

ASPIRATION

GROWTH

COURAGE

RESPECT

DEPARTMENT OF
EDUCATION
learners first



2021

STUDENT HANDBOOK

EXETER HIGH SCHOOL

Exeter High School

Department of Education

Towards the Future



**Tasmanian
Government**

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Exeter High School



Glen Ard Mohr Road
Exeter 7275

Phone: 6394 4366

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Benjamin Frerk—Principal

Andrea Saville—Assistant Principal

Paul Stevenson—Assistant Principal

Thomas Mulligan—School Business Manager

David McCormack—School Psychologist (Wed & Fri)

Lauren Brown—Social Worker (Mon - Wed)

Dave Mackay—School Nurse (Wed)

Paul Burton—School Chaplain (Wed & Fri)

WELCOME TO EXETER HIGH SCHOOL

Welcome to Exeter High School. This booklet is to help you get to know what goes on in our school.

Exeter High is an excellent school. Our school values are: Respect, Learning, Maturity and Acceptance. The most important activities that go on in our school are about learning. Learning is exciting, particularly if you think about how your skills are improving and how what you've learned helps you to learn even more. We expect you to concentrate on your lessons and to work hard at all times. We want you to be successful at our school and we will help you as much as we can to achieve success.

We care about our students and teachers want to help you with any problems you have, so make sure you ask for help when you need it.

It is great to be involved in the activities that go on in our school. There are plenty of these for example: visiting performers, the Launceston Drama Competitions, Student Leaders' Council, sports carnivals, lunchtime activities, socials, sports teams, arts evenings etc.

Every year many people in our school do just that, work towards building a positive future. Individuals and groups tackle enormous challenges and often achieve more than they expect through hard work, initiative, courage and by exploring what is possible.

Our aim is to give you the best possible education in a supportive and caring environment. We care about whether you are happy, whether you are getting on well with other students and teachers and whether you are giving yourself every chance to do as well as you possibly can in your studies.

We are immensely proud of our excellent school and are pleased to welcome you to Exeter High.

LEARNING

RESPECT

MATURITY

ACCEPTANCE



Grade Leader and Core Teachers

Each grade has a Grade Leader. Your Grade Leader is the person who looks after your grade - they are there to help you.

Your Core Teachers are the people who look after your class group. They will be one of your main teachers. Each day Lesson 1 begins with an attendance check and your teacher will let you know about what is going on in our school on that day.

If you have any problems with your work or with getting along with someone else then you must see your Core Teacher and/or your Grade Leader. They are there to support you.

What is Our School Uniform ?

Our uniform policy has been developed in consultation with our School Association so students must wear their school uniform every day. Students at Exeter High School have both a summer and winter school uniform. See the 2021 School Student Dress Code and Uniform Policy.

Non-school jumpers, hoodies, jeans, board shorts and tights are not part of our school uniform and must not be worn.

UNIFORM SHOP OPENING TIMES

Our Uniform Shop is open **every day from
8:30am to 3:30pm.**

Payment by cash or Eftpos.

Arrival at School

On arrival at school, students should move well inside the school grounds to designated areas. Waiting at fences and gateways is unacceptable.

After arriving at school students are not permitted to leave. When students get off their bus they **must move directly into school**. Walking up the street or into the town centre is not permitted.

Students should not be here before staff duty commences at 8.35 am.

Students should move to their Core class room at the first siren at 8:55am, ready for a 9:00am start.

What if I'm late for school?

If you arrive at school after 9:00am you **MUST** go to our Administration office and get your name signed into the "Late Book". You will need to have a note from your parent or guardian, or they must come in with you to explain why you are late.



What Are Our School Times?

School begins each day at **9:00am** and we go home at 3.10pm. At the start of the year you will be given a computer printout of your timetable. Keep the copy at school and take a copy home so you know when to bring in items for specific lessons, ie PE uniform or a cooking container etc.

All students are expected to follow their timetable.

Attendance and dissemination of information will occur at the beginning of Lesson 1.

Lesson 1: 9:00am to 10:40am

Recess: 10:40am to 11:00am

Lesson 2: 11:05am to 12:45pm

Lunch: 12:45pm to 1:25pm

Lesson 3: 1:30pm to 3:10pm

What about Lunchtime ?

