



STUDENT HANDBOOK 2024

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A Message from the Principal

We would like to take this opportunity to welcome you to The Forest High School. We welcome you and your family as part of our learning community and we are confident you will make the most of the opportunities offered to you by this school.

The essential purpose of The Forest High School is **LEARNING** and we are committed to providing a quality learning environment for your benefit. Learning is not something that only occurs during lesson time, it happens in the playground, on excursions, on the sporting field and through performance and leadership opportunities.

We believe all students at The Forest High School can learn and as a student of our school we have three expectations of you:

We want to ensure **RESPECT** for all staff and students

We want everyone to take **RESPONSIBILITY** for themselves, others and property

We want everyone to strive for **PERSONAL BEST**

These expectations underpin everything we do at The Forest High School. They were collaboratively developed by students, staff and parents as part of **Positive Behaviour for Learning (PBL)**. PBL is a whole school system supporting appropriate student behaviours. Through PBL student engagement is enhanced through increased teaching time and consistent expectations of behaviour.

Our newsletter is emailed twice a term to parents who have subscribed by providing their email address to the front office, and appears on our website.

It is also important that parents provide a mobile number (if available) to the school. Please advise the school if any of your contact details change during the year.

We welcome you to our school community.

Nathan Lawler
Principal

Mirjana Simic
Deputy Principal

Jonathan Bailey
Deputy Principal



Positive Behaviour for Learning (PBL)

Our approach is simple and comes down to three things:

We want to ensure **RESPECT** for all staff and students

We want everyone to take **RESPONSIBILITY** for themselves, others and property

We want everyone to strive for **PERSONAL BEST**

The school code of behaviour has been established through the implementation of the **Positive Behaviour for Learning Framework (PBL)**. These core behavioural expectations apply to all settings across the school, to students and all staff.

The Forest High School aims to develop in students an acceptance of responsibility for their own behaviours.

In order to develop this responsibility:

- The school will place appropriate and consistent limits on student behaviours
- Through PBL, students will be taught the skills to enable them to actively participate in the development, implementation and review of their school's behaviour codes, and will be involved in decision-making processes within the school
- Students will be taught that behaviour is an action made by an individual within a social context
- The school behaviour code will reflect processes for restorative and reconciliatory actions
- Student's responsibility for their own behaviour will be reinforced consistently in a positive manner which enhances their understanding or responsible social behaviour
- Social Skills will be explicitly taught across all the curriculum areas and be modelled in all aspects of the school environment through PBL
- Staff will model and teach values of Respect, Responsibility and Personal Best, and reward students appropriately
- Where necessary, students will have access to services and agencies which can support them in developing strategies to enable them to take responsibility for their own behaviour.





BELL TIMES

2024 SCHOOL DAY SCHEDULE					
Period	MON	TUE	WED	THU	FRI
Roll Call	8.40-8.50	8.40-8.50	8.40-8.50	8.40-8.50	8.40-8.50
1	8:50-9:50*	8:50-9:40	8:50-9:50	8:50-9:50	8:50-9:45
2	9:50-10:50	9:40-10:30	9:50-10:50	9:50-10:50	9:50-10:50
ASSEMBLY		10:30 - 11:00 <i>Week A</i> 10-12 HALL 7-9 Year Meetings <i>Week B</i> 10-12 Year Meetings 7-9 Hall			
REC	10:50-11:10	11:00-11:20	10:50-11:05	10:50-11:10	10:45-11:15
3	11:10-12:10	11:20-12:15	11:05-12:05	11:10-12:10	11:15-12:15
4	12:10-13:10	12:15-13:10	L1 12:05-12:22 L2 12:22-12:39 L3 12:39-12:55	12:10-13:10	12:15-13:15
L1	13:10-13:32	13:10-13:32	12:05-12:22	13:10-13:32	13:10-13:32
L2	13:32-13:55	13:32-13:55	12:22-12:39	13:32-13:55	13:32-13:55
5	13:55-14:55	13:55-14:55	Period 5 - Year 7, 11, 12 13:55-14:55	13:55-14:55	13:55-14:55
After School					

- A bell will ring at 8:45am on Monday, Wednesday, Thursday and Friday to signal the start of the lesson.
- A bell will ring at 8:45am on Tuesday to signal the start of the lesson.



Academic Achievement Requirements

RECORD OF STUDENT ACHIEVEMENT

Students will receive a Record of Student Achievement (RoSA) if they have successfully completed Year 10 and leave school before completion of the HSC Course. There will be no external examinations. Students will receive grades based on school assessments. These grades will be recorded on their RoSA.

YEAR 11 COURSE

1. Students must study a mandatory 12 units, generally six, 2unit subjects.
2. Marks are awarded for school assessment tasks which may include tests, assignments and practical work.
Assessment tasks must be submitted on time.
Failure to do so will result in zero marks (unless medical certificates supplied).
3. Students failing to meet the Year 11 course requirements may be disqualified from continuing the Year 12 course and may rule the student ineligible for the HSC as the number of mandatory units have not been met.
4. At the end of the Year 11 course students will be awarded a grade for each subject.

HIGHER SCHOOL CERTIFICATE GRADINGS

For each subject, students receive two marks:

1. Higher School Certificate examination mark.
2. Assessment mark which is adjusted according to the student's performance in the Higher School Certificate.

Students who apply for university entrance will receive their Australian Tertiary Admission Rank (ATAR) direct from university authorities some time later than the release of Higher School Certificate results. Universities re-scale Higher School Certificate marks to arrive at this index based on a student's best ten units, including English.

Students maximise their result by choosing courses in which they can excel.

N DETERMINATION

Teachers can recommend an **N Determination** when a student has failed to meet one or more of the following requirements:

- a) Participation in the required learning experiences and assessment tasks;
- b) Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course;
- c) Achieved some or all of the course outcomes.

Students in danger of receiving an N Determination receive official warning letters.

Assessment Tasks (Year 10 - 12)

Students are expected to be aware of and perform all scheduled tasks. When a student misses an assessment task, that student **must**:

- If ill, bring a medical certificate or a statutory declaration and when possible inform the school by telephone;
- On the first day back, approach the teacher concerned to arrange rescheduling of the missed tasks.



Students will be awarded a **zero** mark for tasks which have not been submitted on time, except in the event of illness (medical certificate supplied) or exceptional circumstances as determined by the Principal or the Head of the Department concerned.

Refer to the Assessment Policy and Guidelines for more details.

Assessment Tasks (Year 7 - 9)

Students in Year 7 – 9 who have missed an assessment task must:

- If ill, phone the school and on the first day back approach the teacher concerned to arrange rescheduling of the missed tasks.
- Students who fail to submit tasks, without a medical certificate or valid circumstance, will lose 10% per day for 5 days. After that they will score 0(zero) but will still be expected to complete the task to achieve course outcomes.

The Forest High School Guidelines

School Motto: **“SPECTEMUR AGENDO”** (Let us be judged by our actions.)



ABSENCES

All absences must be explained by a note from your parent/caregiver on the day you return to school, stating the date absent. The note is to be handed to the office. Unexplained absences will be documented.

Preferred: Absence notice through parent portal or reply to absence note sent out via the front office.

An SMS text message is sent informing parents/carers of a student's absence on the day and this should be replied to as soon as possible. If an SMS is sent in reply to advice regarding absences, a note is not required.

Late arrivals must report to the Print room on arrival for a Late Pass. Students will then be sent to Period 1 lesson.

