Arthur Phillip High School

School Handbook
Welcome to Arthur Phillip High School

Arthur Phillip High School was established in 1875. As a leading technology school for more than a decade the school has developed a unique approach to personalising learning for every student in all aspects of literacy/numeracy and study skills. Students and their parents have access to this personalised program online. Each student has learning targets and can access specific strategies online to assist their learning. 1 to 1 laptop learning has been a feature at the school for many years. The large senior curriculum provides a wide range of courses to prepare students for HSC and future studies. Some of these courses are available online and there are also opportunities for gifted students to accelerate their HSC studies. A flexible timetable for seniors allows them additional time for library research or work placement. Students have access to all extension HSC classes and ESL staff support international students and newly arrived students. We are very proud of our strong multicultural tradition and the values students learn about tolerance of diversity and inclusivity.

This handbook has been designed to help you learn about how Arthur Phillip High School operates.
Contacting the School

Principal
Lynne Goodwin
email lynne.goodwin@det.nsw.edu.au

Administration Office
Ph: 02 9635 8638
Fax: 02 9687 1149

School address
Macquarie Street
Parramatta 2150

Postal address
Locked Bag 5049
Parramatta 2124

School website
www.aphs.nsw.edu.au

APHS App:
Go to your favourite App store and download this App. The Arthur Phillip HS app will alert you to school events, excursions, our Newsletter and senior assessment tasks.
A message from the Principal....

2015 is a very exciting time to be enrolling at Arthur Phillip High School.
We have a very strong historic tradition in Parramatta and are proud of the way our multicultural education community operates. We are a 21st century city school with 1450 students: one of the largest schools in the state. Arthur Phillip High School is committed to providing our students with the highest quality learning opportunities. Our school is one of the top schools in terms of the value we add to our students’ achievement in literacy and numeracy.

We are about to launch the next phase of our innovative digital curriculum via Connect 1 to 1. We have a long history of being pioneers in the integration of technology into teaching and learning. Our talented teachers have been designing an online curriculum which will engage, challenge and inspire our students. We all know that the young people of today live in a world of online games, social interaction. We also know that by the time they graduate into university they can expect to learn in a collaborative online environment.

School should be relevant for our children. We believe that learning digitally is the most effective way to engage and challenge students in their learning. We are connecting learning with life!

Connect 1 to 1 is the way we plan to implement our digital learning world.
Our senior students perform well in HSC examinations: we offer the full range of courses, including extension 1 and 2 in English and Mathematics. Department of Education data of our students’ performance in all external examinations indicates that we add significant value for our students.

Our student leadership programs have a strong social justice focus: student leaders represent us at state and regional levels. A commitment to the rights and responsibilities of effective citizenship is an important part of the school’s philosophy as a public school.

Lynne Goodwin
Principal
lynne.goodwin@det.nsw.edu.au

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VISIT OUR WEBSITE  www.aphs.nsw.edu.au
or email the Principal - lynne.goodwin@det.nsw.edu.au
Our students
With 1400+ students the school is able to provide a very comprehensive curriculum to cater for all students across Years 7-12. The school is proud of its strong multicultural tradition and the values students learn about tolerance of diversity.

Our approach is unique— we emphasise the core basics of literacy and numeracy but we package them for our modern students by using 21st century digital technologies. As a leading technology school for more than a decade our school has developed a creative approach to personalising learning for every student in all aspects of literacy/numeracy and study skills. Students and their parents have access to this program online. 1 to 1 laptop learning has been a feature at the school for many years. We have moved to a laptop program using Google chrome laptops which students can borrow, lease or purchase outright.

Learning 24/7 – there is never ‘no homework’ at Arthur Phillip! Every student has access to their courses online.

You can have online access to your child’s records and in 2015 you will also be able to access their online learning. You are able to access your child’s records and information at home. This includes information about their:
- attendance
- timetable
- letters sent home

You can apply to get a password to access this by emailing the school: contact@aphs.nsw.edu.au

We now have an Arthur Phillip High School App
Go to your favourite App store and download this App. The Arthur Phillip HS app will alert you to school events, excursions and senior assessment tasks.
User Name: community Password: aphis
It is a time of change in education. There is a whole new world that teachers and students can connect to in their classrooms as they explore online.

