

Thornbury High School Year 7 Handbook 2019



Message from the Year 7 team:

FROM THE YEAR 7 TEAM

In the Junior School, students will be immersed into a challenging, exciting and involving learning environment. Our top priority in these early transition years is to build a culture of mutual trust, respect and a love of learning.

The Junior School at Thornbury High School features a purpose built Year 7 Learning Centre. The area gives younger students the security of belonging to their own small and caring community. Specialist facilities include air conditioned classrooms, a class laptop set and interactive whiteboard, TVs in every classroom, their own locker area, toilets and recreation area.

A small team of subject teachers, and the peer support from older students, enable our junior students to quickly develop a sense of identity and to forge positive relations with staff and each other.

The Year 7 Team is led by the Year 7 Manager and two Year 7 Coordinators. This team meets regularly with your child's classroom teachers to discuss curriculum and administrative details. This also gives the teachers an opportunity to discuss student progress and to plan curriculum and extra curricula activities. Parents are encouraged to keep up to date with student progress via Compass, staff email and telephone correspondence to maximise student outcomes in Year 7.

If you have any concerns regarding your child's program, do not hesitate to contact us. We look forward to working with all new students and parents/guardians next year.

Tim Polwarth (Year 7 Manager), Rachael Gelzinis and Steve Cabai (Year 7 Coordinators)

All information regarding school rules, policies and procedures are outlined in the student planner.

Student holidays during school time

If you choose to take your child away during school time, teachers MAY NOT be able to provide work depending on the curriculum content being taught at the time. Your child's assessment for that semester will reflect the work they have undertaken whilst at school and in negotiation with the teacher. As a parent of a VCE students please be aware of the VCAA guidelines for attendance and requirements. If you have any concerns with this please contact the subject teacher.

Overview of the Year 7 Curriculum

The curriculum at Year 7 is made up of core (compulsory) subjects.

All subjects are drawn from the Victorian Curriculum and provide the basis for curriculum planning, assessment and reporting from Prep (Foundation) to Year 10.

The table below gives an overview of the Year 7 curriculum and indicates the number of periods per fortnight allocated to each subject or Key Learning Area. Each period lasts 60 minutes.

Subject	Periods per fortnight
English / EAL	8
Mathematics	8
Science	6
Humanities - History & Geography	6
Languages	5
Health & P.E.	6
Visual Arts (one semester only)	7
Technologies	7
Performing Arts	4
Total	50

Student responsibilities and parent information

▶ Discipline Policy

The School has a structured Discipline Policy which is published in the school planner. Copies are available from our website: www.thornburyhs.vic.edu.au

We expect Thornbury High students to behave at all times with courtesy, common sense and consideration for others. To assist students to develop these core school skills, each student completes our Respect Ambassador Program.

▶ Respect Ambassador Program

The Respect Ambassador Program (RAP) is introduced to students as part of their orientation and designed to prevent violence/bullying and educates young people in how to behave respectfully and compassionately towards each other. The skills, language and bystander training are aimed at modifying both current primary school behaviour and by extension, the behaviour of these individuals as they mature into adults.

Bullying Survey

Harassment is any behaviour, verbal or physical, which is unwelcome, dangerous, intrusive, violent, abusive or discriminatory in nature or offensive to a person. Harassment will not be tolerated in any way.

The school conducts an Annual Bullying Survey of students to:

- Ascertain the level of the problem.
- Identify areas of the school where students feel less safe.
- Identify students who bully and provide appropriate consequences and support.

▶ Wearing of the uniform

All students must wear the correct uniform to and from school and on other occasions as directed. The full school uniform requirements are outlined in the school planner. The Sport uniform must be worn during Sport, Physical Education Core and Elective Programs and during Inter School sport days. Hats are only to be worn outside the school buildings.

Uniforms are available for purchase from the Academy Uniform Shop which operates at the school during lunchtime on Wednesdays. Uniforms may also be purchased from the Academy shop at 238 Wolseley Place, Thomastown 3074 (Phone 9460 8011) from Monday to Saturday. We also run a second hand uniform shop through the school that runs on Mondays between 3-4 pm.

