



HENRY KENDALL HIGH SCHOOL

Andrew Backhouse
Principal



YEARS 8 - 12 2024 INFORMATION BOOKLET

INTRODUCTION

Welcome to Henry Kendall High School. During the first few weeks of high school in 2024 you will need this booklet for information and directions. Please read it carefully.

The staff at Henry Kendall High School will work with you to ensure that your years with us will be challenging, exciting, and rewarding. As a member of Henry Kendall High School, we expect you to be a responsible and co-operative student.

We encourage you to be an active member of your class and to take up the many and varied opportunities available to you. These may include:

- * Lions Youth of the Year
- * Debating
- * Public Speaking
- * Interact
- * Gala Days
- * Religious Groups
- * Student Representative Council
- * Instrumental Ensembles
- * Sporting Teams
- * Performing Arts Night
- * School organised activities such as excursions, camps, theme days and sporting carnivals

Any information that is not found in this booklet may be obtained from one of the following:

Your Student Adviser, Head Teachers, or the Administration Officers

Postal Address: Faunce Street, Gosford 2250

Telephone No: 4325 2110

E-mail henrykenda-h.school@det.nsw.edu.au

Website: www.henrykenda-h.school.nsw.edu.au

TERM DATES

- TERM 1:** 1 February - 12 April
- TERM 2:** 30 April - 05 July
- TERM 3:** 23 July - 27 September
- TERM 4:** 14 October - 18 December

Note:

Year 7, 11 & 12 commence school on **Thursday 1 February 2024**

Years 8, 9 & 10 commence school on **Friday 2 February 2024**

Staff Development Days (Students do not attend school on these days):

TERM 1 - Tuesday 30 January 2024 and Wednesday 31 January 2024

TERM 2 - Monday 29 April 2024

TERM 3 - Monday 22 July 2024

TERM 4 - Thursday 19 December and Friday 20 December 2024



FROM THE PRINCIPAL



Mr Andrew Backhouse

Dear Students

I would like to take this opportunity to welcome you all to the 2024 school year, and to remind you that Henry Kendall High School is your school. You have one of the strongest public schools on the Central Coast in an area renown for the strength of public education. With this comes great opportunity, and great responsibility. I encourage you to take both pride and ownership in your school. How you approach your learning, the school's values, and the school environment significantly contributes to the culture of our school.

It would be impossible to encapsulate the opportunities our school provides in creativity, learning, growth, and accomplishments within these words; but I am confident that through embracing the Henry Kendall experience with positivity across 2024, you will discover the essence of all that makes our school such a vibrant place to be.

We talk a lot at Henry Kendall High School about "Personal Best" and our school motto, "Persevere", but understand that Personal Best and Persevering means that you don't have to be the best; you have to be your best. It also means having the courage to grow from disappointments and recognising that these are important parts of life.

Our school vision was developed by students and teachers together. It reflects what it is that we want for each and every student who receives a quality education at this outstanding school. I encourage you to take an opportunity to reflect on its message;

At Henry Kendall High School we value holistic personal and academic excellence in a supportive school and community based environment. Henry Kendall High School provides students with the foundation to develop skills to persevere and are supported within an environment embraced by cultural diversity and strong teacher/student relationships. Our students are confident, creative and innovative individuals who are leaders, critical thinkers, problem solvers and engaged learners whose achievement is measured in personal growth. Our students will exit Henry Kendall High School as responsible and productive community members who value life-long learning and continue to reflect our values of respect, courtesy and kindness.

Henry Kendall High School is a proudly comprehensive high school. In the decisions that we make about your education we do not take into account what your religious beliefs are or how much money your parents earn. We all wear the same uniform, and everyone is treated the same and given the same opportunities. That is what a comprehensive school is all about. Henry Kendall High School proves it every year with our HSC results. HSC scores though, are not the main point of what you achieve and what you will take away when you follow a pathway beyond schooling. I firmly believe that because you have attended a comprehensive public school in a supportive community you will take away much more than high marks. It is my view that you will be far more equipped to deal with what life has to offer and the people you will meet because you have lived with and accepted that complete cross-section of society that we have here at this school.

You attend a school with proud traditions in academic, cultural and sporting achievement. Most importantly, you attend a school committed to attaining for you your personal best. I want each and every student to feel that they belong to Henry Kendall High School. These things can only happen when you are involved and take the opportunities before you. I wish each of you a fulfilling and rewarding 2024 school year.

Andrew Backhouse
PRINCIPAL

DIRECTORY OF STAFF FOR 2024

PRINCIPAL

Mr A Backhouse

DEPUTY PRINCIPAL - Years 7, 9, 11

Mr G Wright

DEPUTY PRINCIPAL - Years 8, 10, 12

Mrs N Wearne

HEAD TEACHERS

APPLIED LEARNING (RELIEVING)

Mrs M Woodland

CREATIVE AND PERFORMING ARTS

Mr J Walters

ENGLISH

Mr B Wawrzyk

MATHEMATICS

Mr M Reece

LOTE / HSIE

Mr M Macdonald

PHYSICAL EDUCATION

Mr M Mellish

SCIENCE

Ms L Watkiss

SPECIAL EDUCATION

Mr P Yates

STUDENT SERVICES

Mrs T Hoole

STEM / TAS / VET

Mrs C McTeigue

YEAR 7 STUDENT ADVISER

Mrs J Kostalas

YEAR 8 STUDENT ADVISER

Mr M Hoole

YEAR 9 STUDENT ADVISER

Mr C Sanki

YEAR 10 STUDENT ADVISER

Mrs M Bailey

Mrs A Diterlizzi

YEAR 11 STUDENT ADVISER

Mrs K Hogan

YEAR 12 STUDENT ADVISER

Miss C Reynen

CAREERS ADVISER

Mrs L Cortaville-Smith

Mrs R Dekalb

SCHOOL COUNSELLOR

Ms M McCormack

LEARNING AND SUPPORT TEACHER

Ms J Wilkinson

TEACHER LIBRARIAN

Miss S Klein

CONTACT DETAILS:

Phone: 4325 2110

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

Website: www.henrykenda-h.schools.nsw.edu.au

SCHOOL CONTRIBUTIONS – 2024

Resource and Education Levy – used by the school to supplement funding of educational programs, e.g., computer, library books, teaching resources. The Resource and Education Levy is reduced by \$10.00 for more than one student from a family attending the school.

Elective Course Fees – payable on Electives that require the use of consumable items to achieve course outcomes (itemised below).