The technology world is changing fast and at Arthur Phillip we are trying to ensure we keep pace with our students needs and expectations of 21st century learning. Students today use the online world to research information, play creatively and communicate with each other.

Innovative plans for 2015
Unfortunately the State and Commonwealth Governments no longer provides year 9 students with laptops under the Digital Education Revolution (DER). We now have our own laptop program so that we can continue our rich, engaging and extensive online learning system accessible from school and from home.

Our school’s approach to digital learning is more than discovering and enjoying what’s online - we want our teachers and students to be involved, to be designing and creating and contributing to the digital world.

Learning together - digital learning lets students work together on challenges their teachers have set them.

Learning digitally - teachers at Arthur Phillip are developing digital learning units for Years 7-10. This digital learning involves critical thinking and design.

Learning about learning - digital learning gives every student a place online, within our network, that belongs to them.
Supporting students to experience success in literacy and numeracy is the priority for all school projects and planning. At Arthur Phillip we believe literacy provides the foundation for successful student engagement and improvement. High expectations of all students and their ability to achieve underpins all of our initiatives. Classes are organised to maximise the learning needs of all students. Our students are tested regularly and this data is used to place them in appropriate classes to provide tailored literacy and numeracy programs targeting your child’s needs. There is also a specific ESL class in every year group so that our specialist ESL teachers can provide support for our new arrivals.

Student engagement is enhanced when we provide 21st century delivery; hence our high tech wifi campus and continuing focus on learning via laptops.

We will continue our innovative approaches through our literacy and ALERT programs. Staff have been developing these courses for all students in Years 7-10. These programs will target literacy and technology skills across key learning areas. They have been designed to help all our students develop the essential skills they will need to be successful at high school.

All Year 7 students will complete initial literacy and numeracy benchmark testing to determine the levels of support they will need. Our staff will then implement a range of programs to suit your child’s needs including extension, ESL and learning support programs. Our aim at all times is to improve your child’s achievement in literacy and numeracy.
### The people you may need to know @ Arthur Phillip High School

**SENIOR EXECUTIVE**

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Ms Lynne Goodwin</td>
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<tr>
<td>Deputy Principal</td>
<td>Mr B Main</td>
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<tr>
<td>Deputy Principal</td>
<td>Ms S Pinzin</td>
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<td>Deputy Principal</td>
<td>Mr N Train</td>
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**HEAD TEACHERS**

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<tr>
<th>Department</th>
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<tr>
<td>Secondary Studies</td>
<td>Ms Malcolm</td>
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<td>Teaching and Learning</td>
<td>Mr D Milligan</td>
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<td>Teaching and Learning</td>
<td>Ms G Agetro</td>
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<td>Ms G Krix</td>
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<td>Teaching and Learning</td>
<td>Ms R Hennessy</td>
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<td>Learning Support/Special Education</td>
<td>Ms A Lee</td>
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<td>Secondary Studies</td>
<td>Ms J Duric</td>
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<td>Welfare</td>
<td>Ms C Marsham/Ms P Lewis</td>
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<td>Special Education</td>
<td>Ms A Lee</td>
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<td>English</td>
<td>Ms M Phipps</td>
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<td>Mathematics</td>
<td>Ms V Kiaos/Ms M Ghalloub</td>
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<tr>
<td>Science</td>
<td>Mr A Burn</td>
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<td>Social Sciences</td>
<td>Ms M Tatsis</td>
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<td>History</td>
<td>Mr P Murkins</td>
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<td>PDHPE</td>
<td>Mr T Bollard</td>
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<td>TAS</td>
<td>Mr Milligan (rel)</td>
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<td>Creative and Performing Arts</td>
<td>Ms S Schieb</td>
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<td>Teacher Mentor</td>
<td>Ms J Coveney</td>
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**STUDENT ADVISERS**

