



**EDEN MARINE
HIGH SCHOOL**
RESPECT RESPONSIBILITY RESILIENCE

STUDENT MANUAL

2017

Mission: “To assist all students to reach their potential”.

Eden Marine High School

ADDRESS: PO Box 188
EDEN 2551

Barclay Street
EDEN 2551

PHONE NUMBER: 6496 0000

FAX NUMBER: 6496 2144

SCHOOL CODE: 8487

E-MAIL: edenmarine-h.school@det.nsw.edu.au

WEBSITE: edenmarine-h.schools.det.nsw.edu.au
(secure online payments can be made through this website)

BATEMANS BAY SCHOOL EDUCATION AREA OFFICE:

15A Citi Centre
Orient Street
BATEMANS BAY

PHONE NUMBER: 4475 3300

BOSTES LIAISON OFFICER – SOUTH COAST 4224 9940

PRINCIPAL'S MESSAGE

Welcome to Eden Marine High School.

The school's mission statement is: "To assist all students to reach their potential".

This mission can be achieved through a learning partnership between each student, staff, community and parents working and learning together. There is an expectation that students, through support, develop the capacity for engagement and demonstrate this engagement through actively participating in a diverse and enriching number of learning experiences in a quality school setting to support their preparation to effectively contribute in a 21st century world.

The highest priority for the school is to provide a safe, happy and secure environment for all. The school has high expectations in relation this priority with a number of systems and practices that support this philosophy. Staff and students have a right to be able to perform their role free from bullying or harassment.

Our school strategic directions are:

- Engaged, active learning in a 21st century world
- Leading and learning together
- Creating opportunities for staff and students to be their best

Our school mission statement has, as part of its foundation, three values that underpin everything we do.

These are:

- Respect
- Responsibility
- Resilience

These values are reinforced in daily practices, school signage and form an integral part of school life.

Eden Marine High School is an excellent school offering many opportunities for all students. Make the most of these opportunities, lead and take responsibility for your learning, become active in school life and aim for success and achievement in everything you do.

Your learning journey will build upon your experiences from your previous school. This journey will include exploring ways of learning, maximising your abilities and thinking, organisation and self-management, working cooperatively with others, building confidence, celebrating success and developing relationships with others.

I wish you well as you join and become part of our school community and hope the opportunities that are provided support you in your learning and help create a lifelong learning journey.

Ian Moorehead
Principal

SCHOOL LEADERS' MESSAGE

On behalf of the student body 2017, school leaders Kiah Miller, Sam Williams, Claudia Mitchell and Jack McGuire would like to welcome you to Eden Marine High School.

Eden Marine High School provides you with a variety of opportunities to excel in areas that may appeal to your interests, in academic, art and sporting fields.

As school leaders we seek to promote and demonstrate to you our respect, our sense of responsibility and our resilience, in our approach to student leadership and our learning. We encourage students to share their ideas and suggestions with us, in order to build confidence and cooperation in the student body and, in turn, make Eden Marine High School a school we can all be proud of.

We are privileged to be introducing a new leadership team for 2016, providing opportunities for a number of our peers to take on leadership roles and focus on areas of interests.

So, good luck! We hope you enjoy your time at Eden Marine High School as much as we do and we look forward to seeing you throughout the next year.

Kiah Miller, Sam Williams, Claudia Mitchell and Jack McGuire

POSITION/FACULTY

PRINCIPAL:
 DEPUTY PRINCIPAL:
 HEAD TEACHER ADMINISTRATION:

STAFF

Mr I Moorehead
 Ms L Wungluck
 TBA

LOCATION

Administration Block

ENGLISH/HISTORY/DRAMA

HEAD TEACHER:

Mrs B Andren

Classroom Block –
 Upstairs

TEACHERS:

Mr G Berman
 Miss A Russell
 Ms C Collins
 Mr S Arlidge
 Mrs E Osborn
 Mrs R Scragg
 Ms R Wall
 Mr R Drowley

TECHNOLOGY AND APPLIED STUDIES

HEAD TEACHER:

