

Liverpool Girls High School



Information Booklet 2024



Principal
Deputy Principal
Deputy Principal
Deputy Principal
Business Manager

Mrs K Gonano
Mrs A Queffert
Mrs L Jurcevic
Ms L McLure
Ms K Baverstock

Forbes Street, Liverpool NSW 2170

Telephone: (02) 9602 0083
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Twitter: [@LiverpoolGirlsH](https://twitter.com/LiverpoolGirlsH)



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SCHOOL STAFF

PRINCIPAL

Mrs K Gonano

DEPUTY PRINCIPALS

Mrs A Queffert
Years 10 and 12

Mrs L Jurcevic
Years 7 and 9

Ms L McLure
Years 8 and 11

BUSINESS MANAGER

Ms K Baverstock

HEAD TEACHERS

Administration	Mrs B Duke
Creative and Performing Arts/Languages	Ms C Gatehau
English	Mrs A Minos
Human Society and It's Environment	Mrs D Mavrikos
Teaching and Learning Support	Ms J Henriques (Act.)
Mathematics	Mrs K Oudomvilay
Personal Development, Health and Physical Education	Ms K Quigley
Science	Ms B Abdul
Technology and Applied Studies/ Vocational Education and Training	Ms K Shovelton
Teaching and Learning	Ms H Matas
Wellbeing	Ms T Ung

OTHER STAFF

Careers/Transition	Ms M Dokmanovic
Counsellors	Ms B Barry Ms K Suga
Library	TBC
Technology Support Team	Mr D Kalkandis

STUDENT YEAR ADVISORS 2024

Year 7	Mr Anthony Dixon and Ms S Tetstall (<i>Year Advisors</i>)
Year 8	Ms N Abu-Sultan and Ms G Tleige (<i>Year Advisors</i>)
Year 9	Mrs N Williams (<i>Year Advisor</i>)
Year 10	Mrs M Becich (<i>Year Advisor</i>) and Mrs N Martin (<i>Assistant Year Advisor</i>)
Year 11	Mrs M Riley and Mrs H Swami (<i>Year Advisors</i>)
Year 12	Ms A Hill and Mrs G Marsicano (<i>Year Advisors</i>)



Bell Times ~ 2024

The school operates on a two week cycle.

WEEK A – Odd weeks

WEEK B – Even weeks

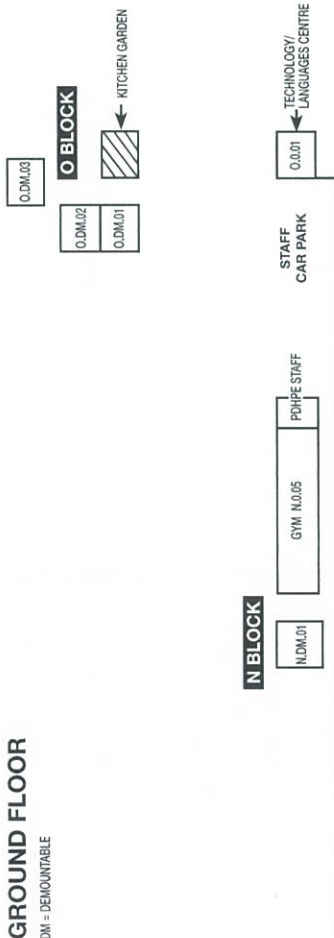
Wednesday Period 4 is the same each week and is only 38 minutes duration due to early finish times on a Wednesday

Time	Length	Monday	Tuesday	Wednesday	Thursday	Friday
8:50am	10 minutes	Home Room	Home Room	Home Room	Home Room	Home Room
9:00am	76 minutes	Period 1	Period 1	Period 1	Period 1	Period 1
10:16am	30 minutes	Recess	Recess	Recess	Recess	Recess
10:46am	76 minutes	Period 2	Period 2	Period 2	Period 2	Period 2
12:02pm	6 minutes	Break	Break	Break	Break	Break
12:08pm	76 minutes	Period 3	Period 3	Period 3	Period 3	Period 3
1:24pm	30 minutes	Lunch	Lunch	Lunch Stage 6 Early Finish	Lunch	Lunch Stage 6 Early Finish
1:54pm	76 minutes (Except Wednesday 38 mins)	Period 4	Period 4	Period 4 38 minutes	Period 4	Period 4
3:10pm		End of Day	End of Day	2:35 pm End of Day Stages 4 & 5	End of Day	End of Day
After School to 4:50 pm				Staff Meetings		