▶ Lockers

All students are issued with a locker. On entry to the school, students are requested to pay \$20 to the General Office where they will be issued with a combination lock.

Students are required to keep their bags in their lockers. They are not permitted to carry their bags to class, including P.E. classes or at recess and lunchtime. Students are given a coloured carry bag to take their sport uniform to the gymnasium.

For security reasons, students are not permitted to go to their locker during class time unless they have signed permission in their planner from their classroom teacher.

▶ Student Planner

On enrolment, each student will be supplied with a planner. This planner is to be used **exclusively** for school related matters. It is not a personal diary. If this planner is not maintained in good condition, free of stickers and graffiti, the planner must be replaced.

The planner is a very important document and our **students are expected to take this to each class**. The planner outlines important information. It contains detailed information on uniform requirements, school policies, regulations, rules and consequences; student goals, study plans, the times of classes and other information relevant to our students.

The planner is used to record all HOMEWORK.

Parents are asked to check the planner each night for homework, notes from teachers, etc. The planner can be used as a means of communication with teachers, if parents wish to write messages back to the Coordinator, the Form Teacher or the Class Teacher.

▶ Homework

A Homework timetable is issued at the beginning of each semester to all Years 7- 9 students. Year 10

students should be mature and responsible enough to organise the nights they need to complete homework.

All homework should be entered in the student planner by the student. Homework can take a number of forms: finishing off class work, revising, completing set tasks, researching, redrafting, homework assignments or completing class assignments and common assessment tasks, practising an instrument and reading.

Parents should not accept students claiming that they do not have homework.

A Homework Club operates after school twice a week in the Library where assistance in the subject areas of English and Maths are available.

◆ Student Absence

All students are expected to be punctual and regular in their attendance. Students are required to maintain a minimum 90% attendance rate at school. If your child is absent for any reason, parents/guardians are requested to ring the Attendance Officer on 9458 6125 in the morning and leave a message on voicemail. If the student is absent due to an extended period of illness, a doctor's certificate is required. Dental or doctor appointments should **not** be made during school time unless absolutely unavoidable. If your child is away for an extended period of time, work may be able to be sent home. Please contact your child's Year Level Coordinator.

Report all absences to the <i>Attendance Officer - 9458 6125</i> MESSAGES TAKEN 24 HOURS

If parents need to discuss absences further they can contact the Year 7 Coordinators.

◆ Students Sick at School

If a student is unwell, the school will contact the parent or guardian before sending the student home. Students are not permitted to go home unless the school has contacted the parent or guardian. Students are not permitted to use mobile phones to contact parents if they are unwell, without permission from a staff member.

It is important that when students are enrolled at the school emergency phone numbers are given as well as a contact number for the parent/guardian. It is also important that these phone numbers are kept up to date and changes are noted through the General Office.

◆ Collecting your Child from School

If for any reason you need to collect your child during the school day, please report to the General Office. Please use the Early Leavers book to sign your child out. For safety reasons we cannot allow students to wait for parents in the car park or surrounding areas.

◆ Permission to leave the School

Students are not permitted to leave the school grounds during the school day without official permission. If it is necessary for a student to leave the school during school hours, they need to give a note to their Year Level Coordinator and sign the Early Leavers' Book, which is located at the General Office.

◆ Contacting the School

If you have any enquiries regarding your child's program or progress, please contact your child's Year Level Coordinator who will either answer your queries or direct you to the appropriate person. The Year Level Coordinator closely monitors all students in their care, so it is important to notify them of anything which may affect your child's progress at school.

◆ Teacher Contact

Parents are invited to contact teachers, however, if you wish to see a teacher, parents must ring and make an appointment. Please be aware that teachers are not always available as they have classes, meetings and other commitments.

◆ School Detention

An official School Detention runs from 3.10 until 4.00 pm. Students required to attend a School Detention will be issued with a detention notice stating the reason for the detention. This detention notice requires a parent/guardian signature.

If students are late to class, or have not completed homework, they may be given a ten minute detention after school from 3.10 to 3.20 pm. Parents **will not** be notified in this case unless there is no improvement shown.