	YR 7	YR 8	YR 9	YR 10	YR 11	YR 12
Resource & Education Levy	70.00	70.00	70.00	70.00	70.00	70.00
Agriculture			30.00	30.00		
Consumables ●	70.00					
Technology Consumables		70.00				
Food Technology			120.00	120.00		
Hospitality				130.00	150.00	150.00
Industrial Technology – Timber & Furniture Production** (Senior)					80.00+	50.00+
Industrial Technology – Timber			120.00	120.00		
Computing Technology			20.00	20.00		
iSTEM			50.00	50.00		
Music		20.00	40.00	40.00	40.00	40.00
Photographic and Digital Media			55.00	55.00		
Photography, Video & Digital Imaging					110.00	110.00
Primary Industries					50.00	50.00
Retail Services					35.00	35.00
Software Design & Development (Yr 12 2024)						20.00
Software Engineering					20.00	
Visual Arts (+ additional BOW costs – Yr 12 only)		30.00	50.00	50.00	55.00	55.00+

● Consumables include cooking ingredients, sewing and art materials, woodwork etc, used by Year 7 students.

+ Additional costs according to Individual Projects

SPECIAL EDUCATION CENTRE

	High Support 7-9 Class	High Support 10 - 12Class	7/8 Class	9/10 Class	11/12 Class
Resource and Education Levy	70.00	70.00	70.00	70.00	70.00
Creative Arts	20.00	20.00	20.00	20.00	20.00
Food Technology	45.00	45.00	45.00	45.00	45.00
Industrial Technology – Wood				35.00	
Textiles Technology	25.00	25.00	25.00		

Some Special Education students study mainstream courses, and the mainstream fees apply to those courses.

*** MASTERCARD and VISA facilities are available ***

ONLINE Payments can be made through your School Bytes Portal

Payment by cash, or cheques should be made payable to HENRY KENDALL HIGH SCHOOL

PLEASE NOTE: Part payments are accepted throughout the year. Elective courses that require **NO** fees are available in all years. Financial difficulty should not prevent students from studying courses of their choice. Cases of financial difficulty should be addressed in confidence' to the Principal.

SCHOOL INFORMATION

ASSEMBLIES

Year 7 to 12 have combined assemblies each morning at roll call in the MPC (Monday to Thursday). Each Friday a year assembly is held for each year group.

ATTENDANCE

Regular attendance at school is essential to gain maximum benefit from schooling. Parents and students should ensure days or partial school days are not missed unnecessarily and that all school activities organised during school hours e.g., sports carnivals, gala days, excursions, special theme days etc, are attended. All students should strive to have no more than 5 days absent per year.

If a child is absent without an explanation, a text message will be sent advising the Parent/Caregiver that their child is absent from school. The parent/caregiver can reply via text or phone the school on 4325 2110. To avoid being sent a text, you may phone the front office that morning to advise of your child's absence.

Alternatively in the event of an absence an explanation, written and signed by the Parent/Caregiver should accompany the student on their return to school (within 5 days). The note must contain:

- Student name
- Year and Roll Call group
- Date/s of absence
- Reason/s for absence
- Signature of Parent/Caregiver

Please note: If the absence isn't explained within 5 days, we are unable to modify the absence and it will be recorded as unexplained.

(Please Print Clearly)

For example:

<p style="text-align: center;">TO WHOM IT MAY CONCERN</p> <p>ALICE BROWN of Year 7 Roll Group A11 was absent on (date/s of absence) due to: (reason).</p> <p>Signed: (Parent/Caregiver)</p>
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Medical Certificates: must be provided if a student is absent for more than five (5) consecutive days.

ROLL CALL

Rolls are marked each morning in alphabetical year groups or class groups. During Roll Call time the teacher marks the roll; the daily news delivered; and on occasions Student Representative Council business is undertaken.

LATENESS TO SCHOOL

Students who arrive to school after 9.10am and miss Roll Call are to report to the front office. A note from parents explaining the lateness should be handed to the front office staff. If no note is received a text message is sent home later that morning advising parents their child has arrived at school late without an explanation.

PASS-OUTS

Students are **NOT** permitted to leave the school without the permission of the Principal or Deputy Principal. Students who need to leave school for any reason must provide an explanatory note written and signed by a Parent/Caregiver. Pass-outs are issued through the front office and are issued in conjunction with the NSW Police Department (Operation Roll Call). These should be shown to teachers when the student has to leave class. Parents and students should arrange appointments (doctor, orthodontist, etc) and activities outside of school hours wherever possible.

BELL TIMES

MON / WED / THUR / FRI		
PERIOD		
Roll Call	8.55	9.10
1	9.10	10.10
2	10.10	11.10
Break	11.10	11.40
3	11.40	12.40
4	12.40	1.40
Break	1.40	2.10
5	2.10	3.10
Home	3.10	

TUESDAY		
PERIOD		
Roll Call	8.55	9.10
1	9.10	10.10
2	10.10	11.10
Break	11.10	11.40
3	11.40	12.40
Break	12.40	1.10
Sport	1.10	3.10
Home	3.10	

CERTIFICATES AND AWARDS

Students are recognised and rewarded for their achievements and behaviour through the reward system and our system of graded Merit Certificates (Teacher Awards, Year Awards, School Awards and Principal Awards) and are awarded at Assemblies and Presentation Evening. A strong emphasis is placed on self-discipline and the acceptance of responsibility by individual students. The Fair Discipline Code outlines the negative consequences of unacceptable behaviour and seeks to support the rights and responsibilities of students at Henry Kendall High School.

FRONT OFFICE

The front office is located in the Administration Block and is open from 8:30am. It is a **very busy place** as the administration staff are there to help with many activities in the school including appointments, collection of excursion money, issuing of pass outs, recording late arrivals, collecting lost property and minding valuables. The front office is available to students **before school, recess and lunch**. Students are requested **NOT** to enter this area unless necessary.

CLINIC - ILLNESS AND EMERGENCIES

The clinic is supervised by the Administration staff. Students who are injured or ill and require medical attention should report to the front office. Where a student does not recover sufficiently to return to class, then the parent (or nominated contact person) is contacted by phone and requested to take the student home. **Students are not to contact parent/caregivers directly.** In the case of an accident, the parent/s will be informed so that they can make a decision on treatment/procedure. In the event of an emergency an ambulance will be called. It is vital that contact between the school and the parent/s is continuously available, and the parent/s should designate a responsible person as an emergency contact when they are unavailable. Please inform the front office of any change of address and/or contact numbers.

When students are unfit or unwell in the mornings they should be kept at home. Should there be an improvement in their condition, the student can be sent to school making sure they follow the "Late" procedure.

Students and Medication - If a student requires medication at school a medical information form must be completed. The form is available at the front office. The medication must be held at the front office, and it will be administered as required by staff. The medication must be in the original container/package with the students name and dosage. Students are not to carry medication (including headache and pain relief products) around the school during the day.

