers (10CA4)<br>Room: 210<br>A Symons        | History (10HI/GEH)<br>Room: 305<br>B Jebbink | Chinese (10CHI)<br>Room: 404<br>A Li         | Agriculture (10AG1)<br>Room: 1P3<br>P Longhurst |
| T<br>11:58 - 12:03  |   |   |  |  |   |
| 3A<br>12:03 - 12:42 | Maths (10M4)<br>Room: 210<br>S Shilling         | Agriculture (10AG1)<br>Room: 1P3<br>P Longhurst | Science (10S3)<br>Room: 213<br>S Makkar      | Physical Education (10PE3)<br>M Harvey       | Library (10LIB3)<br>Room: LIB7<br>S Whitlock    |
| 3B<br>12:42 - 13:22 | Maths (10M4)<br>Room: 210<br>S Shilling         | Agriculture (10AG1)<br>Room: 1P3<br>P Longhurst | Science (10S3)<br>Room: 213<br>S Makkar      | SPORT (SPORT)                                | Library (10LIB3)<br>Room: LIB7<br>S Whitlock    |
| L1<br>13:22 - 13:42 |   |   |  | SPORT (SPORT)                                |   |
| L2<br>13:42 - 14:02 |   |   |  | SPORT (SPORT)                                |   |
| 4A<br>14:02 - 14:41 | History (10HI/GEH)<br>Room: 317<br>B Jebbink    | Science (10S3)<br>Room: 212<br>S Makkar         | Maths (10M4)<br>Room: 210<br>S Shilling      | SPORT (SPORT)                                | English (10ENL)<br>Room: 325<br>D Pugliese      |
| 4B<br>14:41 - 15:20 | History (10HI/GEH)<br>Room: 317<br>B Jebbink    | Science (10S3)<br>Room: 212<br>S Makkar         | Maths (10M4)<br>Room: 210<br>S Shilling      | SPORT (SPORT)                                | English (10ENL)<br>Room: 325<br>D Pugliese      |

 Period 1 (A+B)    
  10HI/GEH:    
  Room 210:    
  Thursday Sport    
  D Pugliese  
 Period 2 (A+B)     10-Year 10  
 Period 3 (A+B)     HI-History  
 Period 4 (A+B)     GEH-Geography

**Period 0 or Period 5 is for senior students doing Extension subjects.**

**NOTE:** We use a two week cycle. This means, for example, that the first week of 2016 (Wed 27 – Fri 29 April) is Week A. The second week (Mon 2 – Fri 6 May) is Week B. The third week is Week A again, and so on.

# Uniform Requirement

As proud students of Pennant Hills High School, we expect that you will wear our uniform correctly and completely.

## Where to buy uniform:

- The Uniform Shop is located in the MPC (hall) at school. Opening hours are: Mondays 10.00am-2.00pm and Fridays 8.00am-12.00pm during the school term.
- The school clothing pool is open from 8.30am-1.30pm every day during the school term and has a limited range of used uniform items for sale.



## General Uniform Rules

- Summer Uniform – to be worn during Terms 1 and 4
- Winter Uniform – to be worn during Terms 2 and 3

**Shoes:** **ONLY BLACK LACE-UP LEATHER** shoes in the traditional school style. NOT ballet flats, Mary Jane style shoes, 'Rabens', boots, desert boots or jogging shoes (on sport days jogging shoes with all leather uppers are acceptable in practical classes). This is a requirement in the interest of safety.

### ACCEPTABLE:



### UNACCEPTABLE:



**Jumper:** Navy with one red stripe and one white stripe around cuffs and V neck. A 'sloppy joe' with school emblem may be worn instead.

**Jacket:** Navy shower-proof jacket with school crest, sold by the school.

**Blazer:** Navy with school crest, sold by the school (optional)

**Jewellery:** Wristwatch and/or one flat ring;

One pair of small sleepers or small stud earrings (one per ear).

NO other jewellery. These restrictions are in the interest of safety.