ADDRESS (change of details)

Changes of address or personal details (including changes in legal status of guardianship or legal access to students) should be reported, in writing, to the Year Adviser and to the Front Office. This would include change of work telephone number for either parent (forms available at the Front Office), mobile phone numbers or email addresses.

APPOINTMENTS

If you have problems, realise that this is normal and most are very easily solved. The first step to solving the problem as soon as possible is to talk to someone about it.

Within the school there are a number of people you can talk to:

- If the problem is about work in a particular subject, first see your teacher for that subject.
- For other problems, several people are available:
 - Year Adviser for your year group
 - School Counsellor - Ground Floor D Block
 - Head Teacher Wellbeing
 - The Deputy Principals or the Principal in D Block

All appointments should be made through the front office, on 9451 5111

Deputy Principal for Years 7,9 & 11
Deputy Principal for Years 8, 10 & 12

Ms Simic
Mr Bailey

ATTENDANCE

Students are expected to attend school from the first day of term to the last day of the term. Any work given in this period may be assessed. If days are taken for holidays or family matters, an application for Extended Leave form must be filled in and returned to the front office for the Principal's approval. Extended leave will not automatically be approved.

AWARD SYSTEMS

The Forest High School has a 4 Level Awards Scheme:

1. Merit awards: may be awarded for a positive change in attitude; consistently sound work/behaviour; effort in any area; excellence in any area; and any outstanding performance or service to the school and/or wider community
2. Certificate of Achievement: 10 Merit Awards for subjects studied OR outstanding performance/achievement/service or attendance over 95%.
3. Forest Silver: 5 Certificates of Achievement
4. Forest Gold: 5 Silvers



ASSEMBLIES/YEAR ASSEMBLIES

- Assemblies and Year Meetings are held at 10:30am every Tuesday.
 - Week A Assembly Years 10, 11, 12, Years 7, 8, 9 Year Meetings
 - Week B Assembly Year 7, 8, 9 Years 10,11, 12 Year Meetings
- Students are allocated a roll call group for assemblies, year meetings, and evacuations. Students must sit in these groups during these times.
- Student centred content is valued at assemblies. If you want items to be considered and scheduled for assemblies please see Deputy Principal, Mirjana Simic or Librarian Nicole Murray

BEFORE AND AFTER SCHOOL SUPERVISION

- Teacher supervision in main playground/quad/COLA from 8:10am to 8:40am.
- The COLA is supervised by teachers on bus duty until 3:20pm every afternoon.

BALL GAMES

Handball only is permitted in the quadrangles. Other ball sports (except tackle football) are permitted on the oval.

BELL TIMES (Refer to Appendix)

BICYCLES

Riding in the playground is dangerous and is not permitted during school hours. Bicycles should be properly secured, preferably with a chain and padlock in the bike shed next to the Toilet/Canteen (B Block).

BUS BEHAVIOUR

Students catching afternoon buses from school must assemble under the cola as directed by the teacher on duty. When their bus has arrived and is ready for loading, the students should proceed to their bus under the direction of the teacher. Students must use their OPAL card to tap on and off the bus.

BYOD

Bring your own device (BYOD) allows students to use personal mobile electronic devices at school to access the NSW Department of Education (DoE) Wi-Fi network to access courses and content, apply learning in a digital platform, and to research material. **Tablets** and **laptops** are the preferred technology for students who require regular access to technology in the classroom. For most students, The Forest High School provides necessary access to technology through computer rooms, the library, and mobile device loans.

The term 'device' refers to any mobile electronic equipment, including assistive technologies that have the capability of connecting to the DoE's Wi-Fi network.

Students and parents must be aware of and consent to the program's boundaries described in the BYOD Student Agreement.

A single appropriate device for all students is not mandated. Appropriate devices are dependent on a student's stage of development and pattern of study.

The full policy on BYOD is available here: <https://theforest-h.schools.nsw.gov.au/about-our-school/rules-and-policies/bring-your-own-device/byod-program.html>

The school will not accept responsibility for devices which are lost, stolen or damaged on school premises.

If a parent needs to urgently contact a student this should be done by contacting the school office on 9451 5111. Please do not contact students during class time. Similarly, if students need to contact their parents from school this should be done through the school office.



CANTEEN

The school has a busy canteen which caters to student needs. Our canteen follows the guidelines for “Healthy School Canteens” as approved by NSW Department of Education.

The School Canteen sells a wide variety of tasty healthy food. The Canteen is open for breakfast, recess and lunch.

Conduct in the canteen area is to be orderly and without undue noise. ONE student only from each queue may stand at the canteen counter. At all times students are to display courtesy and good manners to the staff in the canteen.

EFTPOS is available for student use.

CANVAS (refer to appendix)

CAREERS ADVISOR

The Careers Adviser is available to promote the vocational development of all students through the following:

- Careers lessons in Years 10 and Careers workshop presented by community mentors.
- Year 9 careers experiences and information workshop
- Interviews with individuals and small groups particularly in the senior years
- A one week Work Experience program in Year 10. Individual work experience opportunities in Years 10 and 11
- One week volunteer opportunity for Year 10 students
- Careers Market and Tertiary Awareness Symposiums
- Visits to TAFE Colleges and Universities
- Excursions/industrial visits
- Maintenance of a Careers Reference Centre in Careers Room (G Block) with updated careers information
- Distribution of U.A.C. books and application forms to Year 12 students
- Co-ordination with outside community groups such as Rotary in order to set up mock interviews and The Youth Enhancement Scheme
- Community Liaison with industry and Centrelink

The main focus has been to develop knowledge of the world of work in a rapidly changing society and to develop effective liaison between the school and the community.

CAR PARK

STAFF CAR PARK: For the sake of safety, students are not permitted to walk through the car park areas. Parents may drop off and pick up their children in the lower western car park in the designated student drop off point.

STUDENT PARKING: Limited parking is provided in the lower western staff car park. Police advise that cars blocking access to driveways in Bluegum Crescent and surrounding streets will receive a parking infringement notice. Senior students must register their number plate details when collected a student parking permit. This car park will be locked at 9.30am and reopened at 2.00pm.

Students who intend to leave the campus during this time should find alternate parking.

Cars may not be driven to school activities without special permission. Passengers are not allowed without special approval from the Deputy Principal and parents.

CHEWING GUM

Chewing gum causes considerable damage to school furniture and flooring and should not be eaten at school.



CLEAN UP DUTY

When placed on a disciplinary clean up duty, the student must report to the teacher on duty, clean the assigned area, have the form signed then return it to the teacher who assigned the duty. Students who do not report will be given a double duty or a detention. Courtesy is expected at all times both to staff and fellow students.

CROSSING ROADS

Students crossing Frenchs Forest Road, Wakehurst Parkway, Warringah Road and Forest Way must use pedestrian crossings and walkways and comply with traffic rules such as crossing safely with the traffic lights and follow any temporary changes due to the road works.

COMMUNICATION

Daily notices are published on Sentral and are to be read during the 10 minute roll marking time at the start of Period 1, with the exception of Tuesdays where the notices will be communicated during Year Meetings and assemblies.

The Forest Newsletter is compiled by office staff and emailed to families twice per term

The Forest High School has a Facebook page and website. See Instagram for more information about this

DETENTION

Faculties may hold supervised detention during lunchtime for students who fail to meet faculty expectations

A student who misses a detention due to illness/absence must automatically attend the next available detention.

