



Alexandria Park Community School

Park Rd

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Important information for students in Years 12 and their families for 2020

Dear parents, caregivers and students,

Students Return to School:

Wednesday 29th January, 2020

Year 12 - 8.40am – 2.50pm

On the first day of school, all students are to report for assembly to the Basketball Court. Following this, there will be an assembly for each year group to provide important information for commencement of the school year. High school students will have the majority of lessons timetabled in the **Buckland Street Building**. They may also have lessons in the **Park Road building**.

Holiday Opening Hours, School Administration Office – Park Road building

The school administration office will be open on the following days in the January holidays:

Thursday 23rd and Friday 24th January from 9.30am – 2.00pm.

Our office staff will be able to assist you with the purchase of uniforms and the payment of contributions and fees for Kindergarten to Year 12.

Attendance and punctuality

“Absences will be regarded seriously by principals. The Principal may determine that, as a result of absence, course criteria cannot be met. Satisfactory attendance at RBSC may be defined as 85% of available school days. Students who do not comply with attendance requirements cannot be regarded as having satisfactorily completed the course and the Principal will apply the ‘N’ determination.” (APCS HSC assessment policy & ACE Manuel).

Registering attendance

Students must arrive at school by 8:40am. If students are late or have a flexible start time (free period) they must sign in at the front office. Chronic lateness will have consequences as this is closely monitored by your Year Adviser, Head Teacher Wellbeing and Deputy Principal. Lateness does affect your overall attendance percentage. Class attendance is registered in Sentral.

ONLY if you have study periods in the morning may you have a Late Start

If you do not have timetabled lessons at the beginning of the school day you must register your attendance by signing in at the Administration Office, eg a study period during Period 1. All students must sign at least ten minutes prior to the commencement of their first lesson. To sign in for a late start you must produce your timetable showing that you do not have a lesson on Period 1. This procedure must be completed in time for you to attend your first class of the day.

Truancy

It is your responsibility to attend all timetabled lessons. If you truant a lesson it will be recorded as an unexplained partial absence on your attendance record. Persistent truancy indicates that you are not serious about your HSC studies and may result in the failure to demonstrate 'diligence and sustained effort' as per NESAs HSC requirements.

Early Finish

You may leave school at the end of your timetabled lessons if you have a study period, Period 5. **YOU MUST SIGN OUT** of school indicating TAFE or a study period at the **front office**.

Leaving the school grounds during the school day

Once you have been registered as in attendance at school, you must remain on the school grounds until the end of your timetabled lessons. Year 12 students have been given the privilege of leaving the school grounds during their study periods and lunch times. Students must sign out at the front office and then sign back in on their return. **No café or take away food from external providers is to be brought back on to the school grounds.** Students must return to school in time for their next class. If students do not follow these rules this privilege will be revoked and students will not be allowed to leave the school grounds during school time.

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 cooperation, respect and safe behaviour. Foul language, smoking, inappropriate behaviour, littering and disrespect to community members which puts 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 may include suspension from school.

Study Periods

During the school day students may have study periods. The school encourages students to use the study period time for revision, study, homework and assessment work. Students are to go to the Senior Study which is available to students to access during study periods. ***Students are NOT to play sport/ball games during study periods. If this occurs, equipment will be confiscated.***