**Cap:** Black with school emblem (sold by school) can be worn in PE also.

| <b>Junior Boys</b>   |   | <b>Senior Boys</b>               |  |
|--|---|----------------------------------|--|
| <b>Shirt:</b>  | White, tucked into trousers/shorts<br>Short sleeves (summer)<br>Long sleeves (winter)<br>School crest on pocket   | <b>Shirt:</b>                    | White, tucked into trousers/shorts<br>Short sleeves (summer)<br>Long sleeves (winter)<br>School crest on pocket                |
| <b>Shorts:</b>   | <b>ONLY</b> grey polycotton; <b>NOT</b> Designer shorts, elasticised, 'Yakka', 'Rugger' or 'King Gee' style or cord drawn   | <b>Shorts:</b>                   | <b>ONLY</b> navy blue polycotton; <b>NOT</b> Designer shorts, elasticised, 'Yakka', 'Rugger' or 'King Gee' style or cord drawn |
| <b>Trousers:</b>   | <b>ONLY</b> mid-grey (college grey) worsted; <b>NOT</b> Designer trousers   | <b>Trousers:</b>                 | <b>ONLY</b> Mid-grey (college grey) worsted; <b>NOT</b> Designer trousers  |
| <b>Socks:</b>  | Short grey, with bands of school colours on top; not short anklets  | <b>Socks:</b>                    | White; no logos, stripes or other design; not short anklets  |
| <b>School tie:</b>   | Junior navy with red and white stripes (Terms 2 and 3 only)   | <b>School tie:</b>               | Pale blue with school crest (Terms 1-4)  |
| <b>PE/Sport:</b>   | Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, sneakers  | <b>PE/Sport:</b>                 | Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, sneakers                                 |
| <b>Junior Girls</b>  |   | <b>Senior Girls</b>              |  |
| <b>Dress:</b>  | Summer: Blue patterned polycotton dress with dropped waist, pleated skirt, Peter Pan collar with white trim, short sleeves with white trim.<br>Winter: Navy serge tunic, white blouse | <b>Dress:</b>                    | Summer: Pale blue A line dress with white and navy collar and tie<br>Winter: Navy/red check serge tunic, pale blue blouse      |
| <b>Blouse:</b>   | Summer: White short sleeve<br>Winter: White with peaked collar<br>Plain white T-shirt or skivvy may be worn under white shirt in winter only.   | <b>Blouse:</b>                   | Summer: Pale blue<br>Winter: Pale blue<br>Plain white T-shirt or skivvy may be worn under winter shirt only.                   |
| <b>Shorts:</b>   | Navy shorts (2 styles available)  | <b>Shorts:</b>                   | Navy shorts (2 styles available)   |
| <b>Socks:</b>  | <b>ONLY</b> Short white.  | <b>Socks:</b>                    | <b>ONLY</b> Short white  |
| <b>Tights:</b>   | Black stockings are only to be worn with winter uniform.  | <b>Tights:</b>                   | Black stockings are only to be worn with winter uniform  |
| <b>Slacks:</b>   | <b>ONLY</b> Plain navy (option for winter).<br>Blouses must remain tucked in.<br>No designer or King Gee style slacks   | <b>Slacks:</b>                   | <b>ONLY</b> Plain navy (option for winter)<br>Blouses must remain tucked in.<br>Not designer or 'King Gee' style slacks        |
| <b>Hat:</b>  | School cap, sold by the School.   | <b>Hat:</b>                      | School cap, sold by the School.  |
| <b>PE/Sport:</b>   | Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, sneakers<br>Leggings may NOT be worn  | <b>PE/Sport:</b>                 | Red PHHS polo shirt, navy PHHS shorts or navy PHHS track pants, navy PHHS sloppy joe, sneakers<br>Leggings may NOT be worn.    |
| <b>Hair ribbons / headbands:</b>   | <b>ONLY</b> in School colours (navy, sky blue, red or white)  | <b>Hair ribbons / headbands:</b> | <b>ONLY</b> in School colours (navy, sky blue, red or white)   |
| <b>Make-up:</b>  | Minimal   | <b>Make-up:</b>                  | Minimal  |
| <b>NON-UNIFORM DAYS ('MUFTI' DAYS)</b>   |   |                                  |  |
| Pennant Hills High School occasionally holds 'MUFTI' days to raise money for charities and projects. You are expected to bring a gold coin donation if you choose to wear MUFTI. On these occasions, you must dress appropriately. |   |                                  |  |

# Curriculum

The academic program at Pennant Hills High School provides a well-rounded education to equip students to prosper in the 21<sup>st</sup> century.