TBA

Upstairs TAS Block

TEACHERS:

Ms B Fogg]
 Ms K Mamone]
 Mr M Neenan]
 Mr J Smith]

HUMAN SOCIETY IN ITS ENVIRONMENT

HEAD TEACHER:

Mr L Bergersen

Classroom Block –
 Downstairs

TEACHERS:

Mr D Barros
 Mr B Cookson
 Mr T Keath
 Mrs S Kercher/Miss M McPaul

LANGUAGE

HEAD TEACHER:

Mr L Bergersen

TEACHER:

Mrs K Smith

Classroom Block –
 Downstairs

LIBRARY

HEAD TEACHER:

TBA

LIBRARIAN:

Miss B Innes

Library

AURORA COLLECE COORDINATOR:

Mrs K Taylor

TSO Office

MATHEMATICS

HEAD TEACHER:

TEACHERS:

Mr P Gilbert
Mr D Faulkner
Mr A Hall
Ms J Lange
Ms Sarah McKay
TBA

Mathematics Block

MUSIC

HEAD TEACHER:

TEACHERS:

TBA
Mrs R Martin
Mr S Martin (relieving)

Visual Arts Block

PHYSICAL EDUCATION/HEALTH/PERSONAL DEVELOPMENT

HEAD TEACHER:

TEACHERS:

TBA
Mr J Hill
Mrs J Hornsby
Mr B Langford
Mr J Morgan

SCIENCE/AGRICULTURE

HEAD TEACHER:

TEACHERS:

Miss G Sheehan
Mr K Barrett
Miss N Challman
Ms S Daley
Mr D Giles
Mr A High

Classroom Block-Upstairs

SPECIAL EDUCATION

HEAD TEACHER:

Mr A Shaw
Mr S Parker
Mrs N Shoobridge
Ms T Sheehan
Mrs R Douglas

Teacher – MC
Teacher – MC
Teacher – ED
School Learning Support
Teacher

VISUAL ARTS

HEAD TEACHER:

TEACHERS:

TBA
Mr J Ferguson
Mr G Russell

Visual Arts Block

ABORIGINAL EDUCATION OFFICER

Ms M Holt

SCHOOL ADMINISTRATIVE STAFF

ADMINISTRATIVE MANAGER: (SAM)

ADMINISTRATIVE OFFICERS: (SAO)

| | |
|-----------------|----------------------|
| Ms J Roberts | Administration Block |
| Mrs P Cocks | Office |
| Mrs Y Holman | Library |
| Mrs S McCormack | Science Assistant |
| Ms R Malcolm | Office |
| Mrs F Westley | Office |
| Mrs K Williams | Home Economics |

SCHOOL LEARNING SUPPORT OFFICERS (SLSO):

| |
|---------------|
| Ms J Grant |
| Mrs J Halper |
| Ms C Hoffmann |
| Mrs M Hunter |
| Mrs M Larkham |
| Ms C Thomson |

GENERAL ASSISTANT:

Mr D Boulton

FARM ASSISTANT:

TBA

ICT SUPPORT:

Mr S Rayner

SCHOOL COUNSELLORS

| |
|----------------|
| Ms A Vroombout |
| Mr A Wright |

School Counsellors provide a counselling service to students, parents and staff on a range of educational and personal matters. The counsellors based at EMHS also service other schools in the area.

A counsellor will be available most days. Students can arrange to see a counsellor by calling in to their office before school, at recess or at lunch. Parents can arrange to speak to a counsellor by phoning the school on 6496 0000. Discussions with the counsellor are generally confidential, although in some rare cases, other people may need to be involved.

STUDENT ADVISER (GIRLS)

Mrs R Douglas

Student Adviser (Girls) is responsible for the care, conduct and welfare of girls. Parents should feel free at all times to discuss the well-being of their daughters with her.

STUDENT ADVISER (BOYS)

Mr B Langford

The Student Adviser (Boys) is responsible for the promotion of self esteem and achievement of boys. Parents should feel free at all times to discuss the well-being of their sons with him.