Career Planning

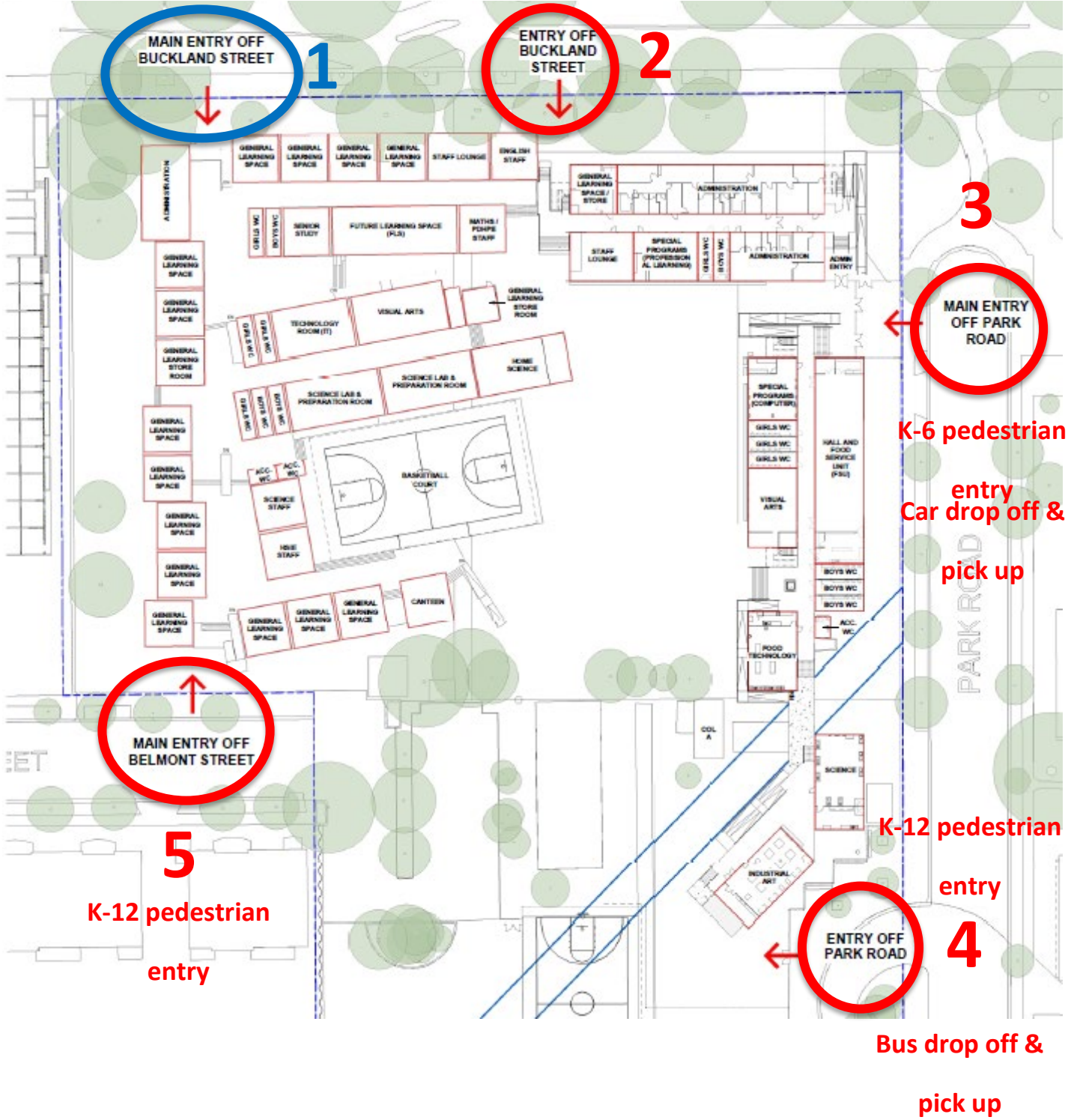
All students are encouraged to meet with our Careers Adviser, Ms Betar, and their teacher mentors to investigate and plan for post school options and support with class work and assessment tasks. Study periods are a good time to make appointments.

APCS Entry and Exit Points for 2020

The entry point for 7-12 families will remain the main Buckland St Entry (Gate 1). The entry point for K-6 families is Gate 3 on Park Road.

7-12 pedestrian entry

K-12 pedestrian entry



PBL (Positive Behaviour for Learning) at Alexandria Park Community School

Positive Behaviour for Learning, known as PBL is an evidence-based whole school systems approach that:

- addresses the diverse academic and social needs of every student to support them to be successful
- supports students in early childhood settings through to senior years of schooling
- enables schools to establish a continuum of supports that are intensified to meet the needs of every student
- is team driven, using a problem solving approach (data, systems and practices) that engages students, parents and all school staff
- establishes positive social expectations for all in the school community
- provides a framework for the school and its community to collectively support the wellbeing of every student.

**POSITIVE BEHAVIOUR
FOR LEARNING**
at Alex Park

BE A LEARNER

BE RESPECTFUL

BE SAFE

At Alex Park:

- students respond positively as they have been taught what is expected of them
- staff deliver consistent responses to student learning and behaviour
- students feel safe and cared for at school. Their parents, family and community are more involved in their school
- unproductive and challenging behaviour can be significantly reduced for most students.



Reward systems:

- at Alex Park, we use a reward system where students are given 'Deadlies' for showing the PBL values of 'be a learner, be respectful and be safe'
- Deadlies are accumulated by individual students and students are able to participate in 'achievers' excursions' if they reach a particular count of Deadlies
- Students may be given verbal praise, positive acknowledgement, merit awards or letter of commendation to reinforce the PBL values

Behaviour code for students

NSW public schools

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.

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.