## Stage 4: Years 7 and 8

The curriculum in Years 7 and 8 gives students experience in a wide range of subjects and is designed to develop and broaden students' skills and interests in learning. In Year 7 all students study a core curriculum:

English

Mathematics

Science

Music

Personal Development, Health & Physical Education (PDHPE)

Technology

Geography

History

Visual Arts

Languages – Chinese (Mandarin), French, Japanese

\*Three languages are studied over four terms in Year 7, with one chosen to continue in Year 8

Year 8 students pursue a similar core curriculum, but also have "taster courses" running for one term each:

Agriculture, Drama/Music, Information Technology/Multimedia and Visual Arts

## Stage 5: Years 9 and 10

The curriculum in Years 9 and 10 provides continuity of studies in the Key Learning Areas of English, Mathematics, Science, PDHPE and Geography, History and Careers. It also allows students to choose elective courses which they pursue in Year 9 and 10. Students may study three from the following Stage 5 elective courses offered:

Aboriginal Studies

Agriculture

Commerce

Drama

Food Technology

Industrial Technology – Metal, Timber and Multimedia

Information & Software Technology

Languages – Chinese (Mandarin), French, Japanese

Music

Photographic and Digital Media

Physical Activity & Sports Studies

STEM (Science, Technology, Engineering and Mathematics)

Textiles Technology

Visual Arts

Special Religious Education is available in Stages 4 and 5 through an approved provider to those students whose parents/caregivers choose to have them receive such instruction.

## Stage 6: Years 11 and 12

Stage 6 prepares students for University and other further education, and the workforce. Pennant Hills High School has a strong academic focus, but also provides access to vocational pathways through TAFE courses. English is the only compulsory subject.

Students choose their patterns of study from course offerings below as well as from several TAFE delivered Vocational Education and Training (VET) Framework courses and non-Framework TAFE courses.

Agriculture  
Biology  
Business Studies  
Chemistry  
Chinese and Literature  
Community & Family Studies  
Drama  
Earth & Environmental Science  
English (Standard, Advanced, Extension Courses 1 and 2)  
English as a Second Language  
English Studies (non-ATAR course)  
Economics  
Engineering Studies  
Food Technology  
French (Beginners and Continuers – where applicable)  
Geography  
History (Ancient, Modern and HSC Extension)  
Hospitality  
Industrial Technology – (Timber Products & Furniture Technologies)  
Information Processes & Technology  
Japanese (Beginners and Continuers – where applicable)  
Legal Studies  
Mathematics (Standard 1 and 2, Advanced, HSC Extension Courses 1 and 2)  
Music (Course 1, Course 2, HSC Extension)  
Personal Development, Health & Physical Education  
Philosophy (1 unit preliminary course only)  
Photography (1 unit and 2 unit)  
Physics  
Society & Culture  
Software Design & Development  
Sport, Lifestyle & Recreation Studies (1 unit preliminary course only)  
Studies of Religion  
Textiles & Design  
Visual Arts  
Visual Design (1 unit and 2 unit)  
Work Studies (1 unit preliminary course only)



# Curriculum Enrichment

Pennant Hills High School is committed to a broadly based comprehensive education. Students are involved in a wide range of activities which develop their confidence, leadership and teamwork capabilities, and their self-esteem and self-knowledge.

## Duke of Edinburgh's Award Program

The Duke of Edinburgh's Award Program is available to students in Years 9 – 12. This scheme is an internationally recognised youth development program providing opportunities for personal and social growth. PHHS conducts expeditions each year in National Parks, operated and supervised by fully trained teachers from the Outdoor Education Group and Laurel Hill Lodge.



## Drama Ensemble

Students across all Year groups have the opportunity to participate in these extra-curricular activities run by the Drama Faculty, allowing students to develop skills in dramatic performance.



## Music Ensembles

The Music Ensembles Program at Pennant Hills High School consists of Concert Band 1, Concert Band 2, Junior Stage Band, Big Band, Strings and Choir groups.



## **Light and Sound Crew**

This team is trained in all aspects of backstage work, and provides technical design and support for performances and formal assemblies held in the MPC (hall).