LIVERPOOL GIRLS HIGH SCHOOL MAP

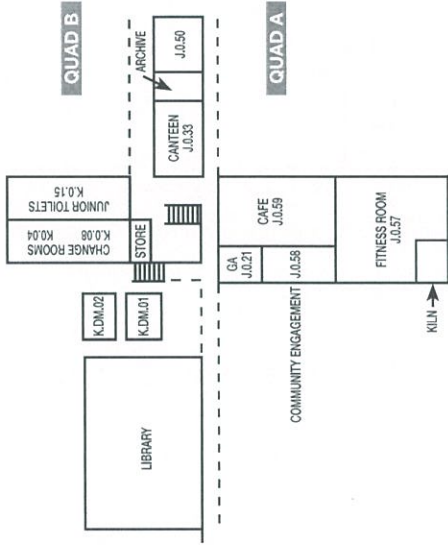
GROUND FLOOR

DM = DEMOUNTABLE

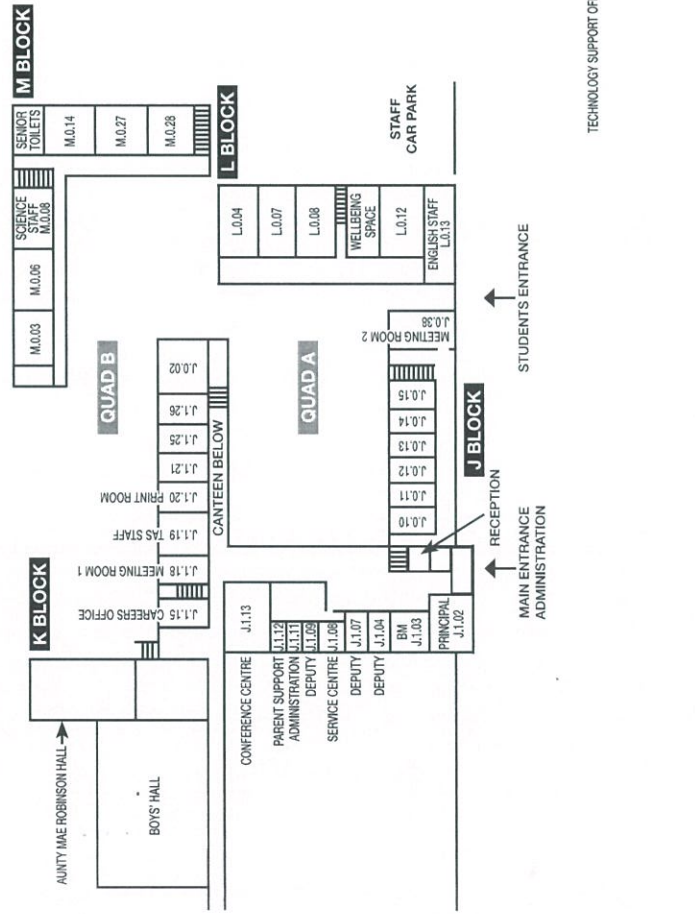


LOWER GROUND FLOOR

DM = DEMOUNTABLE



FIRST FLOOR





General and Specific Subject Contributions, 2024

General Contribution		
Stage 4 (Years 7 and 8) - \$36.00 = \$9.00 per term	Stage 5 (Years 9 and 10) - \$36.00 = \$9.00 per term	Stage 6 Year 11 - \$40.00 Stage 6 Year 12 - \$30.00 = \$10.00 per term

Specific Subject Contributions	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Design and Technology			\$40.00		\$50.00**	
Drama						\$15.00
Food Technology			\$55.00	\$55.00		\$70.00
Music				\$20.00	\$20.00	\$20.00
Technology Mandatory	\$20.00	\$20.00				
Textiles and Design						\$40.00**
VET - Business Services					\$30.00	\$30.00
VET – Hospitality: <i>Food and Beverage</i>					\$115.00*	\$85.00*
VET - Retail Services						\$30.00
Visual Arts	\$20.00	\$20.00	\$50.00	\$50.00	\$50.00**	\$50.00**
* Hospitality Uniform is required						
** Additional costs will be incurred for major works and projects depending on student choice						

Additional Items available for purchase from the school	
Calculator	\$30.00
Hospitality Uniform - Hat, apron & long sleeve shirt – One off payment for the two years	\$50.00
Hospitality Uniform – Hat, apron, short sleeve polo – One off payment for the two years	\$35.00
Mobile Phone Pouch	\$20.00



LIVERPOOL GIRLS HIGH SCHOOL UNIFORM

JUNIOR UNIFORM



SPORTS UNIFORM ONLY TO BE WORN ON
TIMETABLED SPORT LESSON



✓ FULL BLACK LEATHER
SCHOOL SHOES



SPORT SHOES ONLY TO BE
WORN ON SPORT DAY

LIVERPOOL GIRLS HIGH SCHOOL UNIFORM

SENIOR UNIFORM



✓ FULL BLACK LEATHER SCHOOL SHOES





Liverpool Uniforms & Embroidery
Schoolwear and Workwear

Shop 2/170 George St, Liverpool

9601 0812



10% off

All Schoolwear

Liverpool Girls High School

Uniform Price List 2023-2024



Beat the rush and SAVE!!!

We know that Back to School is a busy time, so we want to reward you with 10% off for being organised and beating the rush!!!

BEST PRICE

BEST QUALITY

BEST SERVICE

Come visit us in-store or online!

Discount valid for **Friday, 8th of December 2023.**

If purchasing online, select Liverpool Girls High School under the "Shop" tab and enter the Password **LGHMUE2020**. To apply discount use code **GET10**



Moorebankuniformsandembroidery.com.au



MoorebankUniformsandEmbroidery

LIVERPOOL GIRLS HIGH SCHOOL				LIVERPOOL SCHOOL UNIFORMS & EMBRD.			
SCHOOL UNIFORM PRICE LIST - 2023-2024				SHOP 2/170 GEORGE STREET - PH- 9601 0812			
GIRLS SUMMER/WINTER UNIFORM YEARS 7 - 10				ACCESSORIES			
Blouse	White short sleeve blouse logo embroidered	from	\$ 38.99	School Bag	Back pack navy logo embroidered LIFETIME WARRANTY	large	\$ 89.99
Blouse	White long sleeve blouse logo embroidered	from	\$ 42.99	Apron	Bib with adjustable halter full length white BA95	one size	\$ 19.99
Tie	Navy/red stripes		\$ 19.99	Scarf	Navy acrylic	one size	\$ 11.99
Skirt	Tartan royal/navy/red/white mid length	from	\$ 56.99	Hijab	Navy Lycra 2 pieces	one size	\$ 19.99
Skirt	Tartan royal/navy/red/white long length	from	\$ 78.99				
Slacks	Navy with 2 side pockets belt loop insignia embroidered	from	\$ 49.99	SPORTS UNIFORM - YEARS 7 - 12			
Tights	Navy winter weight	from	\$ 11.99	Polo Shirt	Navy sky/white SHORT SLEEVE logo embroidered	from	\$ 41.99
Cardigan	Navy cardigan logo embroidered	from	\$ 54.99	Polo Shirt	Navy sky/white LONG SLEEVE logo embroidered	from	\$ 44.99
Jumper	Navy fleecy with logo embroidered	from	\$ 41.99	Shorts	Navy sky/white with insignia embroidered	from	\$ 41.99
Jumper	Navy acrylic/woollen jumper logo embroidered	from	\$ 67.99	Jacket	Navy sky/white with logo embroidered	from	\$ 69.99
Varsity Jacket	Navy/sky zip front with white stud buttons logo	from	\$ 52.99	Trackpants	Navy sky piping	from	\$ 46.99
Jacket	Soft shell Navy H20 resistance with logo embroidered	from	\$ 76.99				
Cap	Navy with logo embroidered		\$ 18.99				
Socks	Red robin white		\$ 4.99				
GIRLS SUMMER/WINTER UNIFORM YEARS 11-12							
Blouse	Sky short sleeve blouse insignia emb. on collar	from	\$ 38.99				
Blouse	Sky long sleeve blouse insignia emb. on collar	from	\$ 42.99				
Tie	Navy/red stripes		\$ 19.99				
Skirt	Tartan dark navy/royal/red stripes check mid length	from	\$ 56.99				
Skirt	Tartan dark navy/royal/red stripes check long length	from	\$ 78.99				
Slacks	Navy with 2 side pockets belt loop insignia embroidered	from	\$ 49.99				
Tights	Navy winter weight	from	\$ 11.99				
Jumper	Navy fleecy with logo embroidered	from	\$ 41.99				
Cardigan	Navy cardigan logo embroidered	from	\$ 54.99				
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Varsity Jacket	Navy/sky zip front with white stud buttons logo	from	\$ 52.99				
Jacket	Soft shell Navy H20 resistance with logo embroidered	from	\$ 76.99				
Cap	Navy with logo embroidered		\$ 18.99				
Socks	Red robin white		\$ 4.99				
All prices are subject to alterations							