Everyone has a lunch break of 40 minutes. You may bring a cut lunch to school, order your lunch online via the Qkr! app (see page 23 for details) or order your lunch from our school canteen in our Student Centre, at the beginning of the day.

Our canteen is open at recess and lunch until 1:25pm every day. A variety of hot and cold food is available at recess and lunchtime.



Mrs Blazely runs our school canteen with the help of some volunteer parents.

Will I get Reports ?

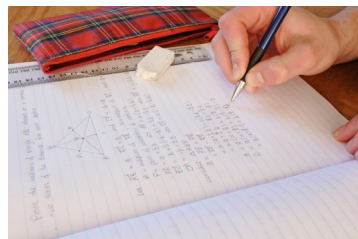
We like to let you know how you are going with your learning. You will receive three reports each year (an Interim report at the end of Term 1, a written report mid-year and an end of year report). We also hold Parent/Teacher/Student evenings twice a year that give you and your parents/carers an opportunity to talk to your teachers about how you are getting on.

Your parents can contact us at any time to find out how you are progressing and we would like them to do so. If you or your parents/carers would like more frequent written reports we can arrange this if you ask.

Will I get homework?

We think that homework is important. Regular homework will help you to develop good study habits.

You will be given homework in some subjects on a regular basis. Sometimes this will involve finishing off work started in class, at other times it will be a special homework assignment designed to be completed at home or revising for tests. Keeping up with current events by watching news programs and reading newspapers is very important and reading for pleasure is also an excellent form of homework. If you think about it you will never have "no homework", there is always something extra you can do at home.



Where can I put my things?

These can be stored in your Core classroom. Do not leave valuables in bags (e.g. money, mobile phones, electronic devices).

Valuables should not be brought to school unless they are needed for classes in which case they can be left at the Administration Office.

Other items that students may need after school (eg sports gear) can also be left at the Administration Office for safe keeping.

What if I need to leave class?

Students need a legitimate reason to leave class, must be in correct uniform and have a *Permission to Leave Class* slip signed by their teacher. Note that toilet visits should occur at break times unless there is a medical issue or an emergency (in which case the uniform rule will not apply).

Student Leaders' Council (SLC)

The Student Leaders' Council is a group of Grade ten students who have been elected by students and staff. They are elected to provide student leadership, to represent our school in a positive way, to help our students put forward their opinions and to organise activities.

Grade 7, 8 and 9 students also have leadership opportunities through their grade SRC (Student Representative Council).

Our Library & Resource Centre

You will use our library a lot while you are at Exeter High. We have junior and senior fiction titles, picture books and non-fiction titles. We also have computers in our library where you can word process and access the internet. Daily newspapers are available also.

Our library is open from 8:30-8:55am most mornings as well as during class time and at lunchtimes on specific days.



Bus Contractors



Beauty Point (#1)	Manion's Coaches
Beaconsfield/Beauty Point (#2)	BJ Manion
Greens Beach (#3)	72 Shaw Street
Frankford (#4)	Beaconsfield 7270
Flowery Gully, Winkleigh, Loop Rd (# 5)	Phone: 6383 1221
Rosevears, Launceston (#6)	
Birralee (#9)	
Sidmouth (<i>Winkleigh Rd, Crawfords Rd, Rookery Rd, WT Hwy, Exeter</i>) (#10)	
West Tamar Hwy & Legana (#13)	
Bridgenorth (#7)	P and J McDermott
Gravelly Beach/Little Swan Point (#8)	35 Legana Park Drive
	Legana 7277
	Phone: 6330 3717
Rowella/Kayena (#11)	DG and PE Scott
Deviot (#12)	PO Box 122
	Exeter 7275
	Phone: 6394 7343
Launceston bus to/from Exeter	
(via Rosevears Drive to/from Launceston #6)	
\$1.80 (2020)	Manion's Coaches
	Ph: 6383 1221

What If I Lose Something?

If you lose something please see your Core Teacher or Grade Leader. It helps if you make sure everything you bring to school is clearly named.



It is best not to bring valuable things to school.