## **Photography Club**

The Photography Club gives students who are interested in photography the opportunity to gain a deeper understanding and appreciation of taking a photograph. It is an online Club formed through the Pennant Hills High School Facebook page called "Pennant Hills High School Photography Club" and all students are welcome to join. Links to interesting and relevant articles will be posted as well as opportunities for students to post work and get constructive feedback.

## **Science Linkages**

Gifted and talented students work with students from partner primary schools. Pennant Hills High School students develop a project-based Science program, which develops their leadership and communication skills, and primary school students gain confidence in their ability to transition to high school.

## **Academic Challenge**

Students have the opportunity to take part in a challenge with partner primary school students during Term 2. This program calls on the participants' leadership, teamwork and other skills to solve problems, to analyse and to evaluate a situation. This interaction with younger students builds a sense of mentoring and collaboration.

## **Academic Competitions**

Students have the opportunity to enter a wide range of competitions: statewide Mathematics, Science and Geography competitions, as well as *Young Writer Of The Year*.

## **Work Experience**

Students have the opportunity to experience different careers during the Work Experience period in Year 10. Our Careers Adviser assists students with career decisions, vocational testing and work placements.

## **Debating**

Students from all Years participate with great success in statewide debating competitions.

## **Young Endeavour**

Each year a student from Pennant Hills High School is selected to sail on a *Young Endeavour* voyage. The Royal Australian Navy crew teaches participants how to sail a square-rigged vessel, including how to navigate, keep watch, take the helm, work aloft and even take command. The program develops teamwork, leadership and communication skills.

# Leadership



Pennant Hills High School regards every student as a potential leader. Leadership skills are developed both within and beyond the classroom. We possess a strong leadership framework, based on the following groups.

**We have a highly effective Prefect body, drawn from Years 11 and 12, which includes Band, Choir and Sport Prefects.** This group represents the school in the community, builds and maintains school pride and spirit and works for charity, donating considerable sums to a nominated charity each year.

**The Student Leadership Council (SLC)** is elected by all students, and each Year group is represented. They provide students with a voice in the school and add considerable enjoyment and improvement to school life. They work on whole school projects such as grounds beautification, and are renowned for their annual Spirit Week, a week of celebration.



**The Community Concert** is organised each September by Year 12 students. Local retirement villages, nursing homes and our neighbours attend a concert showcasing the rich talent of our students, who host morning tea for guests afterward. This is one way Year 12 give back to the community to commemorate the end of their secondary schooling.

Students in Years 7-10 have the opportunity to participate in two sports leadership programs called **Learning to Lead and Leading with Action**. The aim of these programs for students in the middle years of schooling is to teach the fundamentals of setting up, managing and officiating a variety of sports and physical activities. They have the opportunity to put these skills into practice at a variety of events that are run throughout the year. These programs are run in conjunction with the Premier's Sporting Challenge.

# Attendance and Course Requirement

## Attendance Requirement

International Students are required to attend **a minimum of 80% of all scheduled classes for each term**. If you do not meet this requirement you may be reported to the Australian Department of Immigration and Border Protection (DIBP), unless there are compassionate or compelling circumstances (see below).

If you are absent for 1 or 2 days, your guardian needs to contact school by email or phone before 9:00am and explain the reason for your absence. Or you can put **letter of explanation** in the absence boxes (see below) at Student Reception on your return. If you are over 18 years, you can provide your own written explanation.

If you are absent for 3 days or more, you must provide **a doctor's certificate**, which also needs to be placed in the absence boxes. The doctor must be a registered medical practitioner.

Each whole day that a student is absent will count as 1.0 day. Each period a student is late or truants will count towards 0.25 per day. Partial absences include lateness to school or classes and fractional truancy (leaving school without permission).

## Guidelines for Compassionate or Compelling Circumstances

Leave approved on grounds of compelling or compassionate circumstances is not counted in attendance records. Compassionate or compelling circumstances are generally those beyond your control and which have an impact upon your course progress or wellbeing. These could include, but not limited to:

- illness, where a medical certificate states that you are unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return) or
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies or
- a traumatic experience which could include, but is not limited to: involvement in, or witnessing of an accident witnessing or being the victim of crime and this has impacted on you (these cases should be supported by police or psychologists' reports or advice)
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

## Course and Book Requirement

You must meet course progress requirements. The school will provide you with information about course requirements as outlined by the NSW Education Standards Authority (NESA). Further information about course requirements is available at:

[www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

# Travelling Home and Taking Leave

## Travelling Home

Students requesting special leave for illness or to return home must **meet the criteria for compelling or compassionate circumstances** (see *Taking Leave* below).