Liverpool Girls High School Canteen Menu



Breakfast Food

Hot Chocolate \$2.50
 Hash Brown \$1.00
 Cheese & Bacon Roll \$2.50
 Yoghurt Cup \$2.50
 Honey & Yoghurt Cup \$2.50
 Apple Yoghurt Dip Cup \$3.00
 Cheese Toastie \$2.50
 Cheese & Vegemite Toastie \$3.00
 Ham & Cheese Toastie \$4.00
 Cheese Soldier Toast Fingers \$3.00
 Fruit Salad Box \$4.00
 Watermelon Cup \$2.50
 Milo or NutriGrain Cereal Cup \$1.50

Cold Food, Wraps & Sandwiches

Garden Salad Box \$4.00
 Fruit Salad Box \$4.50
 Greek Salad Box \$5.00
 Teriyaki Chicken or Ham Salad Box \$5.50
 Chicken Caesar Salad Box \$5.50
 Cheese & Tomato Sandwich \$2.50
 Ham & Cheese Sandwich \$3.50
 Salad Sandwich \$3.50
 Tuna Sandwich \$3.50
 Ham & Salad Roll \$4.50
 Chicken Caesar Salad Wrap \$5.50
 Chicken or Ham & Salad Wrap \$5.50
 Sweet Chilli Chicken Wrap \$5.50
 Salad Wrap \$5.00

Hot Food

Beef Pie \$4.00
 Sausage Roll \$3.50
 Hash Brown \$1.50
 Spaghetti Bolognese \$4.50
 Vegetarian Penne Napolitana \$4.50
 Chicken Penne Napolitana \$4.50
 Butter Chicken & Rice \$5.00
 6 x Chicken Nuggets \$4.50
 Beef Lasagne \$4.50
 Macaroni & Cheese \$4.50
 Beef Burrito \$5.50
 Beef Burger \$5.00
 Beef Cheeseburger \$4.50
 Crumbed Chicken Burger \$4.50
 Bruschetta Roll \$4.50

Pizzas & Quesadillas

Garlic Bread \$2.00
 Cheesy Garlic Bread \$2.50
 Cheese Pizza Roll \$2.50
 Cheese & Ham Roll \$2.50
 Vegetarian Pizza Roll \$3.50
 Hawaiian Pizza Roll \$3.50
 BBQ Chicken Pizza Roll \$3.50
 Cheese & Tomato Quesadilla \$4.50
 Spinach & Feta Quesadilla \$4.50
 Ham & Cheese Quesadilla \$5.00
 BBQ Chicken Quesadilla \$5.00
 Vegetarian Quesadilla \$4.50
 BBQ Chicken Pizza Wrap \$5.00
 Beef Pizza Wrap \$5.00
 Cheese Pizza Wrap \$5.00

Snacks Available All Day

Piece of Fruit \$1.00
 Carrot or Cucumber Sticks \$1.50
 Frozen Grapes \$2.00
 Frozen Pineapple Ring 50c
 Custard Cup \$2.00
 Frozen Orange Wedges \$2.00
 Popcorn \$1.00
 Popcorn Bags - BBQ, Chicken & Sweet Chilli \$2.00
 Grain Waves Sour Cream & Chives 28g \$2.00
 Mamee Noodle Snacks \$2.00
 Red Rock Sea Salt Chips 28g \$2.00

Pre Order Menu Items

(These items need to be placed by 9:00am)

Teriyaki Chicken Rice Paper Rolls \$5.50
 Vegetarian Noodle Rice Paper Rolls \$5.00
 Tuna Salad Box \$5.50
 Moroccan Chicken Salad Box \$5.50
 Vermicelli Noodle Salad Box \$5.50
 Tuna Salad Wrap \$5.50
 Yoghurt Fruit & Muesli Bowl \$5.50
 Baked Bean Hot Pot Roll \$4.50
 Spaghetti Hot Pot Roll \$4.50
 Beef or Chicken Noodle Cups \$3.50
 Beef Nachos \$5.00
 Corn Cobette \$1.50
 2 x Vegemite Saos \$1.00
 2 x Cheese & Tomato Saos \$2.50
 Frozen Watermelon Yoghurt Pizza Slice \$2.50
 Fruit Kebab \$2.50
 Frozen Watermelon Cubes \$3.00

Frozen Snacks

Ice Mony Triangle \$1.50
 Juicies Ice Treat \$1.00
 Frozen Juice Cup \$1.00
 Zooper Dooper \$1.00
 Sour Snap Stix \$1.50
 Moosies \$2.00
 Twisted Frozen Yoghurt \$2.50
 Frozen Juice Popper \$2.50
 Frozen Custard Cup \$2.50
 Animal Sour Stix \$1.00

Drinks

Water 600ml \$2.00
 Juice Poppers \$1.50
 Juice Bombs Cans \$2.50
 Ice Mony Cans \$2.50
 Chocolate or Strawberry Milk Popper \$2.50
 Sugar Free Soft Drink Cans \$2.50
 Fruit Infused Water \$2.50
 Up & Go \$3.50
 Aloe, Aloe Watermelon & Aloe Lychee 500ml \$4.00
 Iced Tea 500ml \$4.00

Please Note:

To order online please go to www.myschoolconnect.com.au. All online orders must be placed by 9:00am. If you miss this cut off time preorders can be placed at the canteen or you can simply head to the canteen and buy some of the wide variety of foods that are available over the counter during lunch and recess.

We accept cash & EFTPOS payments also. Sauces & salad dressings are available for 50c each. Sandwiches can be toasted for an extra 50c. You can add cheese and other extras on burgers, sandwiches and wraps for 50c each when pre ordering. Extra spoons and forks are 20c each.

If making a halal or gluten free order or if a student has any allergies, please write dietary requirements clearly on the lunch bag or please ask one of us at the canteen when purchasing.



Stationary Requirements

Stationary

All students will need pens (black, blue & red), pencils (coloured & lead), sharpener, eraser, glue stick, scissors, highlighters and a ruler. Liquid paper, Sharpies/permanent markers and other felt pens can be used at home but MUST NOT be brought to school.

Textbooks

Textbooks are lent to the students in Year 7 to 10 by the school. They must be cared for and kept in good condition for others to use. Any books lost, damaged, or defaced must be paid for.