CAREERS ADVISER

Mrs M Bond

The Careers Adviser suggests options to students in the light of their abilities and interests, and gives information about employment, careers and further education. The Careers Adviser is also the contact person for students interested in completing a School Based Apprenticeship or Traineeship.

STUDENT ADVISERS FOR 2017

| | STUDENT ADVISER | HEAD TEACHER SUPPORT |
|---------|------------------------|-----------------------------|
| YEAR 7 | Mr J Ferguson | TBA |
| YEAR 8 | Ms R Wall | Miss G Sheehan |
| YEAR 9 | Mr & Mrs Martin | Mrs B Andren |
| YEAR 10 | Mrs N Shoobridge | Mr A Shaw |
| YEAR 11 | Mr T Keath | Mr P Gilbert |
| YEAR 12 | Mrs M Bond | Mr L Bergersen |

STUDENT LEADERS

CAPTAINS: Kiah Miller and Sam Williams

VICE CAPTAINS: Claudia Mitchell and Jack McGuire

STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council (SRC) consists of four elected representatives from each academic year plus the four school leaders. The SRC meets daily for roll call and fortnightly for meetings. The SRC is the student voice within the school. Its aim is to represent student feelings, interests and opinions on school matters. SRC students are also involved in decision-making and act as a consultative body for the school staff. The SRC coordinator is Miss Kate Mamone.

SCHOOL HOUSES

- BOYD (Blue)** Named after Benjamin Boyd, founder of Boydtown on the southern shore of Twofold Bay. Boyd's Tower and ocean, river and meeting/gathering symbols represent our connection to the whale industry at the mouth of the Kiah where people lived, worked, met and harvested food from the sea.
- FLINDERS (Green)** Named after Matthew Flinders, navigator and explorer. The ocean waves and river symbols are indicative of the Nullica and Kiah Rivers flowing into the bay with another meeting/gathering symbol where people gathered food.
- IMLAY (Red)** Named after the Imlay Brothers, early European settlers in the district. The mountain inland from the shores of Twofold Bay has a meeting/gathering place and flowing water symbols representing the Kiah River which flows out to the bay.
- KING (Yellow)** Named after Governor King, one of the early governors of the colony of NSW. The curved line, dots and walking track symbols represent the Bundian Way, starting in the Alpine Region of Southern NSW leading down to the coast.

Inter House competitions are held in swimming, athletics and cross country.

POSITIVE BEHAVIOUR FOR LEARNING (PBL)

At Eden Marine High School, we want you to achieve success in all areas of school life and to be respectful, responsible and resilient young people who value the opportunities offered at our school. We strongly believe that success at school will lead to even greater success in life beyond school. In an effort to build a positive school culture we have introduced PBL.

“Positive Behaviour for Learning” (PBL) is a school systems approach to enhance the capacity of schools to teach and succeed with all students, especially students with social skills deficits and challenging behaviours. This is done by establishing a school-wide management framework which:

- clearly defines outcomes that relate to academic and social behavior
- has clear, consistent, durable systems that support the work of staff
- has effective, efficient teaching practices that support student success
- uses relevant school data to guide decision making.

PBL is a broad range of systemic and individualised strategies for achieving important social behaviour and learning outcomes while preventing problem behaviour. PBL is an integration of:

- valued learning outcomes
- the science of human behavior
- research validated school systems and practices
- organisational frameworks to maximise effective school systems change.

PBL is a proactive systems approach to school-wide behaviour management designed to be responsive to current social and educational challenges.

PBL is not standard curriculum, a manufactured package or generic product. It is a process for developing whole school and individualised approaches to promoting positive behaviour to maximise learning engagement. PBL involves sustained planning, decision making, problem solving and the accurate implementation of school wide PBL elements.

PBL is aligned with EMHS’s Mission Statement, “to assist all students to reach their potential” and the schools core values of Respect, Responsibility and Resilience.