Weekend detention classes are also held.

◆ Excursions/Sporting Events

All activities which involve students leaving the school grounds require parent/guardian permission in writing. It is the students' responsibility to ensure the appropriate forms are taken home, completed with all relevant contact numbers, and returned by the due date to the organising teacher. If this is not done by the required date (not on day of excursion), students may miss the opportunity to be involved in the activity/excursion.

◆ Textbooks

We are aware of the cost to our parents in educating their child. We take particular care that we do not have an extensive book list so that we can reduce the cost for our parents. It is important that all our students have the necessary textbooks for all their subject areas. At the end of the year, students will be notified when second hand books are available for sale.

We suggest that students take care of their books as this will increase their sale value and further reduce the cost of books to parents. There is a community book sale evening held in December at the school.

◆ Canteen

The School canteen is open before school as well as at recess and lunchtime. Lunch orders can be placed before school and at recess. Year 7 students are dismissed from class 5 minutes before Recess and Lunch to help ease congestion in the canteen. Students are not permitted to leave the school grounds at any time to buy their lunch at other facilities.

◆ Lockers, Money and Valuables

Money or valuables should be left at the General Office for safe-keeping during the day. The school will not take responsibility for the security of any possessions or valuables. iPods and mobile phones cannot be used during class time. **No photographs or film/video recordings using mobile phones are permitted in the school buildings or on the school grounds.**

◆ Student Services

Thornbury High School has the services of the following:

- Student Wellbeing Coordinator
- Social Worker

- Adolescent Health Nurse (part time)
- Youth Worker
- Integration Program

The School has a Student Wellbeing Team which meets regularly to discuss programs for individual and groups of students.

This team consists of Administration, Year Level Coordinators, Sub-School Managers, Integration and the personnel listed above.

◆ Legal and Illegal Substances NOT to be used at School

Whilst students are at school, travelling to and from school, attending any school function or wearing school uniform they are:

- not permitted to have or use any tobacco products.
- not permitted to use or possess, sell or be under the influence of alcoholic beverages, mind altering substances or illegal substances.

The following substances are banned from all School buildings, grounds and vehicles:

- Chewing Gum
- Liquid Paper, White out or other similar products
- Permanent markers / textas

◆ Punctuality

We expect all our students to be punctual to school and class. **Students who arrive late on more than three occasions will be given a School Detention.**

◆ ICT

All students have access to Students need to pay for their printing. Five dollar, two dollar and 50 cent top-up cards should be purchased from the General Office either before school or at Recess or Lunch.

◆ Parent involvement

At Thornbury High School, we strongly promote a partnership between parents and staff in order to provide the best education for each individual child. An important aspect of this partnership is to keep our parents informed about the progress of their child and the events which are occurring at school. We do this in a variety of ways:

Compass

Our online parent portal, Compass provides parents with a range of information regarding their child

including attendance, school reports, events and excursions. It also is used to book parent / teacher interviews, contact teachers and pay for excursions. It is vital that all parents regularly check Compass and ensure that they are receiving emails sent through the system. If you have any questions regarding Compass please contact the general office.

Parent Newsletter

The Newsletter is issued three times a term and is either handed to students or emailed to each family. The newsletter informs parents of the events which are occurring in the school. Please read this newsletter as it will keep you up to date with all the important events and activities that are going on in the school.

The newsletter can also be found on the school web page: www.thornburyhs.vic.edu.au

Parent Participation

There are many ways parents can be more involved in the School's programs. These include many of the committees that operate within the School. Please let the staff at the General Office know if you are interested in participating in any of the School's Committees.

These include:

- School Council and its various sub-committees
- Music parents

Reporting to Parents

Parents are invited to contact their child's Coordinator to discuss their progress at any time. Teachers may contact the parent via the planner, e-mail, Chronicle or by making a phone call to the parent.

Formal reporting of a child's progress occurs four times a year, at the end of each term.

At the end of Term 1 and Term 3, Interim or Progress Reports are issued and Parent Teacher Interviews are conducted. This is an important time for parents to meet class teachers to discuss their child's progress.