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<th>Year</th>
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<td>Ms Choi and Mr Akins</td>
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<td>Ms Vuong</td>
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<td>Ms Shaw</td>
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<td>Mr Retsos</td>
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<td>Ms Mitsopoulos</td>
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<td>School Counsellor(s)</td>
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<td>School Administration Manager</td>
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**SCHOOL CAPTAINS**

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<tr>
<th>Year</th>
<th>Captain</th>
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<tr>
<td>2015</td>
<td>Lilly Aggio, Akua Nsiah</td>
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# Curriculum for Years 7 - 10

## YEAR 7
- **English**
- **Mathematics**
- **Science**
- **History & Geography**
- **PD Health PE**
- **Music**
- **Visual Arts**
- **Language**
- **Technology**
- **Integrated Sport**

## YEAR 8
- **English**
- **Mathematics**
- **Science**
- **History & Geography**
- **PD Health PE**
- **Music**
- **Visual Arts**
- **Technology**
- **Integrated Sport**

## YEAR 9
- **English**
- **Mathematics**
- **Science**
- **History & Geography**
- **PD Health PE**
- **Integrated Sport**
- **X ELECTIVE**
  - Commerce
  - Industrial Technology Electronics
  - Information and Software Technology
  - Photography and Digital Media
  - Physical Activity and Sports Studies
  - Food Technology
  - Industrial Technology Multimedia
  - Music

## YEAR 10
- **English**
- **Mathematics**
- **Science**
- **History & Geography**
- **PD Health PE**
- **Integrated Sport**
- **X ELECTIVE**
  - Work Education
  - Commerce
  - Physical Activity and Sports Studies
  - Information and Software Technology
  - Industrial Technology
  - Drama
  - French
  - Music
  - Earth and Environmental Sciences

## Y ELECTIVE
- Information and Software Technology
- Graphics Technology
- Visual Art
- Industrial Technology Electronics
- Industrial Technology Wood
- Commerce
- Music
- Chinese
- Physical Activity and Sports Studies

## Z ELECTIVE
- Commerce
- Food Technology
- Information and Software Technology
- Industrial Technology Metal
- Dance
- Industrial Technology Wood
- Work Education
- Physical Activity and Sport Studies
- Earth and Environmental Sciences
- Creative Computing Compositions

## Y ELECTIVE
- Commerce
- Information and Software Technology
- Graphics Technology
- Industrial Technology Multimedia
- Dance
- Industrial Technology Wood
- Physical Activity and Sport Studies
- Textiles technology
- Information Processes and Technology (accelerated year 11 course)
- Food Technology
- Creative Computing Compositions
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## Curriculum for Year 12 2015

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ALERT is the literacy program that has been adopted at Arthur Phillip High School. The acronym stands for ‘Activates Links for Effective Reception and Transference’. Students are engaged through various teaching and learning styles; visual, auditory and tactile, to provide them with the tools to readily recall literacy strategies. Colours and symbols are important features of the ALERT Program.

The program has five components: reading/comprehension, writing, grammar, editing and phonics/spelling. At Arthur Phillip, we have addressed the areas of reading/comprehension, writing and editing in Years 7-9. The ALERT Program is taught in English classes and an ‘ALERT teacher’ visits classes twice a week for thirty minutes to teach the program. These lessons are planned to complement the English curriculum. Classroom teachers use elements of the program to enhance understanding of course content and literacy needs. Year 8 students will have additional lessons in Reading to ensure they have the skills for high school study.

Our twelve Interactive Whiteboards are fundamental to the teaching of the ALERT Program. This allows for the colours and symbols to be readily available and fully utilised in the classroom and allows for student interaction and engagement. English Assessment Tasks have been adapted to assess understanding of the program. In particular, students are now assessed on their planning and editing, which has ensured improvement in overall results and also the quality of written responses.