If you do have something valuable at school you should leave it at our Administration Office. Personal items such as mobile phones etc brought to school are the responsibility of the student as the school cannot be held responsible for the loss or theft of property.

What do I do if I am Absent?

It is important that you attend school every day. If you are absent for any reason your Parent/Carer must advise the school about why you are absent.



- Your parent/carer can phone our Administration Office on the day to let us know why you are absent or
- Your Parent/Carer can use the Absence form on the Szapp App.
- Your Parent/Carer can also email the school to advise of your absence (exeter.high@education.tas.gov.au), or
- On the first day you return to school you can bring a note to the Administration Office from your Parent/Carer explaining why you have been away.
- The school also has an answering machine to record messages when our office is unattended.



If you are absent without an explanation on any day then your first Contact will be sent an SMS. Parent/Carers can respond directly to this SMS.

What do I do if I Need To Leave Our School Grounds?

You are not allowed to leave our school grounds during any part of our school day unless you have a note from your parent/carer.

If you do have to leave school for any reason you need to:

1. Show your note to our Administration Office before Lesson 1 so a Leave Pass can be issued.
2. When you have to leave, show the Leave Pass you have been given to your class teacher.
3. Before leaving our school go to our Administration Office and sign our Leave Book. **This is a legal requirement.**
4. When you arrive back at school go to our office and sign back in the Leave Book. **This is a legal requirement.**
5. If you arrive late you **MUST** report to the Administration Office and sign in with your parent/carer, or with a note of explanation.
This is a legal requirement.

***** Please note that you WILL NOT be allowed to leave our school at recess or lunch time to go to the shop. *****

PARENTS: What do you need to do when collecting your child from school?

1. Send a note with your child/ren, OR
2. Phone the school so as we can organise for your child to be at the Administration Office when you arrive.
3. You must sign your child/ren out at the Administration Office.
This is a legal requirement.

We have a very clear mobile phone policy which states students “**will keep their phones on silent during class time and only make or answer calls and messages outside of learning sessions**”.

Your support with this is appreciated and as such we ask that you do not make direct contact with your child. If you need to contact them please do it outside learning sessions or go through our Administration Office.

(Morning tea break 10:40am—11:00am, Lunch break 12:45pm—1.25pm)

What Happens if I Feel Sick or Get Hurt ?

If you are feeling **UNWELL** or need **FIRST AID**?

Your first point of call for First Aid issues that take place at school is the Administration Office.

Students will be assessed and treated with First Aid.

Parents will be notified with a phone call to follow up on further treatment, if required.



If students are feeling unwell they should obtain a note from their class teacher and report to the Administration Office where they will be seen by one of our First Aid Officers for assessment. If the student needs to go home our First Aid Officer or Administration staff will contact parents/carers and organise for the student to be collected. It is extremely important that parents/carers advise the school office of any change to their contact numbers.

Students are **NOT** to phone or text parents/carers themselves, they must go to First Aid. We have a duty of care requirement and must document all cases presented at First Aid.

It is essential that the above procedures are adhered to and we thank everyone for their co-operation with these procedures.

Medications:

If you have to take medication while you are at school an Administration of Medication Authorisation Form must be completed by your parent/carer. **This includes prescribed and non-prescribed medication.**

Authorisation by a doctor, dispensing pharmacist or nurse is required for the administration of **ALL PRESCRIBED MEDICATION.**



The School can only accept prescribed medication provided in the unopened, dispensed, labelled container, or the original over-the-counter packaging for non-prescribed medication.

All prescribed medication for a student is kept at the Administration Office.

What do I do if I need Help ?

If you have any problems the first person you should see is your Core Teacher and then your Grade Leader. If you are experiencing a problem in class always try to discuss it with your subject teacher first. They will be more than pleased to help you. We also have a Social Worker—Lauren Brown, School Psychologist—David McCormack, Chaplain—Paul Burton and School Nurse—Dave Mackay at our school. These people are highly trained and want to help you and your family in any way they can.

If you make an appointment with our Social Worker, School Psychologist, Chaplain or School Nurse what you discuss with them is confidential so you can discuss any problems or concerns (eg. personal, family, school or friendship problems). You can make an appointment directly with any of these people or you can ask a teacher, parent, friend or the Administration Office to make an appointment for you.