2020 Bell times

| Bell times for Monday, Wednesday, Thursday and Friday | Activity | Bell times for Tuesday | Activity |
|---|--------------------|------------------------|---|
| 8:40-9:40am | Period 1 (60 mins) | 8:40 – 9:40am | Period 1 (60 mins) |
| 9:40-10:40am | Period 2 (60 mins) | 9:40 – 10:40am | Period 2 (60 mins) |
| 10:40-11:00am | Recess (20 mins) | 10:40 -11:00am | Recess (20 mins) |
| 11:00-12:00pm | Period 3 (60 mins) | 11:00 -12:30pm | Programs (90 mins) |
| 12:00-1:00pm | Period 4 (60 mins) | 12:30-1pm | House Meetings or Year Meetings or Assembly (30 mins) |
| 1:00-1:50pm | Lunch (50 mins) | 1:00 – 1;50pm | Lunch (50 mins) |
| 1:50-2:50pm | Period 5 (60 mins) | 1:50 - 2:50pm | Period 5 (60 mins) |

School Uniform

Students of Alexandria Park Community School are expected to wear full school uniform. It is an important part of our school's "**Code of Behaviour**", which was introduced after extensive consultation with students, parents, teachers and community groups. All students are to wear full school uniform every school day. This presents a positive school image outside of the school and contributes to a shared school identity within.

High School Uniform - Years 7 to Year 12

- APCS white with blue sleeve polo shirt OR a white school shirt and tie
- Navy shorts or navy pants or navy skirt or navy skirt – shorts and skirts are to be worn to a modest and reasonable length for school attire
- Navy blue Jumper or jacket with school logo
- School Tie (optional)
- Black school shoes
- Navy socks or stockings

These items are **NOT** school uniform

- Hoodies
- Tights
- Jeans
- Non-APCS jumpers, cardigans & pullovers
- Non-navy pants or shorts.
- Tops or pants with random logos

The Uniform Shop

Our uniform shop, located on the Park Rd Building, is also open each school day 8.30am- 10.30am. You are welcome to come any day that suits you to purchase uniforms for 2020.

School Contributions and Fees

We ask that you pay your school contributions for 2020 at your earliest convenience. Payments for school contributions and fees go directly back into purchasing resources for students to use in their classes such as textbooks, sports equipment, art supplies, technology etc. Please help to support our school and student learning by paying your school fees and contributions.

You can pay in person or on-line.

In person at the administration office using: cash, cheque, eftpos or credit card. Cheques are to be made payable to "*Alexandria Park Community School*".

To make online payments to the school via a secure payment page hosted by Westpac please follow these directions. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of the school's website, <http://www.alexparkcs-c.schools.nsw.edu.au/> by selecting "Make a payment".

| | |
|--|-----------------------------|
| School contributions for years 7 – 12 | \$100.00 per student |
| Technology Support levy | \$50.00 per student |
| P & C donation | \$100.00 |

There are additional annual fees for specific activities that involve extra material costs.

| | | |
|-----------------|---|------|
| Years 11 and 12 | Design & Technology | \$60 |
| | Sciences (Biology, Chemistry, Physics, Senior Science, Engineering Studies) | \$20 |
| | Hospitality | \$60 |
| | Visual Arts | \$70 |

BYOD

All students in Years 7 – 12 are required to bring their own computing device to school each day. A student provided personal computing device needs to meet the APCS **BYOD device specifications**. Students and Parents are responsible for ensuring the device brought to school meets all the requirements of the **BYOD device specifications**. A device which does not meet the Specifications will not be permitted access to the school networks and services.

APCS preferred device is the HP 11.5" Chromebook, available through the APCS HP website www.hpshopping.com.au/apcsbyod

The **BYOD device specifications** identify the minimum system requirements/ hardware specifications for student devices and also offer guidance on some suggested makes and models so that parents are fully informed about requirements to ensure that each student's BYOD enhances their learning. https://alexparkcs-c.schools.nsw.gov.au/content/dam/doi/sws/schools/a/alexparkcs-c/e-learning/byod-policy/BYOD_Recommended_device_specifications.pdf

The personal device must be able to be brought to school every school day fully charged and be used solely by the student throughout the school day for educational purposes. Prior to bringing a personal device for the first time, students and their parents must read and sign the **BYOD Student agreement**, which sets out the responsibilities and expectations for use of the personal devices at Alexandria Park Community School. https://alexparkcs-c.schools.nsw.gov.au/content/dam/doi/sws/schools/a/alexparkcs-c/e-learning/byod-policy/student_agreement.pdf

Students must then use their device in accordance with the school's Cyber Safety Policy, the Department of Education and Communities' policy Online Communication Services: Acceptable Usage and their BYOD User agreement. https://alexparkcs-c.schools.nsw.gov.au/content/dam/doi/sws/schools/a/alexparkcs-c/e-learning/byod-policy/BYOD_policy_2019.pdf

Details of APCS BYOD device specifications, BYOD school policy and BYOD User Agreement are available from our school website: <https://alexparkcs-c.schools.nsw.gov.au/e-learning/byod.html>

DEPARTMENT OF EDUCATION

HSC minimum standard

Information for parents and carers

What is the HSC minimum standard?