Year 7 Requirements

English

- 1 x A4 exercise book 150 pages

Geography

- 1 x A3 exercise book 160 pages

History

- 1 x A3 exercise book 160 pages

Maths

- 1 x math grid book
- 1 x exercise book 120 pages
- 1 x geometry set
- 1 x Casio calculator (can be purchased from school \$30)

Music

- 1 x Stave Music Exercise Book with writing lines and music stave

PDHPE

- 1 x exercise book 96 pages

Science

- 1 x A4 lined exercise book
- HB or 2B pencils

TAS

- 1 x A4 display folder
- 1 x A4 A4 lined exercise book 64 pages
- 1 x white apron
- 1 x set of Textas
- HB and 2B pencils for sketching

Visual Arts

- 1 x visual art diary A4 120 pages

Year 8 - 10 Requirements

Please check your choices before buying stationary

CAPA

- **Music** - exercise book
- **Spanish** - exercise book
- **Visual Arts** -Visual Arts A4 spiral book

English

- 1 x A4 exercise book 150 pages

HSIE

- 128 PAGE A4 binder book
- Correction Tape
- Post it notes

MATHS

- Grid Book (over 200 pages)
- Board approved Calculator (Casio fx-82AU PLU or Casio fx- 8200AU)
- Geometry set.

PDHPE

- Year 8-10 PDHPE 96 page exercise book
- **Year 9-10 Child Studies** 96 page exercise book
- **Year 9-10 Pass** 96 page exercise book

SCIENCE

- 1 x A4 lined exercise book

TAS

- Plastic sleeves or Display folder
- TAS Apron – Kitchen
- Tas Covered sturdy leather shoes (school shoes)
- Tea towel
- Plastic food container
- USB stick mini 2gb
- Calculator
- 2B pencils x 3
- Texta Set
- 0.4 black fine tip felt tip marker
- **Year 9 & 10 Food Technology & Design & Technology** 120 page book A4

Getting started with the Sentral for Parents App

Download the Parents App

The Sentral for Parents app allows you to monitor your child's school journey simply and efficiently. You will find numerous smart features that help streamline your day. Receive messages and notifications from teachers, download school reports and more. The Sentral for Parents app helps you stay connected and informed about your child's education.



1. Download the app. Depending on your device, visit either the Apple App Store, or the Google Play Store.
2. Search for your school in the search box.
3. Tap Next.
4. Tap Register here.
5. Enter your details.
6. Tap Create Account. This process also creates a Sentral Parent Portal account. You can use the login details created here to access the app, and the Parent Portal.
7. You will receive a confirmation email.
8. Click the link in the confirmation email to verify your details.
9. Log in to the app.
10. Use the access keys provided by your school to add your children to the app. Access keys can be added in the Settings menu. (This will be provided when your child commences school in 2024)
11. You will then see the Home Screen.
12. View the QuickStart guide.
13. You're now ready to use the app.

Parent App

Available now!

Download on the App Store or Google Play by clicking the image below.



Key Features

- Get real time push notifications from your school
- Stay signed in and save your card for secure payments for fees and excursions
- View the school calendar and news



School Bytes

School Bytes provides a parent portal to help your school communicate with you.

Your school may use the parent portal for various things, including online permission notes and payments, which can be accessed via a secure link. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

How to access School Bytes

 support.schoolbytes.education/hc/en-us/articles/4414363793295-How-to-access-School-Bytes

Last updated: October 7, 2023

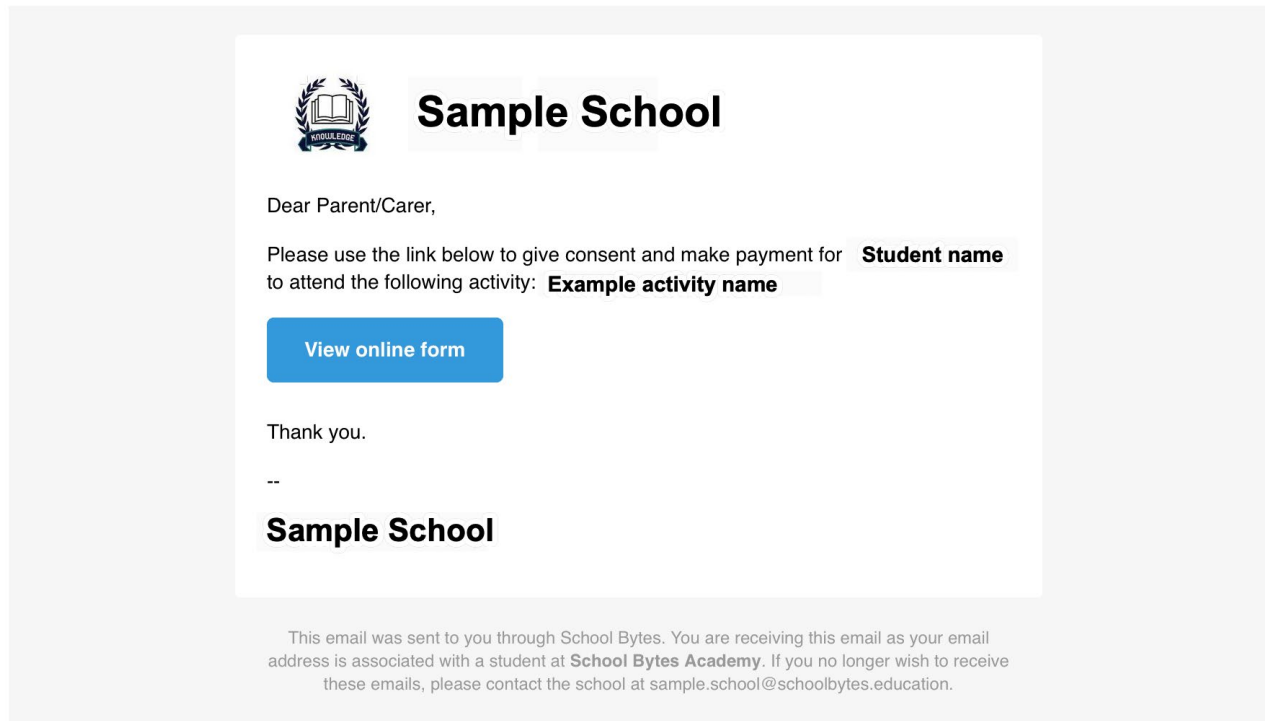
- **Method 1** - Parent Portal - accessed via this link: <https://portal.schoolbytes.education>
- **Method 2** - Parent App – download the App for your mobile phone
 - Visit the Apple Store - <https://apps.apple.com/us/app/school-bytes/id6463097826>
 - Visit Google Play - <https://play.google.com/store/apps/details?id=education.schoolbytes>
- **Method 3** - Unique link emailed to you - an example of this is provided below

Subject of email here



Sample School <noreply@mail.schoolbytes.education>

To: [Redacted]



The screenshot shows an email from 'Sample School' with a logo featuring a book and the motto 'KNOWLEDGE'. The email body reads: 'Dear Parent/Carer, Please use the link below to give consent and make payment for **Student name** to attend the following activity: **Example activity name**'. Below this is a blue button labeled 'View online form'. The email concludes with 'Thank you.' and a signature line for 'Sample School'. At the bottom, a footer note states: 'This email was sent to you through School Bytes. You are receiving this email as your email address is associated with a student at School Bytes Academy. If you no longer wish to receive these emails, please contact the school at sample.school@schoolbytes.education.'