DE International must be advised immediately of students who are granted special leave in these circumstances and will report to DIAC to suspend the enrolment under the applicable criteria.

Evidence of circumstances must be provided. Periods of absence in these circumstances are not counted in the student's attendance rate for the term/s.

Students who request leave for extra holidays must have met attendance requirements for the term and semester, and must have the Principal's approval.

An International student under 18 years of age is not permitted to travel independently. Travel during school holidays other than returning home, is only permitted with host families/guardians, relatives or on approved school excursions or trips. Written permission from parents is required.



**In all situations involving travel by the student, a copy of the airline ticket and permission note from parents must be provided to Miss Jun, International Student Coordinator (Relieving) and Student Reception before departure.**

## Taking Leave

If you are going to be absent for a week or more during school term, your parents must request approval from the Principal. You must not defer your start date or take extended leave without the Principal's permission. Approval is only granted on compelling or compassionate grounds (see page 19).

For an early-leave on a school day, you need to bring a note from your guardian before or on the day to Student Reception before school to be issued an early-leave pass.

If you leave school grounds without the pass, this will be considered as an act of truancy.

## Accommodation and Welfare

If you are under 18 years, you must maintain your approved accommodation, support and welfare arrangements. If these arrangements are approved by the NSW Department of Education, **you must not change those arrangements without prior written approval**. Requests to change the arrangements must be made in writing to the DE International Students Centre and signed by your parents.

**If you want to change your accommodation or have any welfare concerns, you should contact Miss Jun, International Student Coordinator (Relieving) at your school.**

NSW Department of Education recommends that students over 18 continue to live with relatives or homestay families. Changes to accommodation should be within reasonable travelling distance to your school.

Your parent or relative (approved guardian) must notify your school of your residential address within 7 days of arriving in Australia and notify any changes of address and contact details **within 7 days**. Students over 18 years who change address must also notify their school **within 7 days**.

## Complaints and Appeals

NSW Department of Education has a complaints and appeals process which is available on the website - <http://www.decinternational.nsw.edu.au/>.

If you wish to make a complaint or appeal a decision made concerning your enrolment, course progress or other decision, you should contact: **Mrs Li, International Student Coordinator** or **Miss Jun, International Student Coordinator (Relieving)**. Your carer (if you are under 18) or support person (if you are over 18) must be present with you in any appeal interviews.

If you are not satisfied with the outcome of internal complaint and appeal process, you will be given access to the external appeals process through the NSW Ombudsman.

# Getting to Know Our Local Area

## Commonwealth Bank (ATM)

Address: 108 Yarrara Rd, Pennant Hills NSW 2120; Phone: 13 22 21

The nearest shops are located at **Pennant Hills Market Place**.

Address: 4-10 Hillcrest Road, Pennant Hills NSW 2120; Phone: (02) 9804 6044

# Welfare and Emergency Services

## Emergency Services

In case of an emergency, to contact the ambulance, police or fire brigade telephone: **000**.

The local police station is **Eastwood Police Station**

Address: 3-7 Ethel Street, Eastwood NSW 2122; Phone: (02) 9858 9299

The nearest medical centre is: **Pennant Hills Medical Centre**

Address: 8/2 Hillcrest Rd, Pennant Hills NSW 2120; Phone: (02) 9484 1359

The nearest hospital to the school is: **Hornsby Ku-ring-gai Hospital**

Address: Palmerston Rd, Hornsby NSW 2077; Phone: (02) 9477 9123

If at any stage you feel unsafe, inside or outside the school, report this to one of the International Student contacts: **Mrs Li**, International Student Coordinator, **Miss Jun**, International Student Coordinator (Relieving) or **Mr O'Byrne**, Deputy Principal.

## Interpreter Services

Onsite interpreting services are provided by the Department of Education, if available, at the request of a parent or guardian for matters involving their children such as school enrolment, subject choice, educational progress, attendance, welfare or behaviour.