The HSC minimum standard was created to help ensure that students have the key literacy and numeracy skills for life after school. Students in New South Wales will need to demonstrate a minimum standard of literacy and numeracy to receive the HSC credential from 2020.

The HSC minimum standard is set at level 3 of the Australian Core Skills Framework (ACSF). These skills are essential for everyday tasks and learning after school such as writing a letter for a job application or understanding a mobile phone plan.

The standard is assessed through online tests across three areas: reading, writing and numeracy.

The minimum standard online tests are 45 minutes long and include a multiple choice reading test, a multiple choice numeracy test and a short writing test based on a choice between a visual or written prompt.

Examples of the tests are available on the [NSW Education Standards Authority \(NESA\) website](#). Practice tests are available for students to sit at school to help them become familiar with the online test structure and for schools to help determine student readiness to meet the minimum standard.

Who needs to complete HSC minimum standard online tests?

Students who are completing the HSC in 2019 do not need to sit the NESA HSC minimum standard online tests.

Students who complete the HSC in 2020:

Students who are completing the HSC in 2020 and achieved a Band 8 or above in Reading, Writing and Numeracy in their 2017 Year 9 NAPLAN results, do not need to sit the NESA HSC minimum standard online test.

Students who did not achieve a Band 8 in any one of the 3 areas of their 2017 Year 9 NAPLAN, but who have subsequently sat and achieved level 3 in the corresponding HSC minimum standard online tests in 2018 or 2019, have met the standard.

Students who did not achieve a Band 8 in any one of the 3 areas of their 2017 Year 9 NAPLAN, and have not yet sat the HSC minimum standard online tests must sit the tests in 2019, 2020 or during the first few years after school.

Students who will complete the HSC in 2021 and beyond:

All students must sit the NESA HSC minimum standard online tests in reading, writing and numeracy.

When can students take the HSC minimum standard online tests and who will administer them?

Students will have two opportunities per year to sit the HSC minimum standard online tests in each area of Reading, Numeracy and Writing, in Year 10, 11 and 12.

The tests must be administered by schools via a lockdown browser.

Students will also have up to 5 years from the time they start the HSC courses to sit the minimum standard online tests.

Disability provisions and exemptions:

Students with additional learning needs may be eligible for extra provisions for the minimum standard online tests or be exempt from meeting the HSC minimum standard in order to receive their HSC. Parents should contact the school to find out more information.

Life Skills courses are designed to provide an equitable pathway to the HSC. Students taking four or more Life Skills courses can be exempt from meeting the HSC minimum standard. Please contact your school for more information.

Further Information

NSW Education Standards Authority (NESA) <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-minimum-standard>

2020 Equipment List

| Course requirements | Stage 6 - Years 11 & 12 Course/equipment Fees |
|---|---|
| ENGLISH | 1 A4 Folder/exercise book, colouring pencils, scissors, glue, highlighters, USB flash-drive, BYOD |
| MATHEMATICS | 1 A4 Folder, Scientific NESA-approved calculator |
| ABORIGINAL STUDIES | A4 exercise book approx. 256 pages, A4 size folder, USB, BYOD |
| BIOLOGY/CHEMISTRY/ PHYSICS/ SENIOR SCIENCE/ENGINEERING SCIENCE | A4 size folder, scientific calculator, 2 X A4 exercise books approx. 126 pages, set of 7 coloured highlighters, BYOD |
| GEOGRAPHY | A4 exercise book approx. 256 pages, A4 size folder, mapping equipment, scientific calculator, geometry set, highlighters, USB flash-drive, BYOD |
| BUSINESS STUDIES | A4 exercise book approx. 256 pages, scientific calculator, display folder, A4 exercise book with 5 subject dividers |
| ECONOMICS | A4 exercise book approx. 256 pages, A4 2-ring size folder, NESA-approved scientific calculator |
| LEGAL STUDIES | A4 exercise book approx. 256 pages, A4 size folder, USB, BYOD |
| ECONOMICS | A4 size folder, NESA-approved scientific calculator, highlighters, USB, BYOD |
| MODERN HISTORY | A4 exercise book approx. 256 pages, A4 size folder, highlighters, USB flash drive, BYOD |
| PDHPE SPORT COACHING | 1 A4 exercise book, Sport uniform – sport shoes, navy blue shorts and/or tracksuit, white T-shirt |
| VISUAL ARTS | 2B pencil, visual diary A3 size (available at school uniform shop) |
| DESIGN AND TECHNOLOGY | A4 display folder, A3 display folder, A4 size folder |
| HOSPITALITY | A4 display folder, 2 x A4 exercise book approx. 256 pages, specified uniform |
| WORK STUDIES | A4 exercise book approx. 256 pages, A4 size folder, USB, BYOD |