Parent Teacher Interviews are not conducted at the end of Term 2 (Semester 1) and Term 4 (Semester 2), however, a detailed report is available to parents via Compass.

◆ CATs - Compulsory Assessment Tasks

All students in Years 7 to 10 will be provided with a list of Compulsory Assessment Tasks for all core subjects and electives each semester.

Students are expected to complete all CATs by the due date and at an acceptable standard. Students may be issued with an extension.

Homework Club

The Homework Club operates twice per week, for one hour from 3:10pm. The Homework Club is supervised by staff who are available to assist students with their work during this time. Details regarding the location and the day when this will occur will be available in the Newsletter at the beginning of the school year.

Year 7 CAT CLUB

During Terms 2, 3 and 4 there is a 'CAT Club' for students each week who require additional assistance in completing and handing in their CATs. The Year 7 team produces a list of students using school reports, who they believe would benefit from additional time in school to complete CAT's. This traditionally runs for 7 weeks and aims to improve students' ability to work independently and complete work to a deadline.

◆ Student holidays during school time

If you choose to take your child away during school time, teachers MAY NOT be able to provide work depending on the curriculum content being taught at the time. Your child's assessment for that semester will reflect the work they have undertaken whilst at school and in negotiation with the teacher. As a parent of a VCE students please be aware of the VCAA guidelines for attendance and requirements. If you have any concerns with this please contact the subject teacher.

◆ Extra-curricular activities

The School offers our Year 7 students the opportunity to be involved in a number of activities throughout their time in the Junior School. These include the following:

Inter School Sports

The whole school participates in a number of sporting events and students are encouraged to be involved in any of Thornbury High School's sport teams. Students interested in a particular sport should attend the information meeting and any practice sessions outside class hours, as required by the coach of that team. Parents are most welcome to attend any of the sporting events. Information concerning the times of training sessions are published in the Student Bulletin and can be found on the Year 7 noticeboard.

House Sports

All students are allocated a House Team (Onus/Nicholls/Saunders/Blair) and participate in the Swimming Sports and Athletics Carnival day.

SRC

The School Representative Council is an active body in the school with students participating in decision making processes on important issues relating to students. SRC representatives run year level assemblies and organise events during the school year. The SRC. also supports various charities by arranging and taking part in fundraising events.

Camps

Year 7 students will attend a 3-day Pastoral Camp at Lake Dewar Lodge in Myrniong. For more information contact the Year 7 Manager.

Debating

Thornbury High School is actively involved in debating competitions established by the Debating Association of Victoria. The School has, for many years, had a significant involvement in debating, fielding many teams at different levels with great success.

Concert/Stage/Rock Groups/ Music Program

Students who learn an instrument can be involved in one of the above groups. These groups perform regularly and attend a Music Camp. For details of Thornbury High School's Music Program, please contact the Music Department on 9458 6128.

Computer Club/Library

Computer areas, including the Library Learning Centre, are available to students during lunchtime and recess.

Competitions and Special Events

Throughout the year, students have the opportunity to participate in a variety of competitions and special events. All students are encouraged to participate in these extra curricula activities as they provide an opportunity for students to practise their abilities in public forums and gain acknowledgment for their talents.

These Special Events include:

- Mathematics competition
- Science competitions
- Language competitions
- A range of sporting events
- Public speaking
- School production
- 'Thornbury's Got Talent'
- Leadership training

- Writers' workshops
- Guest speakers
- Personal Development days

► Policy on Promotion

We regard the learning and teaching process as a partnership between students, parents and staff. Therefore, we expect our students to actively participate in this process and to take personal responsibility for their own learning. We similarly expect our parent community to support their children both directly, by providing them with appropriate materials, monitoring homework and encouraging wide-reading, as well as indirectly, by supporting the school and its policies. Parents and students should be aware that promotion of students to a higher year level is not automatic.