Students who do not wear the correct uniform must attend uniform detention. Staff must select the uniform toggle on Sentral when they mark the roll. Student should be given a uniform detention slip to inform them they have been given a detention. This should occur during roll call and can be followed up in any other period throughout the day.

DIARY

Students in Year 7 and 8 are issued with a School diary and students in Years 9 – 12 are required to keep a digital diary or other form of diary according to personal choice.

Diaries/digital diaries should be used in class:

- to record set homework and due dates for assignments and assessment tasks,
- to act as a means of communication between school and home.

Parents are requested to check the diary regularly for homework entries.

EMERGENCY PROCEDURES

If an evacuation of the school is necessary, all students will be moved to a safe area that is far enough away so that the students can be kept safe. Students will assemble on the oval and a roll call will be taken. Mandatory evacuation drills are held so students become familiar with the process. Students assemble in the alphabetical groups they are designated for Year Meetings and Assemblies.



The signal to evacuate is a whoop, whoop alert

Take bag, if practicable

Close windows and doors (do not lock)



Leave the building via the nearest exit
Walk to the oval, with your teacher, via the route shown on the map in classroom
Assemble in your pastoral care class area on the oval
Line up in your roll class and sit down
Once name has been marked, remain seated until the ALL CLEAR is given

Emergency Exit Routes

E Block and Block (canteen)

Upon leaving the building proceed to oval via rear of gym

D Block

Upon leaving the building proceed to oval via rear of gym or side of the quadrangle (past the hall and G Block)

F Block (Hall)

Upon leaving the building proceed via the side of the quadrangle (past G Block)

A, C, G Blocks (including PAC), H Block (Library) and I Block (Gym)

Upon leaving the building proceed directly to the oval by the shortest route

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ENERGY/CAFFEINE DRINKS

Drinks such as: Mother, Red Bull and V that contain high levels of caffeine are NOT permitted to be drunk on school grounds. Students will be requested to empty such drinks. These drinks will be confiscated and emptied.

ENGLISH AS A SECOND LANGUAGE

The EALD (English as a Second Language or Dialect) English teacher, Ms Lauren Weatherall, is available in the English staffroom (top of A Block) to assist students from a non-English speaking background. Ms Simic is the Deputy Principal responsible for EALD students. Her office is in D Block.

EXCURSIONS/EXTRA-CURRICULAR/INCURSIONS

Students must return a permission note signed by parent or caregiver before being permitted to attend an excursion. Our preferred payment option is to pay online through the school's website, which must be done before the student can go on an excursion. **FULL SCHOOL UNIFORM** will be worn unless special permission is given by the Principal. Behaviour which enhances the name of The Forest High School is expected.

Students can participate in a variety of sporting and cultural activities outside the classroom, e.g. school band, drama group, orchestra, choir, dance, drama/musical production, art club, chess club, sporting teams, debating, High Resolves program, Interact, Young Speakers, Gifted and Talented Program.



Extra-Curricular Activities

Students at The Forest High School benefit from an outstanding range of educational, sporting and cultural opportunities.

Exceptional programs in music and the creative and performing arts allow students to develop their self-confidence, independence and self-esteem. Extending and enriching academic opportunities challenge and motivate students to higher levels of learning.

Exposure to new experiences and opportunities expand students' horizons and opens new pathways for their future.

Clubs and activities

A wide range of clubs and activities are on offer at The Forest High School including:

- Beyond the Bell Homework Club with Miss Coleman. All students are welcome. Help with homework & assessments. Thursday 3-4pm in the school library
- Maths Help Desk – the Maths Help Desk is held one lunchtime in E1006. All welcome
- Choir – Thursday lunchtime in D1010. Our choir is open to everyone from all years so come along and have a sing with us!
- Dance Ensemble – Tuesday lunchtime and Friday at 7.30am in the PAC
- Concert Band – Monday mornings at 7.15am
- Wind Ensemble – Tuesday @ 7.15am
- Stage Band – Wednesday afternoon at 3.15pm
- Anime Club – A lunchtime in D1001 with Mr Ye
- Out PDHPE Faculty also run lunchtime sessions in the gym each day

FRACTIONAL TRUANCY

Students who truant are issued with a school detention. The truancy is recorded and parents/caregivers are notified. Students have a responsibility to complete work that has been missed. Persistent truancy may result in suspension, parent interview and referral to the Home School Liaison Officer. These detentions are issued by the classroom teacher.

GIRLS' SUPERVISOR

The Girls' Supervisor is responsible for co-ordinating student health and welfare programs within the school and ensuring that students perform at their best.

HOMEWORK

It is school policy that homework should be a purposeful learning experience which consolidates and/or enriches the school's program as well as strengthening the partnerships between school and home.

Students are to record set homework in their diary or digital diary. Homework is to be completed and handed in on time. Students are also to record due dates for major assignments and assessment tasks in their school diary. Students should revise each day's work as part of a homework program to assist them to develop effective study habits.

Parents/caregivers should regularly monitor the diary or check teacher contact regarding homework on Sentral. Where possible, a place or desk should be provided for home study.

Teachers may wish to speak with parents if homework is not completed.

Homework will be published in the class Canvas account, so students absent from school due to illness or excursion will be able to access and complete the work.



LATENESS

Students arriving after roll call (8:50am) must report to the Account's Office, have a Late Note issued and then proceed directly to Period 1. This note is to be shown to the teacher of the first class attended. The other slip is to be taken home, signed by parent with reason for lateness noted, then brought back to school and given to the front office.

Repeated late arrivals will be given a school detention to complete missed work. Students who are late to class at any time during the day will be answerable to the teacher for whom they are late. Repeated unexplained or unacceptable lateness to class will receive a detention. Any work that is missed will need to be completed.

LEAVE PASSES

No Years 7-11 students are permitted to leave the school grounds between 8.40am and 2.55pm without a Leave Pass. Students requiring a Leave Pass must provide a letter written by their parent or caregiver to the front office before school commences.

Parents or caregivers will be contacted by the office before a leave pass is approved by a Deputy Principal or the Principal. Students wishing to have a Leave Pass for Wednesday, sport day Years 8-10, must request one the day before.

LIBRARY

The Library is open to students from 8.15am to approximately 3.15pm each day. At recess it is open to senior students only for private study. Borrowing is for two weeks. Please return books on time to avoid penalty. Books may be renewed if required. Students are expected to be considerate of other users and respect the library furniture and resources.

The library also have an e-library where students can borrow digital books.

LOCKERS

Lockers are available from the Print Room in D Block on a 'first in, first served' basis. Lockers may not be exchanged between students. The cost of a locker is \$20.00 per year hire fee. All lockers are either key-locked or padlocked (supplied by the school). Lost keys or replacement padlocks are charged for at \$10.00 each. At the end of each year the lockers need to be cleaned out and keys & padlocks returned. This process is usually completed in Week 8 Term 4.

LOST PROPERTY

If you have lost articles, please enquire at the Print Room in D Block. Items lost during P.E. and Sport are generally kept at the Gym. Uncollected lost property is cleared at the end of each term.

MAKE UP

Light face make-up is acceptable. Make up should not be obscure the recognition of a student, or be excessively worn in manner that can impact on learning and participation of activities. A student judged to be wearing excessive make up is at teacher discretion.