This link will automatically direct you to the School Bytes application where you can then continue to make a payment or enter the details into your online permission note.

The emails are sent from noreply@mail.schoolbytes.education. If you are not receiving these emails, please check your spam/junk mail folder and add the email address to your safe sender

Further assistance

If you have any questions relating to this article, please contact your school

The School Opal card

The School Opal card gives eligible students free or discounted travel between home and school using metro, train, bus, ferry and light rail services you nominate in your application.

Who can apply?

To be eligible for a School Opal card, students may need to live a minimum distance from their school:

Years K-2 (Infants)

There is no minimum distance.

Years 3-6 (Primary)

More than 1.6km straight line distance or at least 2.3km walking.

Years 7-12 (Secondary)

More than 2.0km straight line distance or at least 2.9km walking.



If you live too close to be eligible for free travel, you may still qualify for a School Term Bus Pass, which offers travel on buses between home and school at a discounted rate for the whole school term.

Who needs to apply

A new application is only required if the student has not had a School Opal card before.

If the student already has a School Opal card and is changing schools, campuses or home address, you will need to update their Opal card for the new school year before mid-December at transportnsw.info/ssts-update

How to apply

Applications for next year open at the start of Term 4 this year.

Step 1

Once the new school has confirmed your child's enrolment, complete the application at transportnsw.info/school-students

Step 2

The school endorses your application.

Step 3

Once Transport for NSW has approved the application, a School Opal card will be sent to the address provided on the application.



A parent or guardian must apply for students 15 years and under. Students 16 years and over can apply for themselves.



Better together

The School Opal card is only for travel to and from school. So it's a good idea to get a Child/Youth Opal card for travel after hours, on weekends or during school holidays.

Child/Youth Opal card benefits

- Concession fares across the Opal network
- Half-price travel after eight paid journeys each week*
- \$1 transfer discount for every transfer between modes (metro/train, ferry, bus or light rail) as part of one journey within 60 minutes from the last tap off†
- Set auto top up and link it to your credit or debit card so there's always enough value on the card to travel.

Find out more at transportnsw.info/opal or pick one up from an Opal retailer. To find a retailer in your area visit transportnsw.info/opal-retailers



Secondary students aged 16 and over can travel with a Child/Youth Opal card when carrying a Transport Concession Entitlement Card. To apply contact your school or institution.

* Excluding Sydney Airport station access fee.

Privacy

For information on how we handle personal information please refer to the Opal Privacy Policy at transportnsw.info/tickets-opal/opal-opal-privacy-policy and the School Pass Terms transportnsw.info/school-pass-terms





Our Guiding Principles and Directions

Our Guiding Principles establish a common ground and defines the expectations and values that we have as a school community to build a strength of character in each individual as an integral member of our school community. They guide our day-to-day behaviours and interactions with others as we 'reach' to be the best person that we can possibly be.

Respect

Excellence

Act Safely

Cooperation

Honesty



Our Guiding Principles

REACH	VIRTUAL SPACES	LEARNING	CORRIDORS AND STAIRS	OFFICE AREAS	TOILETS	PLAYGROUND	CANTEEN	ASSEMBLY
R <i>Respect</i>	Be respectful of all online users	Be respectful to all	Be considerate of others	Use manners	Act responsibly	Be prompt to class	Use your manners	Arrive on time
E <i>Excellence</i>	Use devices appropriately	Take pride in your learning	Move directly and quietly to your classroom	Talk at a lower level	Use toilets appropriately	Move to class when bells go	Take care of the facilities	Celebrate achievement
A <i>Act Safely</i>	Be a responsible cyber citizen	Follow instructions	Keep corridors and stairwells clear and tidy	Walk in the office area	Good hygiene means “wash hands and use bins”	Keep it clean	Line up in an orderly manner	Line up in alphabetical order
C <i>Cooperation</i>	Use devices responsibly	Be ready to learn and participate	Keep to the left	Be ready with what you require	Leave the toilets how you want to find them	Share the space co-operatively	Wait patiently	Stay quiet and respectful at all times
H <i>Honesty</i>	Complete all your own work	Take responsibility for your actions	Interact positively with others	Have a valid reason	Use in a timely manner	Remain in bounds	Always pay for what you take	Hand in all absence and uniform notes



Principal: Kirstine Gonano
Deputy Principal: Avryl Queffert
Deputy Principal: Linda Jurcevic
Deputy Principal: Lucy McLure

Telephone : (02) 9602 0083
Fax : (02) 9822 4351
email: liverpool-h.school@det.nsw.edu.au
web: www.liverpool-h.schools.nsw.edu.au
Twitter: @LiverpoolGirlsH

Dear parents, caregivers and students,

The NSW Government has announced restrictions on the use of mobile phones in NSW high schools beginning in Term 4, 2023.

Liverpool Girls High School is already well positioned to follow the NSW Government restrictions to mobile phone use, by continuing to use pouches to manage the way mobile phones are accessed by students during the school day. The pouch system will continue to be implemented to increase focus in classrooms, remove distractions and to also promote positive social interaction, while reducing the potential for online bullying.

Important changes coming in Term 4

The mobile devices management plan at **Liverpool Girls High School** continues to apply to mobile phones and will occur during all school hours, including break times such as during lunch and recess, as well as while students are on school-based excursions.

Students will still be able to carry their phones while travelling to and from school.

In alignment with the changes, school staff can allow students to use their mobile phones in specific circumstances, such as for an educational purpose in class or to support students with specific needs on occasions.

How we will continue to restrict mobile phone access at school

After careful consideration with our key stakeholders including the P&C, staff and executive teams, we have decided to continue using the option of **locked pouches** to reduce the distractions of students in the classroom.

What does this mean? A copy of the Pouch Student Expectations has been included overleaf for you and your child to read.