Accelerated Learning for gifted and talented students

We want to ensure that every student improves their performance – our value added data indicates that we are very successful in supporting our students to achieve their potential. We are constantly adapting our programs to suit the needs of our students. There will be extension HSC classes for students in Years 9 and 10. Band 6 club will operate for senior HSC students.
APHS
behaviour
management
system

What happens when my behaviour is unacceptable? How the system works....

STAGE 1
I am behaving inappropriately.
I need to speak to my class teacher about how I can improve.
If I need to, I can talk to my Student Adviser.

STAGE 2
I am trying but it’s not working out in class.
I need to write down what is going wrong on a blue sheet and talk to my class teacher again.

STAGE 3
I can’t get it right.
I am behaving inappropriately in class and my schoolwork is not up to date. Each lesson my teacher keeps track of my work on an orange sheet.
I need to talk to the Head Teacher. I can get help or advice from my Student Adviser, the School Counsellor or the Head Teacher Welfare. My parents will be told that I am having problems at school.

STAGE 4
If I reach Stage 3 in more than one subject I will be on an Improvement Program to help me get back on track.

My behaviour is offending students and teachers. It is stopping other students from learning. I will be issued with a hot pink booklet. Teachers will monitor my attendance / behaviour in every class and I will need to show the pink book to the Deputy Principal each afternoon. My parents will be asked to sign this book each night.

STAGE 5
If behaviour is totally unacceptable during class, in the playground, at sport, on the buses or on an excursion I will reach Stage 5 Suspension.

I am suspended from school until my parents attend an interview with the Principal or the Deputy Principal.

At Arthur Phillip High, we would like our students to become responsible for their behaviour and learning. Most students will learn this easily and naturally but sometimes during adolescence, they will need some extra support because things can sometimes go wrong. The Stages system is designed to help them if they need to get back on track so that they can become responsible young adults and successful learners.
All students in NSW schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one and other with dignity and respect.
- Care for property belonging to themselves, the school and others.

BULLYING – IT’S NOT FOR US!

Public schools are inclusive educational institutions where diversity is affirmed and individual differences are respected. As a community Arthur Phillip High School values cooperation, respect for others and responsibility. The focus of quality education is for students to learn and grow with confidence. Students develop best in schools where teaching and learning occur in a context of student welfare. Every student has the right to learn within a secure, happy, fair and supportive environment. Bullying is not acceptable at Arthur Phillip High School.

What is Bullying?
Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure to another person. Bullying includes teasing, exclusion, abuse, threats, malicious gossip, assault and property damage.

Bullying
- Devalues, isolates and frightens.
- Affects an individual’s ability to achieve.
- Has long-term effects on those engaging in bullying behaviour.

Bullying behaviour can be:
- Verbal e.g. name calling, teasing, abuse, putdowns, sarcasm, insults and threats.
- Physical e.g. hitting, punching, kicking, scratching, tripping and spitting.
- Social e.g. ignoring, excluding, ostracising, alienating and making inappropriate gestures.
- Psychological e.g. spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

Signs of bullying:
- Bruises, scratches or cuts that your child can’t really explain.
- Torn or damaged clothing.
- Damaged or missing belongings.
- Headaches, stomach aches and other pains that the child can’t put a finger on.
- Unexplained tears or depression.
- Unusual outbursts of temper.
- Not wanting to go to school.
- Not wanting to play with friends.
- Wanting changes in the way he or she travels to and from school.
- School work falls off in quality.
- Wanting extra money without giving a reason.

What you can do:
- Tell your teacher immediately. You may also tell your Year Adviser, Head Teacher Welfare and School Counsellors.
- Your Year Adviser will be notified by either yourself or one of the above mentioned people.
- Where the bullying involves serious physical assault, you should immediately report the incident to either the Deputy Principals or the Principal.

What should parents do?
- Encourage your children to understand the unacceptability of bullying as much as possible. A thorough reading of this policy with your children is highly recommended.
- Encourage your children to follow the procedures outlined above if they are being bullied.
- Contact the school if your child’s efforts to deal with bullying do not appear to be working. Discussion of preventative strategies with your child over this matter is also recommended.

