



Marsden High School

22A Winbourne Street
West Ryde NSW 2114

Ph: 02 9874 6544

Fax: 02 9858 1716

Email: marsden-h.school@det.nsw.edu.au

10th October 2016

YEAR 12 2016 - 2017

EXPECTATIONS AND RESPONSIBILITIES

Dear Parent and Year 12 student,

Success in Year 12 is very dependent on a student's attitude towards school work and the school community. In choosing to attend Marsden High School there are expectations and responsibilities that students have towards themselves, peers, school and the wider community. Marsden High School values the mature, respectful and responsible conduct and attitude of its senior students. This positive role modelling has resulted in success such as improved HSC results and a positive attitude within the whole school.

A Year 12 student should be:

- **Cooperative** by helping to make the school a safe, orderly and friendly place by observing school rules in and out of the classroom such as being on time to class and have excellent attendance.
- **Achieving** their personal best by participating fully, completing set tasks on time and meeting Board of Studies' requirements in their courses of study.
- **Respectful** by wearing the formal school uniform each day with pride. Uniform contributes to maintaining the tone of the school and is economical in the long term. Rightly or wrongly our school is judged by how students wear our uniform. This must be worn as outlined in the school uniform policy.

It is essential that students understand that should they **not** fulfil these responsibilities and expectations they may be **asked to leave** this school in accordance with the Department of Education Policy "Expulsion from a Particular School of a Student over 17 years of Age for Unsatisfactory Participation in Learning (8.4)"

Requirements for the Satisfactory Completion of the Higher School Certificate

The Board of Studies, Teaching and Educational Standards NSW has delegated to Principals the responsibility of determining whether students have met Board requirements in their course of study.

Students will be considered to have satisfactorily completed a course of study if in the Principal's view there is sufficient evidence that they have:

- a) Followed the course developed or endorsed by the Board
- b) Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- c) Achieved some or all of the course outcomes
- d) Made a genuine attempt at assessment tasks which together contributes in excess of 50% of the final course assessment marks. If an attempt at a particular task scores zero, it is a matter for your teacher's professional judgement as to whether the attempt is a genuine one. *It is emphasised that completion of tasks worth exactly 50% is not sufficient.* Tasks worth in excess of 50% must be attempted.
- e) In addition, where a course includes a compulsory examination you must sit for and make a genuine attempt at such examinations. If required, major pieces of work (including practical pieces) and work

placement must also be completed for the award of the Higher School Certificate in particular subjects.

Satisfactory completion of courses is judged among other things by a student's level of involvement, the proportion of assignments, homework and practical work completed and the level of achievement with respect to personal best.

The Principal may determine that as a result of absence the course completion criteria may not be met. Students are required to have as close to 100% attendance as possible. Student who have less than an **85% attendance record** (or are away 15% or more of school days or classes), due to unauthorised leave, may be deemed not to have met Board requirements. Students should not be absent for family holidays during term time. The Principal may not approve this Leave.

If you achieve an unsatisfactory determination 'N' in a course, the course will not be recorded on your Record of Achievement. If as a result of the issue of an 'N' determination your number of units falls below 10 units you will not be eligible for a Higher School Certificate.

Senior Attendance Requirements

Students are to sign in at the front office to indicate they are arriving at school after 8:55am or leaving before the end of period 5. Study periods are allocated to senior students across the state to assist them in meeting the rigorous demands of the senior school. Study periods are made available so that students can **complete set tasks** in the library, **liaise with staff** regarding their classwork or travel to other sites such as TAFE. These also compensate for the extra time spent learning outside of normal school hours through movement in courses such as TAFE or VET.

Year 12 students must adhere to certain requirements:

1. Students must attend all scheduled classes at all times.
2. Students are required at school for periods two, three and four regardless of whether classes are timetabled for them in these periods. This means that all students should be in attendance just prior to the start of period two and go directly to their period two timetabled class or the library and no student should be leaving prior to the end of period four. If a student has a study period and would like to see a teacher or work on a major project, they must have a note from the relevant teacher.
3. Students who do not have a timetabled class in period one but arrive at school more than 5 minutes prior to the start of period 2 need to sign in at the front office.
4. Students should be on time for the start of all lessons and study periods. Lateness means valuable instructional time is lost. If a student is late for the start of their timetabled period one lesson or for period two, they need to go to the school office and sign in late as per the normal procedures.
5. All senior students are expected at Roll Call as it is an opportunity to have the whole group together and create accurate attendance records.
6. Students who do not have a timetabled class in period 5 can go home at the end of period four. These students need to sign out prior to leaving the school.
7. Students must be mindful that when they are in school uniform and in the community, it is important to display the school's values of cooperate and respect. Foul language, smoking, inappropriate behaviour, littering and disrespect to community members which put the school's reputation in disrepute cannot be condoned. Incidents involving students known to have conducted themselves in this way will be investigated, resulting in appropriate consequences, which include suspension from school.