Every student has been given a pouch (whether they have a phone or not). Every student will secure their phone every day in a pouch when they are at school or on a school-based excursion or activity. Students without a phone still need to show their empty pouch. The school has a system to identify that they do not own a mobile phone that will be verified by a parent/ caregiver. Students will maintain possession of their phones and will not use them until they are unlocked at the end of the school day. Students are required to bring their pouch to and from school each day and are responsible for their pouch at all times. Lost or damaged pouches will incur a cost to the family.





Mobile Phone Pouch Student Expectations

The implementation of the POUCH Program at Liverpool Girls High School is designed to support students to use mobile phones, and adjacent technology in a responsible and ethical manner. It provides a 'phone-free' space which encourages students to develop the skills to interact positively with their peers and teachers, and to fully immerse themselves in the learning process.

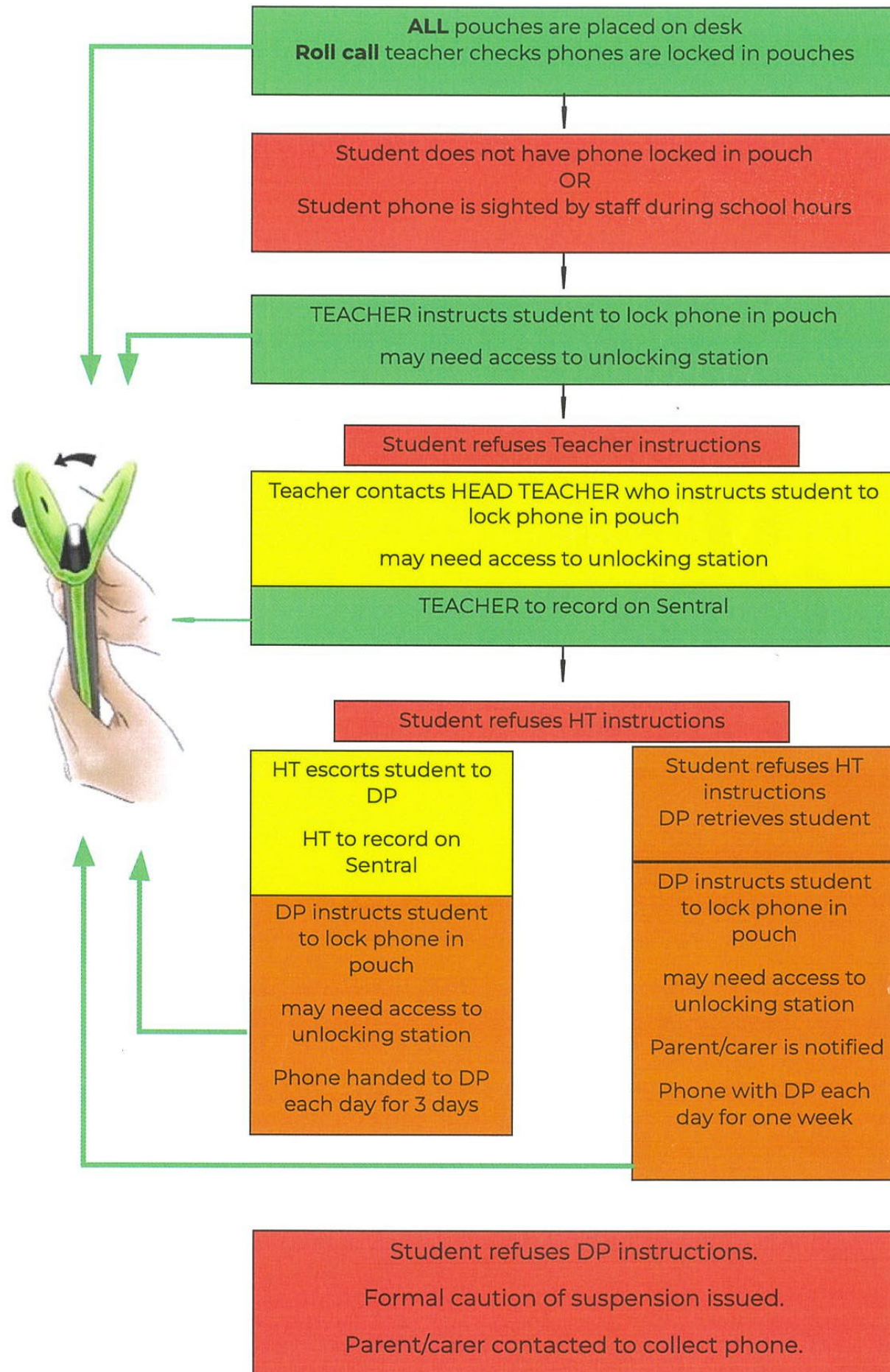
Each student will be allocated a pouch and expected to have their phone SWITCHED OFF and secured in the pouch for the duration of the school day. Pouches are not to be marked except for the student's name written on the front. Students are not permitted to have headphones, airpods or earbuds connected to their device via Bluetooth.

The expectation is that students follow the process below when entering and exiting the school:

1. Place the phone in the pouch upon arrival and press the locking pin to secure the device for the duration of every school day. Pouched phones are then checked during roll call. The pouch and phone must remain in the student's bag all day. Students are then able to unlock pouches at one of the unlocking stations as students depart for the day.
2. Classroom teachers and executives will regularly check that students have their phones locked in their POUCH and spot checks may be conducted during roll call and lessons throughout the day. Students will not have access to their phones during break times. The school canteen will accept cash or card only.
3. For students who choose not to bring a phone to school, they must still bring their POUCH each day.
4. At the end of the school day, students will be able to unlock their POUCH using the unlocking stations situated at exits and strategic locations around the school. Students are then to secure their POUCH in their bag for the following day. For students who require an early departure or late arrival, an unlocking station will be available at the front office upon signing in/out for the day.
5. In the event of an emergency, parents and caregivers can ring the school if they require a message to be given to their child on PH: 9602 0083. If a student is unwell whilst at school, they MUST follow the school procedures and attend sick bay where school staff will then contact home. It is not acceptable for a student to call home themselves.
6. If a student damages or loses a POUCH, then a replacement pouch will incur a cost to the student.



Mobile Phone Pouch Procedures LGHS





Compulsory school attendance

Information for parents

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

What are my Legal responsibilities?

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age of 17 years. The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the NSW Education and Standards Authority for home schooling.

Once enrolled, children are required to attend school each day it is open for students.

The Importance of arriving on time

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption

Lateness is recorded as a partial absence and must be explained by parents.

What if my child has to be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school principal. An Application for Extended Leave may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal.

My child won't go to school what should I do?

You should contact the principal as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Department of Education may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- Compulsory Schooling Conferences

You may be asked, along with your child, to attend a Compulsory Schooling Conference. The conference will help to identify the supports your child may need to have in place so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as Undertakings) to support your child's attendance at school.