Interpreters can be requested for school meetings, Parents and Citizens meetings or parent-teacher interviews.

Parents and guardians can also use the Telephone Interpreting Service where appropriate by phoning **131 450** and asking for the required language. The operator will call the requested number and get an interpreter on the line to assist with the conversation.

# Frequently Asked Questions

## Late to school

- Go to Student Reception, swipe your student ID and get a late note for class.
- Ask the office staff for help with locating your class.
- Constant lateness without a note will result in an after school detention/monitoring card or guardians being notified with a warning letter.

## Need to leave school early

- Bring a note from your guardian before or on the day to Student Reception before school to be issued an early-leave pass.
- If you leave school grounds without the pass, this will be considered as an act of truancy.

## Absent from school

- Your guardian needs to contact school by email or phone before 9:00 and explain the reason for your absence.
- Or you can put a note in the absence boxes (see below) at Student Reception on your return.

## Feeling sick / injured at school

- Tell your subject teacher and ask for a note to go to sick bay.
- Report to Student Reception.
- Your guardian will be contacted if you need to go home.

## Over 16 and require a concession card

- See Mrs Sykes at Public Reception for assistance.

## Not in correct uniform

- Bring a note from your guardian to explain the reason.
- Take your note to Public Reception and see a Deputy Principal for a Uniform Pass.

## Sick and unable to participate in sport/PE

- Bring a note from your guardian to explain the reason.
- Take your note to your PE teacher.

## Sick and missed an assessment task

- Bring a copy of the doctor's certificate to your subject teacher on the **FIRST DAY** of your return and submit the task or attend the examination.
- Put the original copy in the absence box at Student Reception.

### **Need to hire a locker**

- Locker rental is \$20.
- Application forms are available in the print room, however there is limited availability of lockers.

### **Lost belongings**

- Look for the item in the Lost Property cupboard at Student Reception or ask the office staff if anyone has handed in that particular item.
- Labelled property will be returned by the office staff.

### **Paying for an excursion**

- Go to the Cashier's Window in Student Reception with your permission note and money.
- Each international student has \$300 that covers fees of text book hire, excursions etc.

### **Use of the school library**

- The Library is open every day from 8.25am-3.20pm except for recess on Tuesdays and Fridays.
- Students book computers for use through the library circulation desk.

### **Teachers to assist with further advice or academic support**

- International Student Coordinator
- Your Year Adviser
- ESL Teacher
- Class teachers

### **Teachers who assist with careers or HSC ATAR advice**

- Career Advisor and Year Advisor.

### **Selecting a sport for Thursday afternoons or joining a sports team**

- Read Pennant Hills High School Sport Guidelines.
- Notify the Sport Organiser – Mr Schmitt (Level 1 PDHPE Staff Room) of your sport selection.

### **Applying for a part-time job**

- You must have been enrolled for at least six months in your current school, have a satisfactory attendance record and provide your school with a letter of consent from your parent/caregiver/guardian before beginning work.
- Any part-time work during school term must not interfere your studies and must be less than 40 hours per fortnight. You should not work more than 10 hours per week.





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**Return signed acknowledgement to Miss Jun, International Student Coordinator (Rlg)**

**I have read and understood all of the information from this booklet.**

**Student's Name:** \_\_\_\_\_ **Year** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## INFORMATION FOR INTERNATIONAL STUDENTS

Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code.

For a summary of the ESOS framework, go to: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

For information about student visa requirements refer to the Department of Immigration and Border Protection (DIBP) website: <http://www.border.gov.au/Trav/Visa-1/500->

Contact the **International Student Coordinator** at your school if you have any concerns or questions about your school, personal issues or other problems. The Coordinator will assist you or refer you to the appropriate staff member.

The following regulations apply to your studies at a NSW government school:

### Attendance and course requirements

- You must attend a minimum of 80% of all scheduled classes. If you do not meet attendance requirements you may be reported to DIBP, unless there are compassionate or compelling circumstances (guidelines are provided below).
- You must provide a doctor's certificate for any absences of 3 (three) days or more. The doctor must be a registered medical practitioner. If you are absent for 1 or 2 days, a letter of explanation must be provided by your carer or if you are over 18 years, you can provide your own written explanation.
- You must meet course progress requirements. Your school will provide you with information about course requirements as outlined by the Board of Studies. Further information about course requirements is available at [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

### Accommodation and welfare arrangements

- All students must be accompanied to their approved accommodation upon arrival in Australia.
- If you have requested a homestay family be arranged for you then a compulsory airport transfer will be arranged for you.