Health Problems - It is important that the school be aware of any health problems that a student may suffer. An Individual Health Care Plan will be issued to parents/caregivers, which is to be completed, advising of any condition such as diabetes, epilepsy, heart and respiratory complaints, asthma, hearing or sight difficulties, allergies, etc, so that special provisions can be made if required. This information will be reviewed annually.

Sharing of Drink Bottles - Students are not to share drink containers because of serious health risks; eg, meningococcal disease. Students should also be aware of the transmission of this disease through other means.

LOST PROPERTY

Students and parents are urged to label all items (clothing, books, bags, pencils, etc.) with the student's name. If property is found, it should be handed in at the front office. Students are reminded that they are responsible for their own property, and they should not leave items unattended. Students are advised **NOT** to bring large amounts of money, valuables or banned items to school.

SCHOOL COMMUNICATIONS

1. The Deputy Principal or Roll Call Teachers read the daily notices to inform students about coming events.
2. A newsletter (Henry Kendall Highlights) is emailed to parents 2 times per term. As this newsletter is not posted, it is important to ensure the school has your up to date email address. The Newsletter contains school news, a calendar of events, reports, and student/teacher/parent contributions.
3. Parents and students receive formal school reports through the Sentral online parent portal at the close of each Semester. Parent/Teacher Evenings will be held early in Term 3 for Years 7 - 11 and in Term 2 for Year 12 to allow parents to meet and speak with teachers.
4. Parents are encouraged to contact the Year Adviser to discuss concerns or raise questions relating to their child and their education when the need arises.

HOUSE SYSTEM

Students are allocated to Houses according to the first letter of their surname. There could be minor variations depending on the distribution and numbers of students.

HOUSE	LETTERS	COLOUR
Araluen	A - D	Red
Corumben	E - K	Blue
Narara	L - R	Gold
Warrigal	S - Z	Green

Each House has a male and female House Patron. The House system is the basis of sport carnivals and events, and Student Council organisation.

LIBRARY

The Library is an information and communication centre that offers a variety of services to the students and staff of Henry Kendall High School. Students at the school automatically become members of the Library and are issued with a student identity card which acts as their Library card, and that remains valid for their time at the school. Students are expected to respect the Library facilities, show consideration for others and abide by the library rules.

The Library is open Monday to Thursday from 8:00am to 3:10pm. On Friday the Library opens at 8.30am and closes at 3.10pm. This gives students the opportunity to use the Library facilities before school and during recess and lunch breaks. The Library has a variety of resources including books, magazines and computers. All computers have access to the Internet, Microsoft Office and a number of other programs. Reading for pleasure is encouraged and the Library offers a broad range of fiction, non-fiction, graphic novel and manga titles to appeal to the students. E-Books are available for students to borrow through the Wheelers App or online at <https://henrykendah.eplatform.co>

Photocopying and printing facilities are available for student use.

- Black and white printing or photocopying is from 10c per page
- Colour printing or photocopying is from 60c per page

The Library is staffed by Miss Shelley Klein (Teacher-Librarian) and a Library assistant. The Library strives to maintain a positive and friendly working environment where students have access to a wide range of resources and have the opportunity to develop and expand their knowledge and skills.

MOBILE PHONES AND VALUABLES

Henry Kendall High School supports the restriction of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy <https://education.nsw.gov.au/policy-management-schools/students-use-of-mobile-phones>

All mobile phones, smart watches, headphones, digital music devices, and iPads are required to be turned off and placed in a locked pouch for the school day, including recess and lunch. This will mean that students will have a responsibility to turn off their phone, place it in the locked pouch and store it safely in their school bag for the course of the school day.

Students should not bring valuable pieces of property, jewellery, clothing, equipment, or personal items to school.

PARENTS & CITIZENS ASSOCIATION

Henry Kendall High School has an active Parents & Citizens group which meets once a term. For further details, please contact the front office. All parents are welcome. The meetings are held in the library. The Parents & Citizens Association gives parents the opportunity to learn more about their child's school, play an active role in the educational experience by voicing opinions, helping make decisions and offering their expertise.

SPORT

The whole school sport program is on Tuesday afternoon. Students are given the opportunity to learn new skills and rules covering a wide variety of sports. Sport notes are sent home at the end of each term for sport selection for the upcoming term. Sports uniform must be worn - school sports polo shirt and black shorts. Students **MUST** wear appropriate footwear i.e. sport shoes (canvas shoes are not suitable).

The Annual School Swimming Carnival is held at Gosford Olympic Pool.

STAFF ROOMS

No student is to enter a staff room unless invited to do so by a member of staff.

STUDENT REPRESENTATIVE COUNCIL

Student involvement and participation is an important element of the school's Strategic Plan and to this end we have an enthusiastic SRC. Members are drawn from each Year group, and they meet regularly under the guidance of Miss Katey Ellis. The SRC are involved in fund-raising activities; committee membership, supporting student welfare and decision-making processes in the school. The Senior Executive of the SRC meets with the Principal every Wednesday morning at recess.

STUDENT SERVICES

The Student Services is a network of staff at Henry Kendall High School has been developed in the interests of providing the best environment for the academic and social development of our students. Collectively we provide a range of services to support students. These include.

- Careers and Transition Team to support students transitioning to the workforce
- Learning Support - curriculum support, accommodation, adjustment and planning
- ESL - Language support for our ESL families
- Welfare - specialised support short term and long term for a range of behaviours, disabilities or needs.
- Counselling Team - to support students and referral can be made by students and parents.

The key student services personnel for students are:

- Classroom teachers
- Year Advisers
- School Counsellors - **Ms M McCormack**
- Deputy Principals - **Mrs N Wearne and Mr G Wright**
- Head Teacher Student Services – **Mrs T Hoole**
- Learning and Support Teacher - **Ms J Wilkinson**
- Student Leader/s, e.g., Peer Support Leaders, SRC Leaders

Students and parents are advised to make prompt contact with one of the above staff members to resolve any student welfare issues.

Sometimes a student's behaviour at school is affected by a personal problem that the student is experiencing. It may be best, before personal problems become behaviour problems, to discuss the situation privately with the School Counsellor, another member of the Student Services Team or a Faculty Head Teacher. To arrange an appointment, parents should ring the school. Students can see the Counsellor personally outside of class time to make an appointment.

LEARNING AND SUPPORT TEACHER

The Support Teacher Learning, Ms Janelle Wilkinson, is available to assist any student having difficulties in any course. Help is available in a variety of areas such as reading, mathematics, study skills, vocabulary development, comprehension, and other aspects of literacy. In addition, Ms Wilkinson specialises in behaviour support and developing programs with students to increase engagement and positive behaviour for learning. Parents or students should contact the Head Teacher Welfare or their Year Adviser if assistance is required.

TRANSPORT TO AND FROM SCHOOL

Arrival/Departure, Buses and Travel Passes - The school playground is unsupervised before school. Wherever possible parents are asked to see that students do not arrive at school before 8:15am.