We must all:
- Involve the children in making decisions about what to do.
- Listen to what children say.
- Assure children that we understand.

Kids – Are you ‘copping’ a hard time from others?
- Ignore the attempted bullying.
- Find allies and use them for support.
- Remove yourself from the situation.

Always remember to tell someone!

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.
Attendance monitoring

**At the School Gates...**

PFFT... school! I don’t feel like going to Maths, so I’ll go to Westfields!

**Meanwhile at Roll Call...**

John and Mary Smith???

**Monitoring by SMS**

APHS BR6 records show John and Mary Smith are absent today, 29/08. Pls provide reason by reply SMS or ph 9633 3786 and send note.

GRRRR...... !!!!!!

Mum isn’t happy...

Busted!
Some of our rules...

1) Mobile Phones

- If you bring a mobile phone to school it must remain in your bag during lessons.
- Mobile phones must NOT be turned on during lesson time.
- If you produce a mobile phone during a lesson, or if a mobile phone rings, you will be sent to the Deputy Principal with a note. The Deputy Principal will then take responsibility for the phone. At the end of the school day you will need to report to the Deputy Principal and your phone will be returned to you.

2) Valuables

- If you bring valuables to school, including mobile phones, MP3’s, wallets, jewellery etc. you must accept the risk that these items may be lost.
- Your teacher is not responsible for the security of these items during lessons. The school is not responsible for these items at recess or lunch-times and before or after school.
- We do not encourage you to bring items of value into the school.

The core rules

All students in NSW are expected to:

• Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
• Maintain a neat appearance, including adhering to the requirements of the school’s uniform and dress code policy.
• Behave safely, considerately and responsibly, including when travelling to and from school.
• Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
• Treat one another with dignity and respect.
• Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.
School procedures you need to follow

If I have been absent from school
I need to bring a note signed by my parent or guardian. The note needs to clearly explain the reason for my absence.

Note: If a student plans to be absent from school for more than fifteen (15) days then a certificate of exemption from attendance at school approved by the principal is required.

If I am late to school
I report directly to the Student Services to obtain a late pass. I must then go directly to my class.

If I am late to class
I need to have a note from the teacher who detained me and give this to my teacher.

If I need to leave school early
I need to bring a note signed by my parent or guardian. The note needs to clearly explain the reason for my leaving early. This note is to be presented to Student Services before school and an early leaver’s pass will be issued. I will show this to my teacher at the time I am to leave and will present it the Police or Home School Liaison if required.

If I need to go to the toilet during class time
It is my responsibility to use the toilets during recess and lunch breaks. In case of an emergency during class time, I must get a toilet pass from my teacher and collect the toilet key from Student Services. I must take my student ID card with me.

If I feel sick or have an accident
If I have an accident, I must report to the nearest teacher for help.
If I feel sick, I must inform my teacher who will give me a note to go the sick bay at Student Services. My parents will be contacted if I need to go home.

If I am out of uniform
I will bring a note from home

If I am moving to another school or leaving school
I will bring a note signed by my parent or guardian. This note is to be presented to Student Services who will help me with transfer arrangements and clearance procedures.

If I lose property
I check for its return at Student Services.
Scenes of school life...
Our school uniform
Our Core Values

Respect, Responsibility, Safe Positive Learning

These Values have been constructed through an action research plan to improve student behaviour and create a positive working environment for all staff and students.

These Core Values have been selected by all groups in our school community, students, teachers, parents and community members as the values most important in our school community.

Students are taught these values explicitly at the beginning of the school year along with the school rules.

The Core Values are incorporated into our teaching and learning programs across KLA areas and an Integral part of all welfare polices and procedures including behaviour and bullying.

From the success of the teaching and learning of these values students were also selected on a community team to construct Values in the Parramatta Community.

The Values that all students should demonstrate in the Parramatta Community are: Respect, Responsibility and Care. These Values are posted at the Parramatta interchange and are supported by all of our community members.
Notes