- Application to the Children's Court – Compulsory Schooling Order

If your child's attendance at school remains unsatisfactory the Department may apply to the Children's Court for a Compulsory Schooling Order. The Children's Court magistrate may order a Compulsory Schooling Conference to be convened.

- Prosecution in the Local Court

School and Department staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

What age can my child leave school?

All New South Wales students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to complete their schooling.

Working in Partnership

The NSW Department of Education recognises that working collaboratively with students and their families is the best way to support the regular attendance of students at school.

We look forward to working in partnership with you to support your child to fulfil their life opportunities.

Days missed = years lost

A day here and there doesn't seem like much, but...



More information

Further Information regarding school attendance can be obtained from the following websites:

Policy, information and brochures:

Please visit the Department of Education's Policy Library AND The Department's Attendance Matters Website

The school leaving age:

Please visit the Department of Education's Wellbeing and Learning website

Do you need an interpreter?

Interpreting services are available on request, including for the hearing impaired. The Telephone Interpreter Service is available 24 hours a day, seven days a week on **131 450**. You will not be charged for this service.

Completing Absentee Notes and Notices

Information for parents and carers

It is important to tell the school if your child has to be absent from school and to provide a reason for the absence.

Principals are legally responsible for keeping accurate records of student attendance.

Principals are also responsible for deciding if the reason given for an absence is justified.

Wherever possible, parents and carers are encouraged to provide an explanation for absences before the absences occur.

The Principal of the school has the right to question parents' requests for their child to be absent from school. The Principal also has the right to question an explanation given for a child's absence from school.

To explain an absence parents and carers may:

- send a note, fax or email to the school
- telephone the school, or
- visit the school.

Bilingual Absentee Notes

Three bilingual absentee notes are available to assist you to inform the school of your child's absence.

Absentee Note 1 should be used when a child is absent for 1 whole day.

Absentee Note 2 should be used when a child is absent for more than 1 day.

Absentee Note 3 should be used when a child is absent for part of the day.

Absentee Notices

If the school has not received an explanation for a child's absence they may send you an Absentee Notice.

Principals use the Absentee Notice to contact parents within two days of an unexplained absence. The Absentee Notice must be completed in English and returned to the school within seven school days, giving a reason for the absence.

Completing details of absences

Sections of the Absentee Notes and the Absentee Notice ask you to provide details for your child's absence or partial absence.

For the school to be able to understand the reasons given, these sections should be completed in English. Possible reasons are provided in this leaflet and have been translated into English for you to copy onto the forms, if applicable.

If you have difficulty understanding the Absentee Notes or Absentee Notice or with completing the details you may telephone the school to explain the reason for your child's absence. If you telephone the school you do not need to fill in a written note as well.

Telephone Interpreter Service

If you need an interpreter to assist you to contact your child's school, please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. The interpreter will call the school and stay on the line to assist you with your conversation. You will not be charged for this service.

Possible reasons for absence

Medical reason:

Flu
Stomach-ache
Diarrhoea
Cold
Headache/Migraine
Strong pain
Fever
Broken bone
Vomiting
Infectious illness eg chicken pox
Nose bleed
Asthma
Rash
Injury
Medical appointment
Dental appointment
Optometry appointment
Physiotherapy appointment
Specialist appointment
Other - I will telephone the school to explain

Family reason:

Funeral
Moving residence
Arrival or departure of an immediate relative from overseas
Unavoidable involvement in a serious family incident
Other - I will telephone the school to explain

Other reason:

Misadventure and unforeseen events
eg fire, flood
Participation in special event, eg attendance at a religious ceremony
Family holiday
Transport difficulty
Unavoidable delay

ABSENTEE NOTE 1 – ONE DAY ABSENCE

NOTE 1 should be completed in English by parents or carers to inform the school when a child is absent for one whole day.

Name of student _____ Class _____

Date of absence _____

Reason for absence

The reason for the absence must be shown below. (Please tick the appropriate box and give details.)

Note: If you prefer, you may telephone the school to explain your child's absence.

Sickness (please give details, eg flu)

Family reasons (please give details, eg attendance at a funeral)

Other reason (please give details, eg attendance at a religious ceremony)

Name of parent or carer _____

Signature of parent or carer _____

Date _____

ABSENTEE NOTE 2 – MORE THAN ONE DAY ABSENCE

NOTE 2 should be completed in English by parents or carers to inform the school when a child is absent for more than one day.

Name of student _____ Class _____

First date of absence _____ Last date of absence _____

Reason for absence

The reason for the absence must be shown below. (Please tick the appropriate box and give details.)

Note: If you prefer, you may telephone the school to explain your child's absence.

Sickness (please give details, eg flu)

Family reasons (please give details, eg attendance at a funeral)

Other reason (please give details, eg attendance at a religious ceremony)

Name of parent or carer _____

Signature of parent or carer _____

Date _____

ABSENTEE NOTE 3 – PART DAY ABSENCE

NOTE 3 should be completed in English by parents or carers to inform the school when a child is absent for part of the day.

Name of student _____ Class _____

Parent or carer please tick ✓ either arrived late or must leave early

Arrived late Time _____ Date _____

OR

Must leave early Time _____ Date _____

Reason for absence

The reason for the absence must be shown below. (Please tick the appropriate box and give details.)

Note: If you prefer, you may telephone the school to explain your child's absence.

Sickness eg medical or dental appointment

Family reasons (please give details, eg attendance at a funeral)

Other reason (please give details, eg attendance at a religious ceremony)

If applicable, parent or carer to tick ✓ one of the boxes below

My child will return to school today Time _____

My child will not return to school today

Name of parent or carer _____

Signature of parent or carer _____

Date _____

Behaviour code for students

Information for parents/carers and students

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members.
- Follow school and class rules and follow the directions of their teachers.
- Strive for the highest standards in learning.
- Respect all members of the school community and show courtesy to all students, teachers and community members.
- Resolve conflict respectfully, calmly and fairly.
- Comply with the school's uniform policy or dress code.
- Attend school every day (unless legally excused).
- Respect all property.
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools.
- Not bully, harass, intimidate or discriminate against anyone in our schools.

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Telephone interpreter service

If you would like to discuss this document with the Principal and need assistance with English please call the telephone interpreter service on 131 450, tell them what language you need and ask the operator to phone the school. The operator will get an interpreter on the line to assist you with your conversation. You will not be charged for this service.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity.
- Speak and behave courteously.
- Cooperate with others.
- Develop positive and respectful relationships and think about the effect on relationships before acting.
- Value the interests, ability and culture of others.
- Dress appropriately by complying with the school uniform or dress code.
- Take care with property.