Students must not join or leave buses in Gosford and must proceed directly to and from school unless parental permission to alight at some other point is given in writing. Students must assemble in an orderly fashion inside the school grounds before joining the buses at the end of the day.

All students are to remain at school after arriving by bus in the morning. They are not to go to the railway station, shopping centre or any other venue.

TRAVEL PASSES - OPAL CARD

1. All students who live 2 km or more from school are entitled to free travel by either bus or train. To complete the application, log on to www.transportnsw.info/school-students. Your Opal card will be sent to the address provided on the application.
2. Those travelling at least 1.61 km by car to the bus stop can apply for conveyance subsidy. To apply online and see full terms and conditions visit www.transport.nsw.gov.au/pvc
3. Decisions on whether students receive a bus or train pass are made by Transport NSW, not the school.

COMPUTING EDUCATION

Facilities - The school has a large variety of computing facilities to which students have access. At present, these facilities include:

- Sets of laptop/iPad trolleys, located in various locations in the school that are booked by teachers.
- Room EU6, CL2 and the Library which are laboratories with desktop computers.

Students' Network Storage Space - Students have been supplied with local school storage space on one of the school's file servers. This storage space has a capacity of 5GB and is located on 'U' drive. Students can access this drive from any classroom computer in the school connected to the file server. However, this data is not backed up by the Department of Education.

It is an expectation of the Department of Education that students have their own backup solution and failure to maintain a backup of data is not grounds for special consideration, extensions or misadventure in terms of school assessment.

Students should be aware that the file server administrator has access to your files. Any inappropriate material that is stored or accessed by you can be traced and students abusing this system will be liable to further disciplinary action. The file server administrator can also remove any offending material.

Students will not have access to the C:\ drive on any computer.

A collaboration drive (P:\) has been set up to allow teachers to provide students with access to files related to their course. Students will have the ability to read data from this drive, but not write data.

Google Apps for Education including Google Drive - An agreement between Google and the Department of Education has provided students with access to a range of excellent online tools under the Google Apps for Education banner. These include Google Classroom for working collaboratively with your teachers and classmates, Docs for word processing, Sheets for spreadsheets, Slides for presentations and a wide range of other tools.

These online tools all centre around a cloud-based storage system known as Google Drive. Students have been provided with **UNLIMITED GOOGLE DRIVE STORAGE** and it is highly recommended that they utilise this cloud-based option for backing up all important data. Students will need to use their '@education.nsw.gov.au' email address and password to login to Google Apps.

Secure Internet Browsing and Email - Students are reminded of the following notice that must be agreed to when they enter the Internet on school computers:

"Use of the email and DET online systems can be monitored. You are not permitted to use these services to search for, access or send anything that is offensive, obscene, pornographic, threatening, abusive or defamatory. By passing this point, you are agreeing to follow the school policies about computer use."

Any student caught defying these guidelines will be dealt with in line with the school's Fair Discipline Code. The police may deal with more serious cases of harassment or hacking.

Bring Your Own Device (BYOD) - The school has a BYOD policy which enables students to bring an electronic device (eg. Laptop, tablets, etc.) that can be connected to the school's wireless network. Further information about this policy is located on the school website.

Cyber Safety - The technology available today for you to be globally connected and communicate whenever you like with whoever you like is amazing. While there are wonderful opportunities on offer, there is also a dark side to technology usage that can have a threatening impact on your life.

- As you or your friends have already probably experienced, there are people online who can make your life hard by anonymously bullying you, stalking you, sending you pictures and messages that are sexually suggestive.
- Facebook, Instagram, Snapchat, and other social media sites have introduced online reporting systems. If you are bullied; use them.

There are some really smart things you can do to keep yourself **Cyber Safe**. None of these strategies will cramp your style or reduce your ability to communicate.

Try these things, they work:

- Firstly, be open and sit down with your parent/s and come up together with an agreed set of online behaviours that you can all live with. This should include telling them about cyber problems that you have, they will help you solve them rather than taking away your mobile and internet access.
- Always set your online accounts and profiles to a higher privacy setting to ensure that only friends you wish to see what you have posted can see.
- Save or screenshot bullying and sexually suggestive messages that you receive, don't reply. Share them with your parent/s and teachers. The Police can trace them and stop the senders.
- Only welcome contacts into your networks that you have met face to face and trust. It is easy for adults with distasteful intentions to create fake identities. Police are catching these people every day and there are plenty of them in cyberspace.
- Put blocks on people who you do not wish to receive messages from.
- Don't share with anyone your username and password. You know how so called friends sometimes let you down, plus you never know who you might have a fight with and how they might use that information to get you in trouble.
- Protect your identity by not putting personal details, mobile/home phone numbers, address, sporting clubs, school, named photos, etc. online. You can be traced very easily through the White Pages and Google Earth. Once people have your identity description, they may be able to access your bank details and accounts.
- Now that Cyber Safety has become one of the biggest issues confronting teenagers today, both parent/s and teachers have been shown the best ways to help you solve them. Speaking up and sharing cyber bullying and sexually suggestive messages will make things better for you...be strong and be a positive force.
- Don't become a bully yourself by setting up fake websites. You don't like it, so don't do it to others.
- Don't use your webcam or mobile to take sexually suggestive photos or videos of yourself or others. Sexting can be illegal, you don't know who will see them, so don't post them on your network or Bluetooth them to friends. You have no control over where those photos end up.
- It can damage your reputation in the future when applying for jobs if you put sexually suggestive photos or videos of yourself on YouTube, Instagram, Snapchat or similar sites because employers are now checking people on these sites.
- Be aware not to click on links within spam emails or posts, even when threatened to do so by the sender. Your details can be sold to anyone wanting peoples' addresses for illegal reasons or just for annoying marketing spam reasons.
- Don't post photos or videos of yourself or others doing the wrong thing on social media (e.g. Underage drinking and drug use). Police are always on the lookout for these things and can use it as evidence. Photos at parties are a major issue.
- Beware of online gaming because you don't know with whom you are playing, and leaving a game may target you for cyber bullying because you let them down.
- Your generation is very good at doing a number of things at once such as listening to music, chatting online and taking photos with a number of screens open at once; it's called multi-tasking. Unfortunately, whether you accept it or not the reality is that your memory is not good at it and effective learning is impossible. Give your brain a chance by only using one technology at a time.
- Ask your parent/s not to post identifying photos of you on their Facebook site should they have one; they may be proud of you, but they are threatening your cyber safety.