MERIT AWARD SYSTEM

- The school operates a four level Merit Award system
- Individual teachers award Forest Green awards through Sentral on their class rolls
- These awards accumulate for white Achievement Certificates which also accumulate for Silver and Gold Awards
- Silver and Gold Awards are awarded twice a year at the school's Silver Ceremony – Term 2 and Term 4.

MOBILE DEVICES – SEE APPENDIX

OFFICE HOURS

The office is situated in D Block and is open between 8.30am to 3.30pm. Receipting of monies is only done at recess and lunchtime. All payments for fees, excursions etc. are made at the Accounts office, payments can also be made online via our website (our preferred option).



General enquiries such as bus passes and lost property (excluding Sport/PE articles) etc. are also dealt with at the office. Students are not permitted to come to the office during lesson time unless they have a note from their teacher.

OUT OF BOUNDS AREAS

Out of bounds areas are those which are not under teacher supervision and cannot be easily supervised, or create disturbance or inconvenience by their use. (See map at back of booklet).

Buildings are out of bounds during recess and lunchtime except in wet weather students will be supervised by teachers.

Games are allowed on the school oval during recess and lunch breaks only. Students may not sit or eat on the oval. Toilets and bubblers are off-limits during lesson time (except with permission).

OUT OF CLASS PASS

- No student should be out of class without a signed pass.
- Students who wish to leave class to go to the toilet or library must have a pass signed by the teacher.
- Only one student should be allowed out of class at a time
- Students who return to class after seeing the Deputy, counsellor or other teacher must bring a signed pass back to their classroom teacher.

P&C ASSOCIATION

We have an active P&C body who meets on the 4th Wednesday of each month at 7:00pm in the Library. All parents are encouraged to join this group where a more active role can be taken in school affairs. The P&C runs the uniform shop and profits go back to the school. We hope that you will become involved.

PBL

- This holistic program focuses on Positive Behaviour for Learning and is the foundation of the school's wellbeing and discipline policy. PBL reinforces respect, responsibility and personal best for all students within the classroom and in the wider community.
- The Classroom Behaviour for Learning Chart is included in the Appendix.

PDHPE

Uniform: For basic hygiene and safety it is essential that every student changes for P.E. lessons. The school has a P.E. uniform. If for some reason the students are unable to wear their sports uniform, a note explaining the reason from the parent/caregiver should be given to the class teacher and alternate clothes should be worn.

Students must change back into full school uniform after the completion of their P.E. lesson.

No gear will result in a lunchtime detention.

For continued failure to bring P.E. Uniform or note, the following will occur:

- Three times or more in one term – parental notification and possible afternoon detention.

Note: Continued non-participation places a student's Record of Student Achievement in jeopardy.

Changing Procedures

Students are to go upstairs to the change rooms and have five minutes to get ready for the lesson. Roll marking will then occur.

Note: Bags are to be taken to the change rooms and not left in the gym. **Valuables must be left with the teacher.** No responsibility will be taken in the case of loss or theft from the change rooms.



Students will be given five minutes to change into their full school uniform. At the beginning of the day, students are to arrive in school uniform, not P.E. clothes. However, if they have PE in period 5 they may go home in their full P.E. uniform.

A student's name should appear on all clothing for easy identification if lost. Boys' ties should be placed inside their school bags during the lesson.

Notes:

Sick or Injured Students

- A note from your parents must be brought if you are temporarily unable to participate in your lesson. The note must state your reasons and possible length of illness/injury.
- For prolonged absences, a doctor's certificate is required. These students will be given alternative theoretical work to do to fulfil course requirements.

Wednesday Sport

Full Sports Uniform to be worn to school by Years 8-10 on a Wednesday. Year 7 have normal classes on a Wednesday. Year 7 to wear full School uniform every day. Year 7 are to bring their Sports Uniform to change into when they have PDHPE lessons.

REPORTS

Reports are electronically published and distributed to parents in Semester One and Semester Two.

Graduating Year 12 students receive a printed copy of their final report at graduation.

SCHOOL COUNCIL

The School Council is a democratically elected body with members representing parents, staff, students and the community. It meets monthly on the third Wednesday between 6 and 7.00pm in the Library to consider school policies and their implementation, thus providing parents with direct input to the management and life of the school.

SCHOOL PSYCHOLOGIST

The School Psychologists are concerned with the academic performance, emotional adjustment and social development of all students. As well as functioning as a psychologist to individuals and groups of students, the psychologists act as a consultant to staff and parents on these matters. The School Psychologists are available for interviews with parents and students. Appointments can be made by telephoning the school on 9451 5111.

SCHOOL HOURS

A bell is rung at 8.40am each day and classes finish at 2.55pm. On a Wednesday school finishes at 2.30pm except for Year 7 who finish at 2.55pm.

The bells at the end of recess and lunch indicate that students are to move promptly to class. Moving to toilets, bubblers or lockers after the bells, without permission, means that students are truanting from class.

SCHOOL UNIFORM - see appendix

The school community has endorsed the wearing of a uniform at The Forest High School. The School and parents work together to ensure students are appropriately dressed to undertake their classes.

All students not in the correct uniform should bring a note of explanation from home and are required to obtain a "out of uniform pass". This pass should be taken to the teacher on lunch detention.



In extreme cases parents will be requested to collect children, take them home to change and return them to school in the correct uniform. Senior students out of uniform will be sent home to change into the correct uniform.

School uniform is depicted on a postcard style publication kept in Administration Office

SENIOR PRIVILEGES

Year 11 and 12 students will be issued with a Senior Privileges form. These forms should be completed, signed by a parent and returned to the front office and allow students the privilege of late arrival or early departure (depending on their timetable). These forms also give information to the school if students wish to park their car on site. Year 11 students are not allowed to leave school during periods 3 & 4 if they have study periods, rather they should use the Library and other allocated spaces in the school for private or group study.

Year 12 have a flexible timetable and need to attend every timetabled class. Year 12 may leave the school grounds during study periods if they wish to. They must sign the sign out/sign in sheet in the Accounts Office.

SENTRAL

The School administrative system is used for:

- Student information/administration
- Attendance
- Period-by-period marking at the beginning of each lesson
- Welfare concerns relating to behaviour of students and referral of students
- Positive reinforcement through PBL – green merits
- N determination warnings
- Staff and student daily timetables
- Letters generated to support the above (where necessary)
- Parent Portal

SICK BAY/FIRST AID

Students who are ill should not come to school.

Sick Bay is located in D Block. Students must report to the front office then a staff member will contact the parent/carer and the student will be cared for until their parents collect them. Students should not contact their parents until seen by the First Aid Officer, who will ring them if necessary. Minor injuries are treated by a First Aid Officer. If there is a serious injury an ambulance is called.

An accurate contact phone number is essential for use in case of illness or accident. Please notify the office of any changes.

All staff are required to undertake annual emergency care training.

It is departmental policy that 000 is called for incidents including, but not limited to, possible fractures, dislocations, head injuries, intoxication, severe cuts/lacerations, burns, anaphylaxis and overdoses.

SKATEBOARD AND SCOOTERS

Students are discouraged from bringing these to school. Skateboards are not to be carried from class to class and must be stored for safekeeping in the bicycle shed until the end of the school day. The school accepts no responsibility for loss/damage to these items.

SMOKING

Smoking and vaping is not permitted. You will receive one detention for a first offence, with a parent Interview and possible suspension for further offences. Students who remain in the company of smokers will be treated similarly.