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct.
- Negotiate and resolve conflict with empathy.
- Take personal responsibility for behaviour and actions.
- Care for self and others.
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour.

Engagement

- Attend school every day (unless legally excused).
- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments.

The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.



What is bullying?

Bullying has three key features. It:

- involves a misuse of power in a relationship

- is ongoing and repeated, and

- involves behaviours that can cause harm.

Bullying can also occur online. This is known as cyberbullying, which is using technology such as the internet or mobile devices to bully someone. It can include sending abusive texts and emails, posting hurtful messages and putting inappropriate comments on pictures of others.

Bullying of any kind is not acceptable in NSW schools, whatever the reason. Schools are committed to working with parents, staff and students to prevent bullying and respond quickly and effectively if it does occur.

What can you do if your child has been bullied?

Listen calmly and get the full story

Your child needs to know that they are being heard. Their feelings matter and their concerns should be taken seriously. Encourage your child to talk about what happened. Explain to your child that reporting the bullying is okay.

After listening to their concerns, ask questions to get more details if needed: who, what, where, when.

Reassure your child that they are not to blame

Children may blame themselves and this can make them feel even worse. Say supportive things like, 'That sounds really hard to deal with', or 'I'm so glad you told me. You should feel safe at school'.

Ask your child what they want to do – and what they want you to do

It is important to help your child to find their own solution as this will help them feel that they have some control over the situation.

If your child is not in any immediate danger and they feel confident, they could try these strategies:

- Ignore the bullying.

- Turn their back and walk away.

- Act unimpressed or pretend they don't care.

- Say "No" or "Just stop!" firmly.

If the bullying happened at school, support your child to tell a teacher. If your child wants to talk to someone other than the school or you think added support would help, you could tell them to go to the Kids Helpline website. They can also call for free on 1800 55 1800.

When do I contact the school?

Your child may be reluctant for you to speak to school staff. Discuss the idea and reassure them that the school would want to know and is able to help.

If needed, make an appointment to meet with your child's teacher. You could also ask to talk with the principal.

Contact the school immediately if you have a concern about your child's safety.

Support for parents and carers

Kids Helpline also has a parent line with trained teams who provide support, information and counselling for parents of children aged 0-18 years. You can call them for the cost of a local call from 9am to 9pm Monday to Friday and 4pm to 9pm on weekends on 1300 1300 52.

Telephone interpreter service

If you would like to contact the school or Parent Line NSW and need assistance with English please call the telephone interpreter service on 131 450, tell them what language you need and ask the operator to make the call. The operator will get an interpreter on the line to assist you with your conversation. You will not be charged for this service.



School Strategic Improvement Plan Strategic Directions

Our Vision for our School ...

Provide our students with quality education to engage, empower and enable them to succeed in a local and global environment that promotes learning, creativity and personal growth.

Our Aspirations ...

At Liverpool Girls High School we, as a school ...

- create high quality learning that empowers students to thrive and succeed within an inclusive and supportive learning community;
- inspire, prepare and motivate our students for a rapidly changing world by instilling in them the skills of;
 - critical and analytical thinking,
 - communication – both oral and written,
 - numeracy,
 - collaboration;
 - adaptability and agility;
 - cultural understanding;
 - having a global perspective;
 - emotional intelligence;
 - respect for the core values of honesty, loyalty, perseverance, resilience and compassion,
 - independence as proactive learners; and
 - an ability to embrace change;

so they have success for today and be prepared for tomorrow.

Our Aims ...

- Students have varied opportunities to engage in future ready learning programs that builds collaboration, creativity, critical thinking, citizenship and communication.
- Students are inspired to be passionate life-long learners through active engagement with the wider community.
- Teachers encourage high expectations by providing high quality, innovative and differentiated learning, to ensure students are life ready.
- The school community work in partnership with the wider community to provide quality learning opportunities and experiences for all students in varied and responsive ways.
- The school continues to uphold and maintain the ongoing diversity of an inclusive community where all belong.

Strategic Direction 1

Student growth and attainment

Engage learners ... providing them with authentic real learning experiences and a culture of improvement through evidence based approaches and practices to teaching and learning that will lead to growth and attainment by;

- increasing the capacity of all teachers and respond to the holistic learning needs of all students with a focus on literacy and numeracy to attain minimum standards and beyond;
- strengthening a culture of improvement through systematic, reflective and evidence-based approaches to learning and teaching; and
- providing experiences of learning which engage, challenge, and extend students to grow and attain the best personal learning goals.

Strategic Direction 2

Learning and wellbeing

Empower learners ... to thrive as individuals supported by a collaborative and connected community that promotes acceptance, resilience and a sense of belonging by;

- strengthening ways of creating a safe and nurturing school environment that is supportive of individual growth;
- equipping and supporting school staff with skills and strategies to effectively manage challenging student behaviour; and
- resourcing and supporting programs which promote mental health and resilience.

Strategic Direction 3

Learning Connections

Enable learners ... as active participants in a variety of authentic and challenging learning experiences offered in partnership within the wider community by;

- providing students with authentic learning which engages, challenges, extends and empowers students through authentic learning partnerships; and
- providing mentoring programs by adopting a holistic approach to ensure sustainable development in further education and workplace learning and engagement.



NSW School Holidays and Term Dates 2024

Period	Start	Finish	Length
Term 1 -	Thursday, 1 st February 2024 Years 7, 11 & 12	Friday, 12 April 2024	11 weeks
	Friday, 2 nd February Years 8, 9 & 10		
School Holidays	Monday, 15 April 2024	Friday, 26 April 2024	
Term 2	Tuesday, 30 April 2024	Friday, 5 July 2024	10 weeks
School Holidays	Monday, 8 July 2024	Friday, 19 July 2024	
Term 3	Tuesday, 23 July 2024	Friday, 27 September 2024	10 weeks
School Holidays	Monday, 30 September 2024	Friday, 11 October 2024	
Term 4	Monday, 14 October 2024	Wednesday, 18 December 2024	10 weeks
School Holidays -	Wednesday, 18 December 2024	January 2025	

- USEFUL WEBSITES -



www.kidshelpline.com.au

Anytime. Any reason.
Phone & Web Counselling.
Ages 5-25



www.beyondblue.org.au

Provides mental health information
and qualified support 24/7.



www.lifeline.org.au

Call 13 11 14
24/7 Crisis Support



www.headspace.org.au

Expert support for mental health
and wellbeing.



au.reachout.com

Helps you deal with stress, anxiety, depression, and whenever
life doesn't go to plan