Cyber Safe – helpful tips

To keep yourself Cyber Safe be smart

- No sexually suggestive photos. Videos or nicknames
- No surnames
- No school or sporting clubs
- Set your profile to private
- Add your parents on social media, if you can't show them, don't put it on

Some sites that will help you to make good choices to keep you Cyber Safe are:

- www.cybersmart.gov.au
- www.hectorsworld.com.au
- www.acma.gov.au/cybersafety
- www.bullyingnoway.com.au
- www.kidshelp.com.au

SPECIAL EDUCATION UNIT

The Special Education Unit caters for students with disabilities. Students have been assessed as autistic or having physical or intellectual disabilities. In some cases, students are multi-disabled. Many of the students are integrated into mainstream. The integration program has proved to be not only of great benefit to students in the Special Education Unit but also develops the maturity and responsibility of mainstream students.

The Special Education Unit is staffed with Special Education teachers, School Learning Support Officers and supported by Area Health Services.

Individual Transition Plans - Each student enrolled in the Special Education Unit will have an Individual Transition Plan (ITP) annually. A meeting will be held with Year 7 students as soon as possible. The purpose of the ITP is to set goals and establish an appropriate program of learning in order to meet the students' outcomes.

Henry Kendall High School Coffee Shop - Students with disabilities operate a Coffee Shop each Wednesday. The aim of the Coffee Shop is anticipated that the skills learnt and developed will reinforce independent living and secondly, experience has shown many jobs are available for those with a disability in the hospitality industry on the Central Coast.

All members of the community are welcome to visit the Function Room. You are required to book beforehand by telephoning the Special Education Unit or by completing a 'Booking Sheet' that is located in the foyer of G-Block and returning the slip to Mrs Larissa Gunderson. Your booking will be confirmed as soon as possible. A minimum of six people is required for a booking.



HOMEWORK

HOMEWORK

All faculties have different homework policies. All students are expected to complete set tasks and devote time to preparing for Assessment Tasks. A significant part of homework includes reviewing lessons, revision and wide reading of texts and books. Parents will be informed if a problem is identified by the class teacher or the Year Adviser. Regular, consistent periods of homework is far preferable to irregular, long periods of catching up.

The following times are a guide to the amount of homework and revision per night which students should attempt:

- Years 7 and 8 1.5 to 2 hours per night
- Years 9 and 10 2 to 3 hours per night
- Years 11 and 12 3 hours per night

Due to ongoing Assessment Task, this may vary from time to time during the year. In order for material to move from short term to long term memory, it needs to be revised within a short period of time from first being heard. Research has shown that if work is revised within 48 hours of being presented, it will be retained. If it is not revised within this time one has to go back to the beginning and redo the work as it is forgotten (has not entered long term memory). Being active in revision (by making notes as one revises) is the best way to learn work.

PLAGIARISM

Plagiarism is the unacknowledged use of material not belonging to a student. This includes using ideas, views, structures, illustrations, words or downloading information from the internet without clearly identifying the source by referencing. Where it is established that work submitted is not the student's own work or is the result of collusion between two or more students or plagiarism from some literary, scientific or technical source, zero marks will be awarded. **As a student, to avoid plagiarism you should:**

- Keep accurate records of the information sources that you have used.
- Acknowledge the inclusion of directly using another person's work by the use of quotation marks.
- Include a bibliography and footnotes when required. Teachers will outline expectations in regard to the process of completing all referencing.

RESEARCH PROCESS

The six essential steps to complete a successful research assignment are:

- 1 **DEFINE** the topic – identify the keywords; draw a concept map to brainstorm keywords and subtopics.
- 2 **LOCATE** relevant resources – use the keywords to search the library online catalogue, go to the Resource Centre online course links for each topic, to the online encyclopaedias and articles sites or search engines.
- 3 **SELECT and ANALYSE** the information best suited to your topic in note form. Immediately note all details of the selected resources for your References list.
- 4 **ORGANISE and SYNTHESISE** your work into a logical progression of ideas or information. Go back to steps 1, 2, or 3 if needed.
- 5 **CREATE and PRESENT** your work in a clear, logical manner relevant to your audience. Edit your drafts until you are satisfied the assignment successfully meets the required criteria. Check that References are correctly detailed at the end.
- 6 **EVALUATE** – check your work – What is successful? What could be improved?

ASSESSMENT SCHEDULES

All Assessment Schedules can be accessed via the school website.

What can parents and caregivers do to help?

1. Ensure students have a place to do homework.
2. Ensure there is time set aside for homework.
3. Take an active interest in homework.
4. Encourage and support students to complete homework.
5. Assist teachers to monitor homework by signing completed work if requested.
6. Communicate with teachers any concerns about homework.
7. Encourage their children to read and take interest in current events.



RIGHTS & RESPONSIBILITIES OF STUDENTS

All students and teachers have the responsibility to respect the rights of other students and teachers.

Right

Responsibility

I have the right to be treated with dignity and understanding.

I have the responsibility to treat all others with dignity understanding.

I have the right to be valued and acknowledged as an individual, and to be treated with respect and courtesy.

I have the responsibility to treat others politely and with respect at all times.

I have the responsibility to respect the authority of teachers and school community members.

I have the responsibility to carry out all teacher instructions.

I have the right to be safe at school, at organised activities and in travelling to and from school.

I have the responsibility to make the school safe by not threatening, harassing, bullying or hurting anyone in any way, nor engage in illegal or anti-social behaviour.

I have the responsibility not to be in possession of or use any illegal drugs (eg. cigarettes, alcohol, drugs) and not to influence others to do so.

I have the responsibility NOT to bring weapons of any kind to school.

I have a responsibility not to leave school grounds without permission and to move around the school and playground safely.

I have a responsibility to travel to and from school in a safe, community acceptable manner.

I have the right to expect my property to be safe.

I have the responsibility not to steal, damage or destroy the property of others, and to take proper care of my own and the school's property.

I have the right to learn and obtain maximum benefit from all lessons and classes.

I have the responsibility to be an active member of the school community by taking advantage of the opportunities offered.

I have the responsibility to attend school every day, be punctual, attend all classes and co-operate in class and keep up with required work.

I have the responsibility not to interfere with other students' rights to learn.

I have the responsibility to be prepared for lessons and follow safety rules in ALL courses.

I have the right to have pleasant, clean and well-maintained school and grounds.

I have the responsibility to care for the school environment.

RIGHTS & RESPONSIBILITIES OF STUDENTS (continued)

Right

I have the right to expect the local community to support, respect and have pride in the school.

I have the right to be helped to learn self-control.

I have the right to make responsible decisions for myself.

Responsibility

I have the responsibility to co-operate with staff, students and the school community in all activities, including the wearing of the approved school uniform.

I have the responsibility to learn self-discipline, report abuse and harassment, and to assert my rights in an appropriate way.

I have the responsibility to THINK about the consequences of my ACTIONS.

In carrying out my rights I will not deny the rights of others and expect to be corrected if I do so.