SPORT

All students in years 8-10 must enrol in a sport. Sport occurs on a Wednesday from 12.30 – 2.30pm. Years 8-10 students must wear Sports Uniform to school on Wednesdays. If students in Years 8–10 have a practical lesson, they need to bring leather shoes.

Year 7 students have normal lessons on a Wednesday. Year 7 students wear their full School Uniform to school and are to bring their Sports Uniform to change into for PDHPE on Wednesday and sport on Friday afternoon.

For Years 11 & 12 sport is not compulsory. Year 11 & 12 students who do not wish to attend sport may leave school according to Senior Privileges arrangements or attend the Library for private study.

STUDENT ADVISORS

All students are cared for by a Student Year Adviser who is the first point of contact for students, parents and teachers.

The Student Advisers are available for discussion by telephone or personal interview on matters related to academic, behavioural or any other concerns when they are free from class room teaching. An appointment is appreciated.

Student Advisers for 2023 are:

Year	Name	Faculty	Phone Ext.
7	Mr Trevor Hendy	English Department (G Block)	127
8	Ms Kylie Coleman	LaST	131
9	Mr Jordan Fowles	PDHPE Department	117
10	Mr Tom Golanoski	Language Department	125
11	Mr Benjamin Woods	Learning & Support Department	131
12	Ms Courtney Turner	HSIE Department	121

STUDENT ASSISTANCE SCHEME

The School has limited funds to assist students and families. If you have difficulties in meeting the financial commitment of maintaining your child/children at high school, please contact the Principal, Mr Lawler to request an application form for assistance. Applications will be totally confidential.

STUDENT LEADERSHIP

Through the Student Representative Council, students take an active part in decisions made regarding the running of the school. The SRC was formed in 1987 as a means of giving students a more active role in school affairs and consists of elected representatives from each academic year. Its mandate is to provide leadership by example, to encourage student involvement in all aspects of school activity and, most importantly, to reflect student opinion on a variety of issues. Student representatives are elected by their peers to serve a one year term and there is an equal distribution of members in the junior and senior years. In turn the SRC elects 2 representatives to serve on the School Council, further widening its role in the decision making process.



The SRC conducts School Assemblies and meets every week. The SRC assists with the promotion of various school activities and specific charities. Such involvement in school affairs encourages student leadership and fosters school spirit. It also provides valuable training for the future as members of the wider community.

A Peer Support Program operates within the school to foster friendship and support for younger students by senior students. Peer leaders from Year 10 work with new Year 7 students to make the adjustment to high school more comfortable, less threatening and more positive.

STUDENT AND PARENT PORTAL

Parents and students are able to access information through the Student and Parent Portal. This provides both parents and students discreet information about each student's progress in our school. Students and parents can access attendance data, timetables, homework, reports and a range of other useful information from this portal.

Please log on to the Internet and register for access to our Parent Portal here:

<http://web1.theforest-h.schools.nsw.edu.au/portal/register>

You must use a valid email address to create your username. Once successfully registered you will be prompted to enter your username (email address) and the password you created. To see information from the school and to link to your enrolled children, enter the unique access key which has been sent out to you. If you do not have your access key, please contact the school.

The URL for continued access to the portal after you have registered is:

<http://web1.theforest-h.schools.nsw.edu.au/portal>

STUDY SKILLS

All year groups will be offered a study skills program delivered by Elevate Education. The one hour seminar for each year group will be scheduled and parents informed of the date and time.

These seminars commence in Year 7, introducing students to strategies for organising, planning, goal setting and senior exam preparation, and build skills across the years until Year 12.

Payment for these seminars is incorporated in the school's annual fee payment structure.

TOILETS

Toilets are located in the Canteen building - girls at the eastern end and boys at the western end.

Students require their teacher's permission to use the toilets during class time. Students should carry an out-of-class pass.

During class toilet breaks, students cannot take any items, other than a drink bottle, into the toilets.

TRAILBLAZERS

Our Trailblazer program is a Minister's Award Winning tutoring program for students in Year 11 and Year 12.

Our Trailblazers are Forest High School graduates who have excelled in their HSC, and are currently studying at University. They offer free tutoring during study periods for all senior students.



TRAVELLING TO AND FROM SCHOOL

The school is accessible by both Government and Private buses from areas on the Peninsula, Manly, Seaforth, Balgowlah, Elanora Heights, Terrey Hills and Chatswood.

Bus Travel: The conduct of students on buses must be of a high standard and must bring credit to the student and to the name of the school. Students are to walk, not run, to buses. Misbehaviour of any nature while travelling to and from the school will be viewed most seriously. Remember, the school is judged by your conduct while you are in public view and while you are in school uniform.

Please note: All students catching buses from school to home in the afternoon **MUST** wait under the COLA with the teacher in charge, until given instructions to walk to the buses.

VALUABLES/PROPERTY

Students should avoid bringing items of value to school.

Students should only bring what is required to learn in the classroom.

It is the responsibility of all students to look after their own property, including cash. On the rare occasion when valuables need to be brought to school, they may be left with your class teacher or with the Deputy Principals. Care will be taken, but no responsibility is accepted.



APPENDIX 1

Student Use of Digital Devices and Online Services Procedure

Purpose

This procedure guides student use of digital devices and online services at our school. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing. This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

Our School's Approach

No smart phone devices – Years 7-12

Device must not be seen on school grounds. It must be switched OFF and remain in that mode unless the teacher gives specific permission to use the device. Device should be kept out of sight and secure in the student's bag. Students not using their device appropriately will be instructed to hand the device over to the teacher. If a device is seen, it will be confiscated immediately and taken to the front office. The device will then be required to be picked up by parent/carer. Devices must only be used prior to entering the school and once leaving the school grounds. Devices are NOT to be used during break times.

Yondr Pouches – Years 7-12

- Mobile Phones are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal Yondr Pouch with their name on it, like being assigned a textbook. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their own pouch with them to school every day.
- All Mobile/electronic devices (including earphones) must be switched off or on Airplane mode and placed in the Yondr pouch on arrival at school. They may be turned on as the student exits school for the day.
- No device that is without it's Yondr Pouch will be permitted on school grounds once a student is on site. Student Yondr Pouches should be closed and always locked, except when adding or removing their devices at the beginning and end of the school day.



Yondr Pouches Process:

School Entrance/s: As students enter the school gates, they will:

1. Turn their phone off or put into AIRPLANE mode and place any AirPods, ear buds in their bags.
2. Unlock their empty Yondr Pouch using an unlocking base at the school's entrance(s).
3. Place their phone inside the pouch, securely close it and store in their school bag.

Each student will maintain possession of their mobile phone inside their Yondr Pouch for the duration of the school day.

School Exit: As students exit the school at the end of the school day, they will:

1. Unlock their pouch using an unlocking base at a school exit(s).
2. Remove their phone from their pouch.
3. Securely close their empty pouch and place it in their backpack for the next day.
4. Note – unlocking stations will be available to students waiting for buses under the COLA and at exit points.

Students in Years 11 and 12

Mobile phones are not to be seen in class unless permission has been given by the classroom teacher. Students in Years 11 and 12 can have access to their phones during break times. Students who are on their phones without permission may be asked to hand their phone to the teacher at the beginning of a lesson or to a Deputy principal where there is repeated use.

Library

Students in Years 7-10 will not be able to access their phones in this space. Senior students can access phone in the senior study area ONLY.

Exemptions

An exemption from parts of this policy or the school procedure can be requested from the Principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the School Principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions apply. The exemption may be ongoing or for a certain time period.