What about Sport ?



Our school has swimming, cross country and athletics carnivals and we take part in the Inter-High Carnivals in Launceston giving you the chance to represent our school and compete against students from other schools. We have three houses for our school competitions. To represent our school you must be in full school uniform every day.



Lenah (kangaroo)
Blue



Oonah (platypus)
Yellow



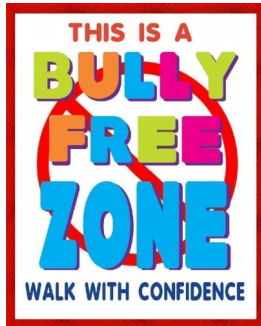
Quoiba (wombat)
Red

Students wear house-coloured t-shirts for our house competitions, or you can purchase a Sports Singlet through our Uniform Shop. Students also have **the opportunity to participate** in after school sports.

What About Bullying ?

We say “NO” to bullying at Exeter High !

There is a lot less bullying at high school than you may think. If anyone does give you or a friend a hard time **report it to your Core Teacher or Grade Leader immediately**. If you don't feel comfortable telling a



teacher, one of our SLC members could also help. We also have a very strong Respectful Behaviour Policy at Exeter High School.

Bullying – verbal, physical or sexual - is not okay at our school. We show bullies that their behaviour will not be tolerated and that we all have a right to feel safe and be safe.

Parent Organisations

We would like parents to be involved in our school. Some ways parents are involved in our school are:

Our School Association Forum

All parents are invited to come to our School Association meetings. They are held on the fourth Tuesday of every month at 6:00pm – 7:00pm, in our Staff Room.



Parent / Teacher/Student Meetings

These are held regularly, usually after school.

If parents wish to see a teacher at any time appointments can easily be made by contacting our Administration Office on 6394 4366 or by emailing:- exeter.high@education.tas.gov.au



At Exeter High School, we all help to maintain calm, orderly learning environments by:

- Being in full school uniform
- Being punctual and prepared for teaching and learning
- Having clear Learning Intentions for all.
- Being respectful of each other and our school environment
- Being supportive of each other
- Being settled and sensible
- Keeping classrooms clean and tidy
- Being responsible in the use of mobile phones



LEARNING

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We are an Allergy Awareness school

We are an Allergy Aware school as we have many students enrolled that have severe allergies to NUTS and EGGS.

We request that all students do not bring peanut butter or egg sandwiches or any item that contain nuts to school.



Energy Drinks not permitted at school

The consumption of energy drinks are prohibited at Exeter High School and whilst on school buses to and from school.

Mobile phone & electronic devices at school

We have a detailed ICT Policy for all mobile and electronic devices. All students and their parent/carers are required to agree to and sign the agreement at the beginning of each year.

Students may only use their mobile phone or iPod before school, at recess, at lunch or after school.

Please read the full policy for more details.



NOTE. Blades of any sort, lighters, matches, cigarettes and alcohol are not permitted at our school.

Also chewing gum and Aerosol cans (eg. deodorant) are also not permitted.

Sun Awareness

We abide by the Department of Education's Sun Smart Policy and we are very conscious of this important issue. We encourage all people to wear hats and sunscreen outside.

Positive Behaviour Support (PBS) / Restorative Practice

We are a restorative community. Our priority is to address issues and resolve problems. We work together to help students build skills which enable them to enjoy positive relationships with fellow students and adults in our school community. Sometimes things go wrong and when they do we do our best to solve the problem and fix the relationship by asking the following questions:

Person responsible for harm:

- What is happening?
- What are you thinking about?
- Who is being affected by your actions?
- How do you think they are being affected?
- What do you need to put things right?
- How are we going to stop this from happening again?

Person Affected:

- What did you think when you realised what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?