ALL THESE RIGHTS WILL BE MINE AS LONG AS I AM CARRYING OUT MY FULL RESPONSIBILITIES



*Artwork by: Various Students
Year 12 - 2023*

SCHOOL RULES

RESPECT YOURSELF, YOUR TEACHER AND YOUR CLASSMATES

- Speak to others politely.
- Use appropriate language, no harassment, put downs, or name calling.
- Participate in class and complete all set work to the best of your ability.
- Listen when required, answer when asked for.
- Follow teacher instructions in all school settings.

RESPECT YOUR PROPERTY AND THE PROPERTY OF OTHERS

- Make sure you have the correct equipment for the lesson.
- Only use electronic equipment (mobile phones, iPods, etc) when directed by the teacher. At all other times they should remain switched off and in your bag.
- Treat your property, school property and other students' property with respect.

RESPECT PEOPLE'S RIGHTS TO BE SAFE AT SCHOOL

- Observe our school's 'No Touch' policy.
- Move around the school with consideration for others.
- Follow safety directions in the classroom and playground.
- Only leave the school grounds if you have written permission and have signed-out.
- Resolve conflict without violence.

RESPECT YOUR SCHOOL

- Wear the full school uniform in an appropriate manner at all times.
- Be punctual and be where you are required to be at all times.
- Hats are not to be worn inside and eating in classrooms/MPC is not allowed.
- Leave rooms and the playground clean and tidy, be responsible for your rubbish and use the garbage bins.



UNIFORM POLICY

Uniforms are available from Lowes Gosford

JUNIOR BOYS:

- White shirt – button up cotton or polo style with school crest
- HKHS Black shorts or black trousers
- Black fleece jacket or jumper with school crest
HOODED JUMPERS ARE NOT PERMITTED
- White ankle socks
- Black leather enclosed school shoes

JUNIOR GIRLS:

- White blouse - button up cotton with school crest
- Henry Kendall tartan skirt
- Black tailored slacks/black tailored shorts - no jeans, detail, splits, studs, flares, pinstripes, belts, leggings or tracksuit pants
- Black stockings
- Black fleece jacket or jumper with school crest
HOODED JUMPERS ARE NOT PERMITTED
- White ankle socks
- Black leather enclosed school shoes

SENIOR BOYS:

- Yellow shirt – button up cotton style with school crest
- HKHS black shorts or black trousers
- Henry Kendall tie (optional)
- Black jumper or jacket with school crest or optional senior jersey/jacket
HOODED JUMPERS ARE NOT PERMITTED
- White ankle socks
- Black leather enclosed school shoes

SENIOR GIRLS:

- Lemon blouse – button up cotton style with school crest
- Henry Kendall tartan skirt
- Black tailored slacks/black tailored slacks – no detail, splits, studs, flares, pinstripes, belts, leggings or tracksuit pants
- Black stockings
- Black jumper or jacket with school crest or optional senior jersey/jacket
HOODED JUMPERS ARE NOT PERMITTED
- White ankle socks
- Black leather enclosed school shoes

SPORTS UNIFORM - same for ALL years

- Black shorts with crest (black track pants in winter only)
- Sport polo shirt with school crest
- Joggers
- White socks
- HKHS black tracksuit

Coloured board shorts **ARE NOT ALLOWED**

JUMPERS /JACKETS

Jumpers and jackets are available from Lowes, Gosford. A school emblem should be on these items. Senior jackets may be worn when purchased. Jumpers need to be plain and without stripes or prints, eg (patterned and brand named prints are popular, however these are not an appropriate standard of dress in line with the Department of Education Core Rules.)

HOODED JUMPERS AND JACKETS ARE NOT TO BE WORN UNDER ANY CIRCUMSTANCES

SHOES

Many subjects in school are practical. Work cover states that shoes need to be fully covered on the top to protect the feet from accidents like chemical spills, falling tools and other accidents. These need to be plain black fully enclosed leather /leatherette, not canvas, nor ballet/Mary-Jane style shoes.



These shoes leave the top of the foot exposed and leave no protection from chemical spillages or sharp or heavy equipment so they are **NOT ACCEPTABLE** footwear at school.



These shoes provide adequate protection to the top of the foot according to work cover regulations so they are **ACCEPTABLE** footwear at school.



HENRY KENDALL HIGH SCHOOL

Henry Kendall High School was officially opened in January 1970. Since 1958, students had attended school on the Faunce Street site known as the Annexe of Gosford High School. As the number of students increased a new high school was decided upon - **HENRY KENDALL HIGH SCHOOL** - with its own staff, uniform, badge and motto. The first Principal was Mr Leo Hickey and he held full school assemblies in the courtyard of the then new building - 'A' Block (now 'J' Block).

HENRY KENDALL (1839 - 1882)

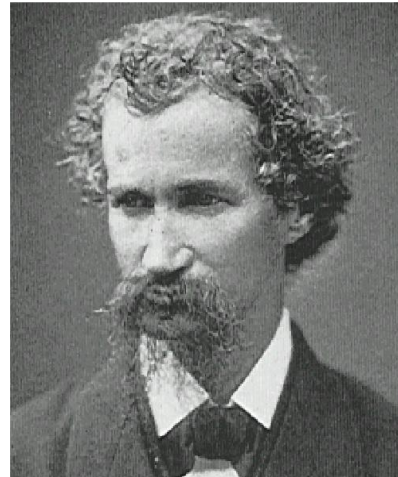
HENRY KENDALL HIGH SCHOOL is named after a well-respected poet who lived in Gosford for a period of time. Henry was born in the Ulladulla district and as a young man enjoyed writing poems and songs. Although his work was published, he found it difficult to support himself and so he worked as a clerk and freelanced as a journalist.

In 1868 Henry married Charlotte. Their life together had many hardships. Their daughter, Araluen, died young and the distraught parents were too poor to afford a headstone for her grave. Henry wrote a poem in memory of Araluen.

Henry had reached a very low point in his life when he arrived in Gosford in 1872. He found the beautiful surroundings of Gosford, including the beaches and creeks; the bush, and the hills; and the good friends he made, helped restore his health and confidence.

While in Gosford, Henry wrote poems such as Narara Creek, Rover and Names Upon a Stone among others. In 1875 he was appointed Clerk at Fagan's timber yard and store at Camden Haven, now known as Kendall. In the year that followed, his wife and two sons returned to live with him. With his family back together, Henry left Gosford with many fond memories.

He continued to write and publish his poems but in 1882 he fell dangerously ill with tuberculosis. He died aged 43 and was buried at Waverley Cemetery in Sydney.



Printed below is an extract from "Bell-Birds", a poem familiar to generations of school children and one which could easily have been inspired by his experiences in the Gosford area:

*By channels of coolness the echoes are calling,
And down the dim gorges I hear the creek falling:*

*It lives in the mountain where moss and the
sedges*

Touch with their beauty the banks and the ledges.