Promotion to Year 8 requires students to:

- Achieve an acceptable work standard by:
- Completing all compulsory assessment tasks (CATs) to an acceptable standard.
- Obtaining at least an 'acceptable' rating for 'work habits' as recorded in their reports.
- Have acceptable attendance. Minimum attendance of 90%. This means a minimum of 9 days attendance every fortnight.
- Consistently punctual to class.
- Demonstrate acceptable behaviour at all times by:
- Displaying an ongoing commitment to studies and consistent work throughout the year.
- Obtaining at least an 'acceptable' rating for all 'work habits' as recorded in their school report. Please note that consideration is also given to the number of school detentions and suspensions received throughout the year.

Inability to meet Promotion Requirements

If a student does not meet these promotion requirements there are three possible courses of action which will be decided by a panel consisting of the Year 7 Co-ordinator, Year 7 Manager, parents, teachers and student:

- Offered the chance to repeat current year level.
- Promoted to the next year level on a contract which will be reviewed at the end of Term 1. If the conditions of the contract are not met a parent meeting will be held to discuss options.
- Assisted in transferring to another school or alternative setting.

Key contacts – KLA Leaders

If you have any queries regarding subject specific information, please contact the appropriate KLA leader. Alternatively contact the sub-school leader.

English	Lisa Dunne
Maths	Samuel McDowell
Science	Lachlan Calder
Humanities	Rick Manning
Performing Arts	Emma McCulloch
P.E. / Health	Carla Ruhe
Visual Arts	Sheraz Salama
Technology	Cameron Baird
Languages	Max Tosi
EAL	Renata Tirabassi

SUBJECT DESCRIPTIONS

ENGLISH

► ENGLISH

Students are required to participate in a range of activities designed to extend their abilities in the modes of English. These activities include the reading and analysing texts, which may include novels, short stories, poetry and newspaper articles; the development of strategies for writing a range of text types; and listening to or producing a range of spoken texts.

Reading Program: A wide reading program operates for all students in Years 7. Reading classes are held in the Library. All students are encouraged to read extensively at home as a regular part of their English homework. Parents are requested to take an active interest in monitoring their child's reading as part of the homework program.

► EAL (English as an Additional Language)

EAL (English as an Additional Language) is offered to students who have been in Australia fewer than five years and for those students whose education in English has been interrupted due to living overseas for an extended period of time.

The course helps students gain confidence in using the English language and develop their skills in reading, writing, listening and speaking. EAL students are taught by a specialist EAL teacher and are encouraged to participate in extra-curricular activities that reinforce the learning of the language. EAL classes run either within the mainstream classes, combined EAL classes, or standalone EAL groups, depending on EAL student numbers.

MATHEMATICS

The Year 7 Mathematics program covers topics across Number & Algebra, Measurement & Geometry and Probability & Statistics. Students develop proficiency through tasks and activities involving fluency ("the basics"), understanding, problem solving and reasoning.

Students are required to keep an organised workbook with all class notes, exercises and homework. Homework should enable students to finish class work, projects and other set tasks. Mathematics homework should be completed according to the homework timetable.

HUMANITIES

The study of Humanities at Year 7 focuses on History, Geography and Civics and Citizenship.

When studying History, students gain knowledge and understanding of Ancient Australian, Greek, Roman and Chinese societies. They study the defining characteristics of civilisations, how these societies developed over time and how they provided a foundation for modern society. Students learn the foundational skills of historical enquiry, employing key research questions to guide research and report on findings, and analysing a variety of primary and secondary sources. In the Civics and Citizenship component, Australia's system of government is examined and students explore how this system aims to protect all Australians. Students examine the Australian Constitution and how its features, principles and values shape Australia's democracy. They also examine how Australia's legal system aims to provide justice through the rule of law.

As part of the Geography component, students learn new ways to record and analyse data and learn how to interpret maps, graphs and apply geospatial tools. In Semester 2, the Geography focus is the physical environment, contemporary issues and natural resources, with a specific study of water as a resource.