Medical Use

In exceptional circumstances, a student may be required by a physician to have an electronic device available so that they can self-monitor a condition, e.g., diabetes. Where alternatives are not available, specific medical usage may be facilitated at school. Such need will be determined on a case by case basis and will form a part of that student's individualised Health Care Plan (HCP).



Excursions

Phones are an important safety device. Phones are not to be used while on excursions except for emergency unless directed by the supervising staff member. Where this instruction is not given, any use of phones will be considered a breach of the policy and actions outlined below may take place.

Consequences for inappropriate use (Years 7-12)

When a device is sighted by staff:

- If a device is sighted during the school day, an incident will be recorded on Sentral and a Deputy Principal will collect the device.
- The Deputy Principal will contact the parent/carer and arrange for the device to be collected. If a parent/carer cannot come to collect the phone it will be kept in the school lock up until it can be collected.
- Consult Legal Issues Bulletins 8, 35 and 56 regarding liabilities that arise when student property is confiscated. For staff, the Code of Conduct and DoE disciplinary procedures will be followed, as required.

What happens to confiscated devices?

Devices are considered the property of parents/carers and are placed in the Principal's Office. Parents/carers will be contacted by the Deputy Principal when students have breached the Policy and had their phone confiscated. Parents/carers will be informed of the consequence. Students who are caught on their phone on two occasions in one term will be issued a Formal Caution. Further phone use may lead to a suspension from school.

Students who use devices to send, download or receive abusive, threatening, or inappropriate content may be referred to the police and parents contacted.

Contact between students and parents and carers during the school day

Should a student need to contact a parent/carer during the school day, they must approach the administration office and ask for permission to use the school's phone.

During school hours, parents/carers are expected to only contact their children via the school office on 02 9451 5111.

Responsibilities and Obligations

For students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the [Behaviour Code for Students](#).



For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible, and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.
- Agree that if your child/children bring a device to school and this is confiscated, you will make all arrangements to attend the front office to collect your child/children's device.

For the Principal and teachers

- Model appropriate use of digital devices and online services in line with [departmental policy](#).
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes: reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the [Incident Notification and Response Policy and Procedures](#) and consider any mandatory reporting requirements; working with the department and the Office of the [eSafety Commissioner](#) (if necessary) to resolve cases of serious online bullying and image-based abuse; and following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents/carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Students:

- The school procedure will be discussed at a whole-school assembly.
- Classroom teachers will inform their students about this new procedure.
- The school procedure will be placed in the newsletter each term.

Review

The Principal or delegated staff will review this procedure annually.



APPENDIX 2

School Uniform Information

UNIFORM PROCEDURES

1 – School Context and Values

The Forest High School is a uniform school. The wearing of a uniform is dictated by the school community and is specified by the School Council and P&C Committee. We are directed by these community bodies to implement the uniform policy. There are state schools that do not have such a policy and parents do have the option of applying for their students to attend a non-uniform state school.

The New South Wales Department of Education states in the School Uniform Policy:

The department supports the wearing of school uniform, which promotes a sense of belonging for students and creates a positive identity for the school community. School uniforms also contribute to the personal safety of students by allowing easier recognition of students inside the school and in the community.

<https://policies.education.nsw.gov.au/policy-library/policies/school-uniform-policy> (11/08/2020)

Wearing the correct uniform gives students a sense of pride and identity with the school community and signifies a readiness to work. Wearing uniform also helps students develop habits that prepare them for work and the expectation that they will be wear appropriate clothing or uniform in the work place as well.

Government Work, Health and Safety regulations dictate that students and teachers must have appropriate attire to work in science labs and TAS workshops and for safety on the playground. Students who do not have appropriate, safe footwear and clothing must be excluded from practical lessons to prevent accidents and injuries. To comply with risk assessments and variations to routine, students may also be excluded from attending excursions and school events.

When students are wearing correct uniform we can ensure that they are members of our community who are entitled to be on the grounds. Individuals out of uniform may be visitors or intruders and may be challenged by staff.

The correct wearing of uniform is a partnership between the school, the child, and the home. The Forest High School relies on the support of parents to supply their child with the correct uniform, and ensure that their child learns how to care for and prepare their uniform for wearing every single day.

- Be familiar with what is and is not acceptable. If your child tells you something is acceptable to wear to school, but it is not outlined in this document, it is likely your child is incorrect. Always contact the school for clarification.
- Students spend the majority of the year at school, and their wardrobe should reflect this fact.
- As students mature, support their independence by teaching them to wash, dry, and iron their clothes.
- Students will outgrow their uniform, and replacement items should not be put off until next term or next year. All garments should be clearly marked with pupil's name so they can be returned if misplaced.



Section 2 – The Uniform

The Forest High School Uniform

Wearing the correct school uniform is mandatory.

The following tables will assist you in understanding the items that comprise our uniform. Photographs of students wearing the correct uniform have also been provided.

Purchase

The majority of our uniform items are purchased through our school uniform shop. By purchasing items from our uniform shop you are supporting the P&C to raise valuable funds for our school community.

Financial Hardship

Families experiencing financial hardship can apply for financial assistance through our front office. Financial assistance can support families to acquire any item of uniform.

Every year the P&C donates new uniform items to our loan pool. We also have second hand items of uniform that we can loan students.

Uniform items purchased through The Forest High School Uniform Shop <i>Uniform Shop opening hours are: Monday 8.00am – 9.30am Thursday 2.00pm – 3.30pm</i>	
Item	Description
Jacket - Black	Black Jacket embroidered with gold F
Jacket – Tricolour	Green, white and black sports jacket embroidered with gold F
Jumper – Fleecy Top	Green with school logo
Shirt (boys)	White school shirt with school crest
Blouse (girls)	White blouse with school crest
Shorts	Plain black tailored shorts
Skirt	7-10: Green plaid skirt 11-12 Green skirt
Pants	Plain black long pants
Tie	Year 7 -10: Bottle green with red and gold stripes Years 11-12: Bottle Green
Uniform items purchased through retail stores	
Shoes	Plain black leather school shoes
Socks	Plain black socks
Uniform loaned from library	
Blazer	School blazer with crest is available for school leaders to loan through the library

For links to the uniform shop and order form, use the following link:

<https://theforest-h.schools.nsw.gov.au/about-our-school/what-we-offer/uniform.html>



PDHPE & Sport Uniform

Sports Uniform can be worn by students at the following times:

- During PDHPE lessons
- Years 8-10 every Wednesday
- Leather shoes and non-flammable pants/shorts must be brought to school if students have classes in practical work rooms on Wednesday sports days

Sports uniform purchased through The Forest High School Uniform Shop	
Item	Description
Polo Shirt	School sport polo shirt with school crest
Sports Shorts	Plain black sports shorts
Sport Uniform purchased through retail stores	
Hat	Students are encouraged to wear a black cap during sport lessons
Pants	Plain black tracksuit pants
Shoes	Appropriate sports shoes such as sneakers Many black leather school shoes are acceptable for sport

Additional Acceptable Items

Students can wear additional items of clothing under the following conditions:

Acceptable under certain conditions	
Item	Description
Hair	Long hair should be tied back in accordance with WHS protocols in class rooms
Jewellery	Small items of jewellery at the classroom teachers discretion, such as: <ul style="list-style-type: none"> - Small sleeper/studs - One chain under blouse/shirt - One ring - One wrist watch
Make-up	Generally acceptable, however theatrical or exaggerated make-up is not acceptable and students will be directed to remove it
Poncho or Rain Jacket	Wet weather forecast
Senior Jersey	Senior students have the opportunity to purchase personalised jerseys
Stockings/Tights	Plain black and worn under school skirt
T-shirt, long sleeve or thermal in plain white	Cold weather, worn under school shirt

Exemptions

Parents can arrange a meeting to discuss any uniform exemptions for these reasons:

Injury – acute conditions that require a student to wear alternate items for a designated period of recovery

Medical – Ongoing treatment for a condition that requires specific clothing

Cultural – Religious practices or cultural beliefs that may fall outside the uniform guide



Section 3 – Welfare and Discipline Procedures for Supporting Students to Wear the Correct School Uniform at The Forest High School

The Forest High School has a behaviour level system for supporting students to wear the correct uniform.