*Through breaks of the cedar and sycamore
bowers*

Struggles the light that is love to the flowers:

And, softer than slumber, and sweeter than

singing,

The notes of the bellbirds are running and ringing.



BUS TRANSPORT AFTERNOON PICK-UP

Bus timetable subject to change during the year

FAUNCE STREET

Staff Common Room

A1

Front Office

Toilets

Library

Car Park

Hall

All students assemble in COLA on Batlev

Busways

- 2503 Kulnura / Bucketty
- 2507 Mt White
- 2535 Kariong Loop - Currunga St
- 2538 Wyoming Loop - Maidens Brush Rd/ Wyoming Rd / Sunset St
- 2541 Kariong - Students not in Kariong Loop
- 2544 Narara/Ourimbah
- 32 Spencer - Service Bus
- 34 Kariong
- 2560 Koolewong/Woy Woy Station
- 2630 Pt Clare - West Gosford Shops is first set down

Red Bus Co

- S627 Pt Frederick, East Gosford, Springfield
- S624 Springfield
- S638 North Gosford
- S626 Wamberal, Forresters Beach
- S625 Bateau Bay East, Shelly Beach, Killarney Vale, The Entrance, Toowoan Bay, North Entrance
- S652 Tumbi Umbi, Berkeley Vale, Chittaway Bay, Glenning Valley
- S632 Erina, Thames Drive, Matcham, Holgate

Car Park

B-Block

C-Block

Driveway

COLA

All Buses leave from Batley Street

Gate

BATLEY STREET

N

WRAPS

Creamy Chicken & Herb Mayonnaise, Avocado & Baby Spinach Panni	6.00
Cheese & Herb Mayonnaise, Avocado & Baby Spinach Panni	6.00
Salad Wrap/Roll Choice of Chicken, Ham, Tuna Mayo, Cheese, or Egg Mayo (All served with Tomato, Cucumber, Lettuce, Grated Carrot & Mayo)	6.00/5.00
Chicken Caesar Wrap (Poached Chicken, Bacon, Egg, Parmesan, Lettuce & Caesar Dressing)	6.00
Chicken Schnitzel Wrap (Bread crumbed Chicken, Lettuce & Mayonnaise)	6.00
BLAT Turkish (Bacon, Lettuce, Avocado & Tomato Toasted Turkish)	6.00

All Day Value Pack (Chicken Schnitzel Wrap, Popcorn, Cookies, Apple & Water)	14.00
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SALADS

Chicken, Bacon & Avocado Pasta Salad (Mon, Wed, Fri) (Poached Chicken, Penne, Bacon, Avocado, Baby Spinach, Sweetcorn, Fresh Herbs and Mayo)	6.00
Chicken Rainbow Salad (Tues & Thurs)	6.00
Chicken Caesar Salad (Poached Chicken, Bacon, Egg, Lettuce, Parmesan Croutons & Caesar Dressing)	6.00
Greek Salad (Feta, Tomato, Cucumber, Lettuce, Olives Spanish Onion & Balsamic Dressing)	6.00

SNACKS

Chocolate/Blueberry Muffin	4.00
Fruit Salad Pot	3.50
Ham & Cheese Toasted Wrap	3.50
Tandoori Chicken & Cheese Toasted Wrap (Mon, Wed & Fri)	3.50
Chicken, Cheese & Pesto Toasted Wrap (Tues & Thurs)	3.50
Cheese and Bacon Roll	3.50
Cheese and Vegemite Scroll	3.50
Red Rock Chips (Sea Salt & Honey Soy)	2.50
Grain waves	2.50
Popcorn	2.00
Watermelon Slice	2.00
Apple	2.00
Cookie of the Day	1.50

DRINKS

Oak Flavoured Milk 600ml/300ml (Chocolate, Strawberry, Iced Coffee)	5.00/3.50
Liptons Iced Tea (Passionfruit, Peach, Mango, Raspberry)	5.00
East Coast Juice 400ml (Apple, Orange, Lemonade)	5.00
Waterfords (Passionfruit, Blackcurrant, Raspberry)	4.50
Fruit Bombs (Grape, Watermelon, Orange Passio)	4.00
Up & Go (Chocolate /Vanilla/Strawberry)	3.50
Water 600ml/1.5L	2.50/4.00



Open Monday, Wednesday, Thursday & Friday 8.30am – 2.10pm Tuesday 8.30am – 1.10pm

MONDAY**DAILY SPECIAL**

Slow Cooked Pulled Pork & Aioli Coleslaw Panni	6.00
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TUESDAY**DAILY SPECIAL**

Beef Nachos with Salsa	6.00
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WEDNESDAY**DAILY SPECIAL**

Chicken & Cheese Loaded Garlic Bread topped with Aioli	6.00
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THURSDAY**DAILY SPECIAL**

Butter Chicken Burrito	6.00
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FRIDAY**DAILY SPECIAL**

Moroccan Chicken, Cheese & Baby Spinach Toasted Turkish	6.00
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EVERYDAY HOT FOOD

Chicken Burger / Cheeseburger	6.00
Chicken Tenders	5.00
Minced Beef Pie / Potato Pie	5.00
Sausage Roll	5.00
Potato Gems [Mon/Wed/Fri]	4.00
Potato Wedges [Tues & Thurs]	4.00
Vegetarian Spring Rolls	4.00
Spinach & Ricotta Triangles	4.00
Garlic Bread	3.50

RECESS SPECIALS**MONDAY**

Cuban Chicken Slider [Chicken, Swiss Cheese, Lettuce and Spicy Mayonnaise]	4.00
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TUESDAY

Homemade Sushi Pack [Chicken Schnitzel/Cucumber]	5.00
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WEDNESDAY

Pesto Pasta Salad Pot [Penne, Baby Spinach, Sun Dried Tomatoes, Parmesan & Pesto Mayonnaise]	4.00
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THURSDAY

Pepperoni Pizza	4.00
Vegetarian Pizza [Tomato, Pineapple, Baby Spanish, Olives, and Spanish Onion]	

FRIDAY

Chicken Special Fried Rice Pot [Chicken, Carrot, Sweetcorn, Peas, Onion & Soy Sauce]	4.00
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BREAKFAST

Ham & Cheese Toastie	4.50
Cheese & Tomato Toastie	4.50
Chocolate/Blueberry Muffin	4.00
Banana Bread	4.00
Hash Browns	3.50
Ham & Cheese Toasted Wrap	3.50
Fruit Salad Pot	3.50
Cheese and Bacon Roll	3.50
Cheese and Vegemite Scroll	3.50
Watermelon Slice	2.00
Apple	2.00