TERM DATES FOR 2021

Term 1: Wednesday, 3 February 2021 - Thursday, 9 April 2021
(Teacher Moderation Day “Student Free Day”—TBA)

Term 2: Monday, 26 April 2021 - Friday, 2 July 2021

Term 3: Tuesday, 20 July 2021 - Friday 24 September 2021
(Teacher Professional Learning “Student Free Day”—Monday, 19 July 2021)

Term 4: Monday 11 October 2021 - Thursday, 16 December 2021
(Teacher Professional Learning “Student Free Day”—TBA)

Szapp — Communication App

Our school has its own SchoolZine iPhone and Android App to help us communicate more effectively with our parent/student community and for you to communicate with us. We ask parents, carers and students to install our SchoolZine Szapp App. You are to view our School Newsletter, download forms and are also able to send us an explanation for absences by clicking on the Absentee tab and completing the form. There is no cost involved. To install the App followed these directions:

Apple Devices:

1. On your device, open the App Store.AU
2. Search the App Store for SZapp.
3. Download and install SZapp.

Android Devices:

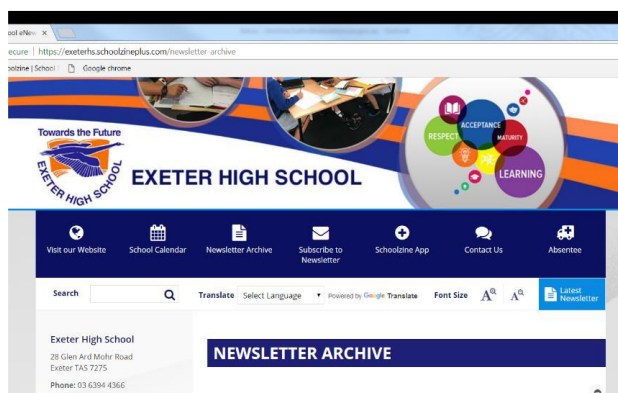
1. On your device, open the Play Store.
2. Search the Play Store for SZapp.
3. Download and install SZapp.

4. Select our school region ie, Asia Pacific
5. Search for Exeter High School

Register with your email or sign in with Google or Facebook.

6. Enter your email and name.
7. Create your password

To access our SchoolZine newsletter via the web: log on to <https://exeterhs.schoolzineplus.com/>



Choose the Newsletter Archive tab, then click on the Latest Newsletter tab on the right of screen

For more information on how to Manage Notifications, see the Schoolzine—Installing SZapp flyer, available from the Administration Office.

Qkr! App—Canteen ordering



masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you. There is no cost involved.

With Qkr you can:

- Order and pay for your child's recess or lunch, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.

Apple or Android Devices:

1. On your device, open the App Store, or Google Play for Android
2. Search for the Qkr! By Mastercard App
3. Download and install the Qkr! App.
4. Select your Country of Residence as Australia and follow the steps to register.
5. Exeter High School should appear in 'Nearby Locations' or search for our school name.
6. When first using the Qkr! App you will be prompted to add your child's profile to allow you to order and make payments for them.

The Qkr! App is already available for Canteen orders—place your order **prior to 9:00am** daily or place an order up to a week in advance.

For more information on how to place orders and make payments, see the Qkr! By Mastercard flyer, available from the Administration Office.

A Final Word

Exeter High is a magnificent school. Our school vision is around **quality teaching and learning, quality relationships and striving for excellence.**

Our core values are Respect, Learning, Maturity and Acceptance.

Much has been achieved especially for those who choose to belong by

- taking up opportunities that arise and being responsible for themselves
- living with but challenging the present limitations
- accepting the support of others
- supporting others.



Our school is a complex place. There are over four hundred people working here each day. We expect everyone to **contribute as well as benefit** from their involvement at our school. All members of our school community (staff, students, parents and others) can contribute to quality learning and quality relationships. We can make our own lives and those of everyone around us better through learning.

Our school values effort, achievement, participation, caring and co-operation. We all share responsibility for the success of our school. Everyone can help to:

- make our school a safe and pleasant place for all of us
- maximize the fun and success we have in learning and teaching
- develop a desire to be life long learners
- show and develop initiative, leadership and enterprise.

Through doing these we all contribute to the development of a better world beginning with us at our magnificent school, here and now.

Once again, welcome to Exeter High School. We hope you make the most of your learning opportunities and work hard “Towards the Future”.



We are team Exeter and we are proud!