Level	Behaviours Observed	Management Strategies
Positive Behaviour	Student wears the correct uniform	<ul style="list-style-type: none"> - Correct uniform regularly communicated to students at Year Meetings - Uniform checked on entry to class - SRC reward days - Green slip merits - Eligible for extra-curricular excursions - Loan items provided to students with a legitimate note from home (see DP before 8:35am) - Financial assistance provided to families on request
Low Level	Incorrect items of uniform worn to school	<ul style="list-style-type: none"> - Infringement recorded on Sentral - Lunch 1 Uniform Detention - Loan items provided to students - Financial assistance provided to families on request
Medium Level	Weekly to fortnightly incorrect wearing of uniform	<ul style="list-style-type: none"> - Infringement recorded on Sentral - Issued with uniform warning letter - May be ineligible to attend future extra-curricular excursions - Formal Warning of ineligibility and/or withdrawal from School Representative Council, - Formal Warning of ineligibility and/or withdrawal from elective courses (9-12) with work health and safety requirements
High Level	Daily incorrect wearing of uniform	<ul style="list-style-type: none"> - Infringement recorded on Sentral - Ineligible for extra-curricular excursions - Withdrawal from the School Representative Council - Withdrawal from elective courses (9-12) with work health and safety requirements

Levels are based on averages over time. Year Advisers review uniform data over a 4 week period to assess the level of compliance.



School Procedures for Specific Uniform Infringements	
Brands or Logos	Brands or logos that are deemed offensive by staff, or that promote alcohol, tobacco, or illegal substances, will be confiscated and collected by a parent/carer If a replacement blouse or shirt cannot be issued, the child will be removed from the class and playground for the day.
Excursions	Students must be in full-school uniform to attend an external excursion, unless otherwise specified in the permission note. No refund will be issued to a student who is prevented from attending an excursion through refusal to wear the correct uniform.
Hooded Jumpers	Hooded jumpers will be confiscated and collected by parent/carer.
Incorrect Footwear	Excluded from practical lessons in industrial technology, kitchens, science labs, and visual art. In practical areas this is treated the same as refusing to bring other equipment, such as workbooks, pens, and textbooks. It is a mandatory course requirement to follow the work health and safety guidelines – see attached.
Sandals or Thongs	Removal from class and playground until collected by parent
Tights/ Leggings	Replacement skirt issued. If a replacement skirt cannot be issued, the child will be removed from class and playground for the day.
Year 11 and Year 12	Year 11 and Year 12 students may be directed to sign-out and return home to get changed, and marked as unsatisfactory absence from class. Year 11 and 12 students may also have their senior privileges revoked. As school leaders, Year 11 and Year 12 must meet a higher standard at all times.

UNIFORM SHOP HOURS ARE:

Monday 8.00am – 9.30am

Thursday 1.00pm – 2.30pm



Classroom Behaviour for Learning Chart

Level	Behaviours Observed	Management Strategies
<p style="text-align: center;">Positive Behaviour</p> <p>Aim: 4x as much positive reinforcement than negative</p>	<ul style="list-style-type: none"> • Complete all work set for them • Follow instructions • On time • Ready to learn, right equipment • Respect themselves and others • Value property and equipment • Wear school uniform • Work to their personal best 	<p style="text-align: center;">Classroom Teacher Management</p> <ul style="list-style-type: none"> • PBL Values Displayed/Reinforced • Explicit Instruction • Lesson Objectives Communicated at Start of Lesson • Regular Individual Verbal and Non-Verbal Feedback • Individual and Personal Learning Plan Adjustments • Establish seating plan • Green slips/Merits • Communication with home/positive phone call • Letter/Email
<p style="text-align: center;">Low level disruption</p> <p>Record on Sentral including management strategies implemented</p>	<ul style="list-style-type: none"> • Disruptive behaviour /preventing others from learning • Frequent phone/device use in class • Malpractice • Non-compliance • Not following the classroom expectations • Physical Contact • Property Misuse – school, staff, student and computer • Undirected swearing or offensive language 	<p style="text-align: center;">Classroom Teacher Management</p> <ul style="list-style-type: none"> • Adjust teaching and learning strategies • Change seating plan • Classroom Detention/Senior Class Placement • Contact parent • Interview with student after lesson • Keep workbook/resources at school • Liaise with Head Teacher • Remind/redirect/caution
	<ul style="list-style-type: none"> • Uniform Infringement 	<ul style="list-style-type: none"> • Item confiscated and rental issued – to DP
	<ul style="list-style-type: none"> • Class truancy 	<ul style="list-style-type: none"> • Contact office to advise DP – mark as partial truant – HT to issue detention
<p style="text-align: center;">Medium level</p> <p>Record on Sentral including management strategies implemented</p> <p>Notify Year Adviser</p> <p>*Including online and social media</p>	<ul style="list-style-type: none"> • Aggressive behaviour * • Defiance • Harassment of others * • Repeated low level incidents 	<p style="text-align: center;">Head Teacher Management</p> <ul style="list-style-type: none"> • Faculty Detention • Faculty monitoring card • Information Request from teachers – are similar behaviours occurring in other classes & not being reported in Sentral • Interview with student • Letter/phone call home
	<ul style="list-style-type: none"> • Repeated uniform infringements 	<ul style="list-style-type: none"> • HT interview with parents • Uniform monitoring • School event and excursion ban
	<ul style="list-style-type: none"> • Racial/Religious Harassment * • Sexual Harassment* 	<ul style="list-style-type: none"> • Refer to Anti-Racism Contact Officer and Sexual Harassment Contact Officer/Girls Adviser
<p style="text-align: center;">High Level</p> <p>Record on Sentral Management strategies implemented</p> <p>Students involved and witnesses must complete an incident report.</p> <p>Notify Year Adviser</p> <p>Refer to Deputy Principal</p> <p>*Including online and social media</p>	<ul style="list-style-type: none"> • Alcohol/Intoxication • Physical Aggression • Recurrent Medium Level • Smoking • Verbal Abuse * 	<p style="text-align: center;">Deputy Principal/HT Welfare/Clinical Psychologist</p> <ul style="list-style-type: none"> • Contact parent • External wellbeing programs • Intervention programs • School Counsellor • Student Behaviour Support Plan • Suspension warning • Suspension • Whole school monitoring card
	<ul style="list-style-type: none"> • Criminal Behaviour * – Cybercrime, property damage, theft, fraud, extortion, assault violence resulting in injury, prohibited weapon • Serious Verbal Abuse * • Suspected illegal substance 	<ul style="list-style-type: none"> • Direct referral to DP • Suspension • Police Report
	<ul style="list-style-type: none"> • School Truancy – Unsatisfactory School Attendance 	<ul style="list-style-type: none"> • HT Welfare – DP – Year Adviser - HSLO – Counsellor– Child Wellbeing Unit



Buses

If you would like to view the map of the bus routes, go to: www.sydneybuses.info then put the Route number below in to see if there have been any changes to times etc.