SCIENCE

Year 7 Science involves an introduction to the science laboratory and initial introduction to all areas of Science. Students initially focus on scientific equipment and conducting scientific investigations, and also study areas of Space and

basic chemistry through investigations into the particle model. Students also investigate the areas of physical and biological science looking at how physics, in particular forces, play a role in movement, and how simple machines can make everyday life easier. Whilst studying biological science students focus on how classification of organisms is an important tool in the study of biology. Over the course of the year the students will begin to develop their skills in scientific report writing and learn to collect, analyse, and appropriately report on data independently collected during practical investigations. Students will be assessed on their scientific reports, a research project and topic tests. They will be required to maintain a neat and orderly workbook, keep up to date with class work and ensure all assessments are submitted on time and to a satisfactory standard.

LANGUAGES

The languages offered at Thornbury High School are Greek, Italian and Mandarin. Upon enrolment into Year 7 at Thornbury High School, students will indicate the language they wish to study in Year 7 and continue with this same language to Year 9.

Note: Students with a history of learning a language prior, will be given preference in entry to that language.

In Year 7 Languages, students will participate in a variety of listening, speaking and reading and writing activities as well as take part in role plays, singing songs and attending cultural events. Further development of students' language skills will occur through the use of computer-linked software and other ICT resources. The topics in Year 7 include Greetings and Introductions, Myself, My friends and Family, Nationalities, Geography, Sport, Food, Interests and Hobbies.

HEALTH & PHYSICAL EDUCATION

Physical Education students will participate in many fitness based activities with an emphasis on teamwork and cooperation. Areas of study include: Athletics, Futsal, Badminton, Cricket, Australian Rules Football, Rugby, Gymnastics, Handball, Soccer, Tennis and various other sports leading into Inter School Sport competitions.

All students are expected to change into the full school P.E. uniform and are encouraged to wear

sunscreen protection and hats during activities in outdoor areas. Students will also complete a number of health lessons throughout the year, covering topics such as; bullying and respectful relationships, drug education, sexual health and fitness.

Physical Education activities are aligned with the inter- and intra-school sporting programs.

VISUAL ARTS

Year 7 Visual Arts program explores the fields of art, craft and design through a journey of discovery, experimentation and problem-solving. Students will complete a range of engaging projects that provide them with the opportunity to communicate, challenge and express their own ideas through art-making. They will develop creative critical thinking and practical skills by experimenting with a range of media, techniques and materials such as painting, drawing, collage, sculpture, digital editing and perspective rendering. Students will also develop an understanding of world culture and history through exploring, discussing and responding to artworks from a range of different cultures and time periods.

TECHNOLOGIES

The Technologies provide a framework for students to create innovative solutions that meet current and future needs. Students are encouraged to make decisions about the development and use of technologies, considering the impacts of technological change and how technologies may contribute to a sustainable future. The curriculum provides practical opportunities for students to be users, designers and producers of new technologies.

In Design and Technologies, students use design thinking and technologies to generate and produce designed solutions. They do this in both materials technology and food technology using a range of materials and ingredients. In Digital Technologies, students use computational thinking and information systems to analyse, design and develop digital solutions.

PERFORMING ARTS

In 2019, Thornbury High School will continue to offer the opportunity for all Year 7 students to learn a musical instrument for free within our integrated Performing Arts curriculum.

Students will be introduced to the fundamentals of music in a fun and practical way by learning a musical instrument. They will receive instrumental lessons from a specialist teacher on their instrument, participate in the Concert Band and perform in concerts as part of their ongoing assessment. In these settings, students explore the basic melodic, harmonic and rhythmic concepts featured in their favourite pieces. They will be introduced to 'guided listening' gaining essential aural and analysis skills, establishing the link between theory and practice. Students will explore basic form structures, dynamics and instrumentation through compositional work while developing an understanding of intervals, harmony, melody and performance.

Students will also have the opportunity to develop interpersonal, communication and teamwork skills through an integrated Drama program. Fundamental skills in 'Personal and Social capabilities' will be taught through interactive activities, games, scripted and self-devised performances. Students will explore characterisation, improvisation and playbuilding techniques designed to improve their creative confidence while effectively engaging with their audience.

This program is unique to Thornbury High School, and is the only Northern Metropolitan school to offer this style of 'band-program' to students and parents at no charge.