Making the Most of Senior Study Periods

Supporting High Expectations and Personal Success at MHS

At Marsden High School senior students may have timetabled study periods which will support their learning and capacity to meet HSC outcomes. Successful senior students manage and utilise their time effectively and efficiently both at school and at home. Senior students demonstrate this appreciation by using this time productively and responsibly. Students who use study period time efficiently are more likely to meet deadlines, minimise stress and achieve personal success in the HSC. Study periods are timetabled periods which need to be valued to maximise learning and achieve success.

We encourage our senior students to develop an ambitious and responsible work ethic; working effectively in these study periods is integral to this aim.

The following pages outline the expectations regarding work and conduct during senior study periods and how senior students can utilise this time.

Essentially ...

- Students will be expected to sign in at the Library desk at the beginning of each study period and indicate where they will be working during this time.
- All students are expected to attend the study sessions and be on time. Non-registration will be deemed truancy.
- Students may negotiate a variation to the study period. Alternative arrangements will need to be organised BEFORE the study period and students are expected to submit a signed note from the other teacher supervising them to the Librarian.
- All students are expected to bring the necessary study materials (books, paper, pens, text books, worksheets, laptops) to each study period.
- Students are expected to be cooperative and respectful, upholding Marsden High School's Core Values.
- All students will sign an agreement which requires students to adhere to the expectations and promote a congenial learning environment for all.

What can I do in my study periods?

Students who have set their sights on HSC success, will think about and plan how to use the time, establish realistic goals for each period and prioritise tasks.

Below is a list of helpful suggestions:

- See the Librarian for assistance in locating a resource
- Research on the internet or from a book
- Make summary notes for an assessment task
- Work on a topic summary
- Type up an assignment
- Complete homework for a subject
- Study for an upcoming exam or test
- Extended reading on a topic for a subject to deepen your knowledge and understanding
- Find related material for essays

- Create a glossary of key terms and their definitions for topics
- Catch up on work missed due to absence
- Complete exercises/tasks from previous lessons
- Rework an extended response or the weakest part of a response
- Review your performance in an assessment and rewrite short answers/sections to find those extra marks
- Watch a video/DVD for a subject
- Look at past HSC papers, marking guidelines and markers' feedback
- Work on major project/IPs for subjects

The following alternative uses of your study period require a note signed by the Teacher/Counsellor/Year Adviser/Career's Adviser who is supervising this arrangement. This note must be submitted to the Librarian if a senior student has permission to:

- Work in the dedicated learning environment for subjects such as Drama/Dance/Industrial Arts/Music/Science
- See the School Counsellor, Career's Adviser, or a Classroom Teacher.

How can the Teacher Librarian support senior students?

The Teacher Librarian is able to assist senior students in a number of ways:

- Show you how to create a reference list/bibliography
- Suggest resources for your assignments
- Access resources beyond the school's in-house resources
- Extend your reading with more advanced fiction choices
- Develop your information and research skills
- Demonstrate how to access online databases to find academic journal articles to help you find information for your research projects
- Foster your understanding of copyright and intellectual property

Ask for help!

Below is a copy of the student agreement which senior students are required to sign. Students will be issued with the agreement to be signed in class shortly. This is necessary to ensure that all senior students understand and accept that they have a responsibility for their own learning as well as the learning of others.

We expect that as role models at Marsden High you will appreciate that you are expected to aim for personal academic success and be respectful.

Marsden High School
Senior Student Periods
Expectations and Responsibilities of Senior Students

As a senior student at Marsden High School I may have senior study periods in the library. I acknowledge there are expectations and responsibilities regarding my work and conduct during these timetabled periods. I understand the role of the senior student tutor/librarian will be to offer assistance to me in regards study planning/skills and completing assessments and course work.