- » If a relative or close family friend has been approved as your carer then arrangements must be made for them to meet you at Sydney International Airport.
- If you are under 18 years, you must **maintain your approved accommodation, support and welfare arrangements**. If these arrangements are approved by the NSW Department of Education, you must not change those arrangements without prior written approval. Requests to change the arrangements must be made in writing to DE International and signed by your parents.
- If you want to change your homestay, you should contact the International Student Coordinator at your school.
- NSW Department of Education recommends that students over 18 continue to live with relatives or homestay families. Changes to accommodation should be within reasonable travelling distance to your school.
- Your parent or relative (approved carer) must notify your school of your residential address within 7 (seven) days of arriving in Australia and notify any changes of address and contact details within 7 (seven) days. Students over 18 years who change address must also notify their school within 7 (seven) days.

### Conditions of enrolment

- You must commence school enrolment on the date stated on the **Confirmation of Enrolment** and if this is not possible notify DE International in writing within 24 hours of the start date on the Confirmation of Enrolment.
- You must adhere to school rules and the terms and conditions of enrolment as stated on the international student application form. You will receive information about school rules and expected behaviour at orientation.
- Your school may suspend or cancel your enrolment on grounds of misbehaviour. For further information about student behaviour and suspension and expulsion of students, refer to the International Student Coordinator at your school.
- Travel during school holidays, other than returning to your home country, is only permitted if you are travelling with your carer or relatives or on an approved school excursion. Written permission from your parents is required.

- If you want to transfer to another government school you must provide a written request to your school signed by your parents or carer.
- If you want to change provider you must provide a written request to your school signed by your parents. For further information concerning visa regulations about change of provider refer to the DIBP website and the coordinator at your school.

#### **Taking leave**

- If you are going to be absent for a week or more during school term, your parents must request approval from the principal. You must not defer your start date or take extended leave without the principal's permission. Approval is only granted on compelling or compassionate grounds (guidelines below).

#### **Complaints and Appeals**

- NSW Department of Education has a complaints and appeals process which is available on the website. If you wish to make a complaint or appeal a decision made concerning your enrolment, course progress or other decision, you should contact the International Student Coordinator at your school. Your carer (if you are under 18) or support person (if you are over 18) must be present with you in any appeal interviews.
- If you are not satisfied with the outcome of internal complaint and appeal process, you will be given access to the external appeals process through the NSW Ombudsman.

#### **Work**

- To work-part time DE International requires that you must have been enrolled for at least six months in your current school, have a satisfactory attendance record and provide your school with a letter of consent from your parents before beginning part-time work.
- Any part-time work during school term must not interfere with your school studies and must not exceed 40 hours per fortnight. You should not work more than 10 hours per week in school terms as any more hours may impact on your learning.

#### **Guidelines for compassionate or compelling circumstances**

Leave approved on grounds of compelling or compassionate circumstances is not counted in attendance records. Compassionate or compelling

circumstances are generally those beyond your control and which have an impact upon your course progress or wellbeing. These could include, but not limited to:

- illness, where a medical certificate states that you are unable to attend classes or
- bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return) or
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies or
- a traumatic experience which could include, but is not limited to:
  - » involvement in, or witnessing of an accident
  - » witnessing or being the victim of crime
- and this has impacted on you (these cases should be supported by police or psychologists' reports or advice)
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

#### **Deferment of course commencement date**

Any request for a deferment must be submitted in writing and signed by your parents to DE International. A request for deferment after your student visa has been issued will only be approved where evidence of compelling and compassionate circumstances can be provided. A deferment may affect your visa so please consult DIBP before submitting a request.

#### **Suspension of studies**

If you are required to take leave from attending school due to compelling and compassionate circumstances a suspension of your studies may be possible, whereby your absence is not counted towards your attendance rate.

Prior to taking leave, a signed request from your parents must be submitted to DE International along with evidence of compelling and compassionate circumstances.

A suspension of studies may affect your visa so please consult DIBP before submitting a request.



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 Pennant Hills High School

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