Route 680

AM Services

Wheeler Heights Shops	07:33
Cromer Heights	07:37
Carawa & Caroola Rds	07:44
Narraweena – McIntosh & Alfred	07:50
Patanga Rd & Iris St	07:58
Frenchs Forest High School	08:07

Route 720

AM Services

Wyuna Ave & Oliver Sts	07:13
Nth Curl Curl - Griffin & Pitt Rds	07:18
Dee Why - Howard Ave	07:24
Carawa Rd & Alfred St	07:33
Narraweena - McIntosh & Alfred	07:37
Patanga Rd & Iris St	07:47
Forest High School	07:54

Route 730

AM Services

Seaforth - Frenchs Forest & Sydney Rds	07:50
Brook Rd & Yatama St	07:52
North Balgowlah	07:54
North Seaforth (Lister Ave)	07:58
Forest High School	08:12

PM Services

Forest High School	15:05
North Seaforth (Lister Avenue)	15:16
North Balgowlah	15:21
Balgowlah Boys High	15:27



Route 776

AM Services

Warringah Mall - Pittwater Rd	07:29
Allambie Heights Shops	07:39
Skyline Shops	07:45
Forest High School	07:55

PM Services

Forest High School	15:08
Allambie Heights Shops	15:20
Condamine St & Kentwell Rd	15:27
Warringah Mall - Pittwater Rd	15:31

Route 621

No AM Services operate on this route

PM Services

Forest High School	15:08
Oxford Falls Grammar School	15:21
Narraweena - McIntosh & Alfred	15:32
Carawa & Carcoola Rds	15:39
Wheeler Heights Primary	15:49
Collaroy Plateau Primary	15:54
Dee Why	16:02
Brookvale Shops - Pittwater Rd	16:07
Warringah Mall (inside)	16:10

Route 739

No AM Services operate on this route

PM Services

Forest High School	15:08	15:11
Narraweena - McIntosh & Alfred	15:25	15:26
Dee Why - Howard Ave	15:31	15:32
Nth Curl Curl - Griffin & Pitt Rds	15:37	15:38
Stella Maris Manly	15:48	15:49
Manly Wharf	15:54	-
Balgowlah Shops	16:00	-
Seaforth - Coral St	16:03	-



Route 777

No AM Services operate on this route

PM Services

Forest High School	15:05	15:08
Skyline Shops	15:11	15:14
Warringah & Pittwater Rds	15:23	15:26
Warringah Mall - Pittwater Rd	15:30	15:33
Condamine & Balgowlah (in)	15:36	15:39

Route 722

No AM Services operate on this route

PM Services

Forest High School	15:21
Frenchs Forest Primary - Infants	15:25
Yarraman Ave & Bantry Bay Rd	15:34
Allambie Heights Shops	15:44
Condamine St & Kentwell Rd	15:48
Manly Vale Shops	15:51
North Balgowlah	15:58
Seaforth Shops	16:06

Route 778

PM Services

Forest High School	15:10
Skyline Shops	15:17
Narraweena - McIntosh & Alfred	15:26
Pittwater House	15:34



Morning Bus Routes

Route Number	Route Time	Stops
109	7:25am	TERREY HILLS, COOYONG ROAD (OUTSIDE TERREY HILLS SCHOOL) – VIA COOYONG ROAD, (R)KALLAROO ROAD, (R)BOORALIE ROAD, (R)MYOORA ROAD, FOREST WAY, (L)WEARDEN ROAD, (R)PRINCE CHARLES ROAD,(7.35) (L)ESPLANADE, CARNARVON DR, (R)EPPING (L)RABBETT STREET TO SCHOOL (ARR. 7.45)
Route Number	Route Time	Stops
280	7:35am	CHATSWOOD TO WARRINGAH MALL STAND A- VIA (R)ORCHARD ROAD, (L)ANDERSON STREET, (R)ASHLEY STREET, (L)ARCHER STREET, (R)BOUNDARY STREET, WARRINGAH ROAD, JAMIESON SQUARE (7.49), FORESTWAY SHOPS (7.54) ARRIVE SCHOOL 7.56
Route Number	Route Time	Stops
280	7:55am	CHATSWOOD TO WARRINGAH MALL STAND A- VIA (R)ORCHARD ROAD, (L)ANDERSON STREET, (R)ASHLEY STREET, (L)ARCHER STREET, (R)BOUNDARY STREET, WARRINGAH ROAD, JAMIESON SQUARE (8.09), FORESTWAY SHOPS (8.16) ARRIVE SCHOOL 8.18
Route Number	Route Time	Stops
280	8:05am	CHATSWOOD TO WARRINGAH MALL STAND A- VIA (R)ORCHARD ROAD, (L)ANDERSON STREET, (R)ASHLEY STREET, (L)ARCHER STREET, (R)BOUNDARY STREET, WARRINGAH ROAD, JAMIESON SQUARE (8.19), FORESTWAY SHOPS (8.26) ARRIVE SCHOOL 8.28
Route Number	Route Time	Stops
284	7:55am	CHATSWOOD TO TERREY HILLS STAND A – VIA (R)ORCHARD ROAD, (L)ANDERSON STREET, (R)ASHLEY STREET, (L)ARCHER STREET, (R)BOUNDARY STREET, WARRINGAH ROAD, JAMIESON SQUARE (8.09), FORESTWAY SHOPS (8.13) FOREST HIGH STUDENTS DISEMBARK AT FORESTWAY SHOPS.
Route Number	Route Time	Stops



280	8:15am	ROUTE 280 CHATSWOOD STATION TO WARRINGAH MALL STAND A- VIA (R)ORCHARD ROAD, (L)ANDERSON STREET, (R)ASHLEY STREET, (L)ARCHER STREET, (R)BOUNDARY STREET, WARRINGAH ROAD, JAMIESON SQUARE (8.29), (L)FOREST WAY, (R)NAREE ROAD, (R)RABBETT STREET, FORESTWAY SHOPS (8.36), (L) WARRINGAH ROAD ARRIVE SCHOOL 8.38
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Afternoon Bus Routes

Route Number	Route Time	Stops
213	3:05pm	BUS 1 – TO CHATSWOOD STATION – VIA FRENCHS FOREST ROAD, (L)RABBETT STREET, (L)FOREST WAY, (R)WARRINGAH ROAD, BOUNDARY STREET, (L)ARCHER STREET, (R)ASHLEY STREET, (L)ANDERSON STREET, (R)HELP STTEET, (L)ORCHARD ROAD
Route Number	Route Time	Stops
210	3:05pm	BUS 2 – TO BELROSE & TERREY HILLS / DUFFYS FOREST – VIA FRENCHS FOREST ROAD, (R)RABBETT STREET, (L)ADAMS STREET, BLACKBUTTS ROAD, (L)POUND, HAKEA (R)HAIGH, (L)PRINGLE, (R) RALSTON, (L)FORESTWAY, (R) MONA VALE, (L)McCARRS CK, BOORALIE (CORNER OF MYOORA & BOORALIE TRANSFER FOR TRAVEL TO MONA VALE & NARRABEEN)



School Map