These expectations are that senior students will:

1. Work in the Library.
2. Promptly sign in at the Library at the beginning of the period to indicate where they will study.
3. Move to that area and be ready and prepared to undertake productive study.
4. Work quietly and independently in the upstairs Library area. (One student at a carrel, two students at an open desk).
5. Seek and accept assistance from the senior student tutor/ librarian.
6. Ensure that authentic work is undertaken.
7. Ensure they have organised in advance alternative and valid use of the study period
 - a. **Use of a computer** – a booking must be made with the Library staff
 - b. **Undertaking Individual Project** work in the Music/Art/Drama/Industrial Arts/Dance/Science rooms – a note signed by the supervising teacher must be submitted to the Librarian.
 - c. **Meetings** with the Career’s Adviser/Counsellor/Year Adviser/Classroom Teacher - a **signed** note must be submitted to the Librarian.

Senior students are expected to uphold MHS Core Values:

Respect for:

- Our school
- Our teachers
- Our environment
- Our peers
- My work and myself

Senior students will:

- Follow a teacher’s instruction and cooperate
- Support the learning of others
- Use laptops or the Library’s computers for authentic work
- Not use mobile phone or iPods
- Not eat or drink in the Library
- Ask for leave to go to the toilet and follow school procedures
- Leave the study area in a clean and tidy state.

I understand that there are consequences regarding my failure to meet these expectations. These consequences may include:

1. Lunchtime detention with the Librarian or Deputy Principal
2. Afternoon school detention
3. Communication with parent/caregiver
4. Removal from senior study area and supervision in downstairs Library by the Librarian
5. Removal from senior study and supervision by Senior Executive/Executive
6. Suspension

Year 12 Graduation and Formal Dinner

The Year 12 Graduation and Formal Dinner events are important occasions to which all Year 12 students are invited so long as they have demonstrated CARE as regards the expectations outlined in this document.

Attendance at either or both functions may be denied to any student who has a history of poor attendance or poor behaviour throughout Year 12. In particular, any student who is suspended during the year may not be invited. Students must have also completed the Year 12 sign out including returning all books and equipment and payment of all fees. We have high expectations of our Year 12 students and look forward to working with them in 2016-2017 so they will achieve their fullest potential in the Higher School Certificate.

Driving to school and being the passenger in the cars of others

All drivers must complete and return the Student Driver Agreement below. No student is permitted to travel in a car driven by another student without providing the school with written consent from both sets of parents. All students must drive safely in the school precinct. Parents will be contacted if we are notified of unsafe driving. Students **MUST NOT** park in the staff car park or school grounds as insurance/liability restrictions operate for schools.

Lance Berry
Principal

Margaret Paczkowski
Deputy Principal

MARSDEN HIGH SCHOOL

Senior Student Agreement 2016 - 2017

By you and your parent/carer signing below, you agree and your parent/carer are aware of the following:

- I agree to conduct myself appropriately when in the community including study periods and lunch.
- I agree that it is my responsibility to be prompt to all my timetabled and study periods. I understand the arrangements for Study Periods in the library.
- I agree to wear full school uniform as outlined in the school uniform policy
- I agree to accept the school's discipline policies and procedures.
- I accept responsibility for my own learning by completing all tasks on time to the best of my ability.
- I agree to ensure my work ethic and behaviour does not impact on the learning environment and good order of the school.
- I agree to attend and participate in all lessons and school activities to the best of my ability
- I understand that if I do not comply with these requirements then action will be taken by the school including the removal of privileges and normal school disciplinary actions.

_____	_____	_____
Student Name	Student Signature	Date
_____	_____	_____
Parent Name	Parent Signature	Date

Return this Agreement to Ms Paczkowski

MARSDEN HIGH SCHOOL

STUDENT DRIVER AGREEMENT

Any student who drives a car must complete this agreement.

I _____ agree to:

- Leave the car outside the school grounds as insurance/liability restrictions operate for schools.
- Drive safely in the school precinct.

Vehicle make and Model _____ Colour _____

Registration Number _____ Insurance _____

Student Signature

Date

Parent Signature

Date

STUDENT DRIVER/PASSENGER AGREEMENT

Any student who drives a passenger from this school in their car must complete this agreement.

I _____ (driver) agree to:

- Only drive passengers when parental permission has been given to the school by both sets of parents
- Drive safely with passengers.

Student Passenger	Passenger Parent Approval Signature

Student Driver Signature

Date

Parent Driver Signature

Date