Open Monday, Wednesday, Thursday & Friday 8.30am – 2.10pm Tuesday 8.30am – 1.10pm

FARM

MAP OF THE SCHOOL

SCHOOL MAP

KEY:

A (Capital letters)
1 (Numbers)

Block Identification
Room Numbers
(Numbers in *italics*
show downstairs rooms)
Staffrooms (Most staff-
rooms have a first aid kit
located close to doorway)

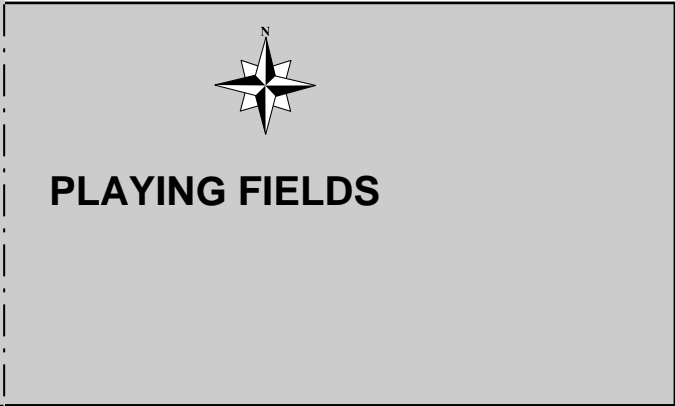
S

RACECOURSE ROAD

GATES C, D, E
Henry Kendall High
School
GATES CLOSED
9am — 3pm

PEDESTRIAN
ACCESS (PA)
Via Batley Street

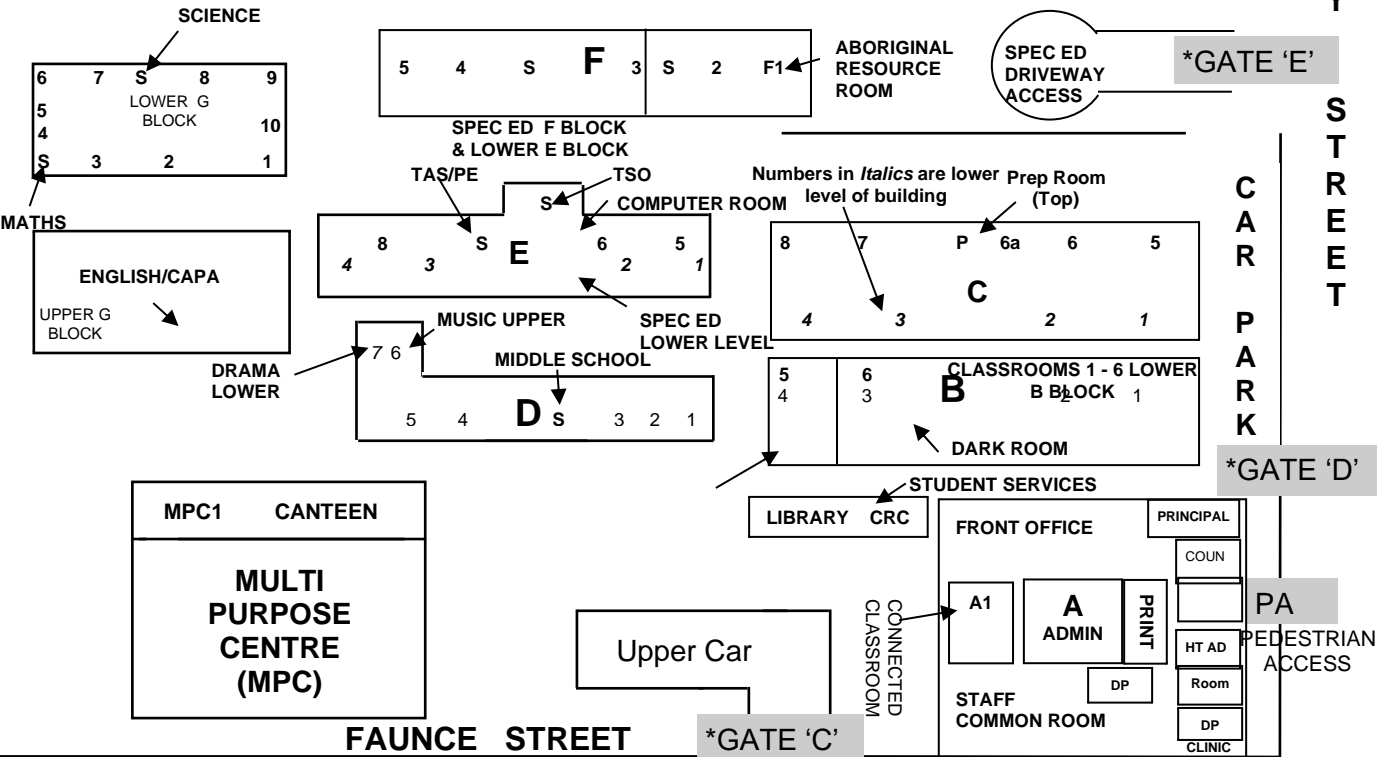
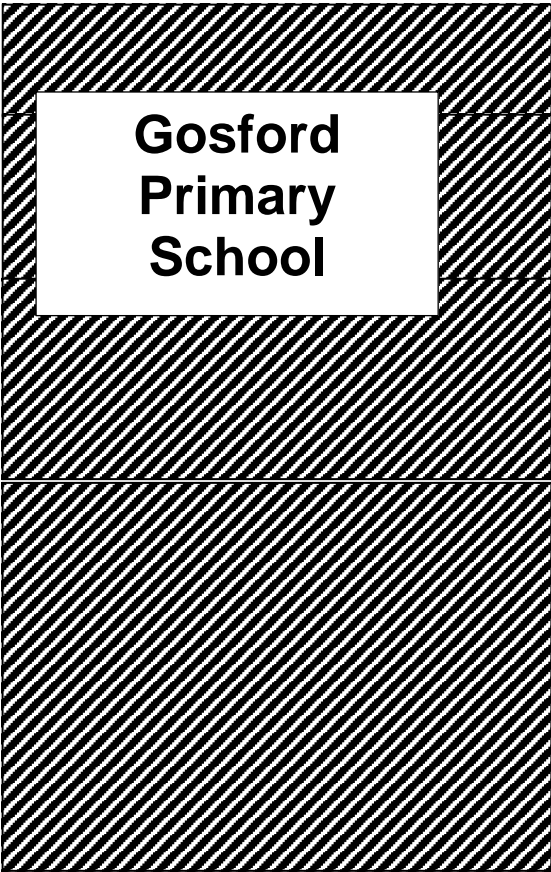
DELIVERIES
4325 2110



BASKETBALL
COURTS

COLA

BATLEY STREET



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