The outcomes that the EMHS PBL team aim to achieve include:

- an increase in attendance
- improvement in academic performance
- an increase in the number of appropriate student behaviours
- students and teachers report a more positive and calm environment
- a reduction in the number of behavior disruptions, referrals, and incident reports.

MISSION, VALUES AND STUDENT EXIT OUTCOMES STATEMENTS

At Eden Marine High School our mission is to assist all students to reach their potential.

At Eden Marine High School we believe that:

- All students can learn
- Quality teaching promotes quality learning
- Quality learning results from effective collaboration across the school community

At Eden Marine High School we value:

- **Respect for:**
 - Oneself
 - Others
 - Property
- **Responsibility for:**
 - Learning
 - Behaviour
 - Our environment
- **Resilience through being:**
 - Positive
 - Resourceful
 - Persistent

At Eden Marine High School:

- **School Leadership:**
 - Is promoted across the whole school community
 - Supports a positive culture of achievement
 - Implements systems that promote quality teaching and learning
- **Teachers:**
 - Promote a positive, challenging and safe learning environment
 - Model lifelong learning
 - Inspire students to achieve
- **SASS staff:**
 - Assist all students to reach their potential to the best of their abilities in a happy working environment
 - Recognise the value of quality service to staff, students and the school community
 - Provide quality support to staff, students, parents/carers and the community
- **Students:**
 - Adopt a positive attitude
 - Work cooperatively with others
 - Commit to achieving their personal best
- **Parents/carers:**
 - Support students in accessing education
 - Promote positive learning
 - Collaboratively support the school community

As a result of their learning experiences at Eden Marine High School students should be:

- Numerate and literate
- Critical thinkers and creative problem solvers
- Confident and persistent in pursuing success
- Able to work independently and as a team member
- Socially responsible, compassionate and tolerant
- Prepared for work

ATTENDANCE AND ROLL CHECK

All students are required to attend each school day for the whole day. If a student is unable to attend school for any reason, parents are required to inform the school as soon as possible by phone or by personal message. A written note must be sent with the student to the roll teacher on the day of return.

Genuine reasons for absence include sickness, attendance at funerals and medical/dental appointments that cannot be made outside school time. Should you be in doubt, phone the school. Students who are absent from school must stay away from the school grounds or any function organised by the school.

Unacceptable reasons for absence from school include examples like hairdressing appointments, social engagements such as debutante dress fittings and work commitments. Truancy and fractional truancy are regarded as serious offences.

1. On the first offence, parents are notified, monitoring is issued and the student must do a lunchtime detention.
2. Any further offences will result in a time out and continued monitoring.
3. Repeat offenders will be referred to the HSLO.

REASONS FOR GRANTING FULL DAY EXEMPTIONS FROM ATTENDANCE AT SCHOOL

If your child will be absent for 5 or more days, please contact the school's office as they may be eligible for exemption. Relevant paperwork needs to be completed prior to approval for exemption.

Principals, School Education Directors and Regional Directors may grant exemptions due to:

1. Exceptional domestic circumstances, including but not limited to participation in family holidays during school term subject to being satisfied that this is in the best educational interests of the child.
2. Other exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate.
3. Employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days and at short notice.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds during the school day without the direct permission of the principal or deputy principal. Such permission will be given only on receipt of a written request from the parent or guardian. The school has a closed lunch break, and permission to leave school for lunch is not granted.

Parents bringing lunch money or lunch to school are asked to bring it to the office. Students are not to wait at the front of the school.

Any student who is sick is to report to the front office where the staff will either administer some treatment and/or call parents to collect the child. Students are not to ring parents first. Parents are asked not to send sick children to school.

Under no circumstances are students to go to the beach unsupervised. This includes study periods, lunchtime, teacher meetings etc. Parents should not give their children permission to go to the beach as the school has a duty of care and Department of Education's regulations do not allow this.

SCHOOL HOURS

The school day consists of six 50 minute teaching periods, commencing at 9:00am and ending at 3:20pm.

| | | |
|--------------------|----------------|--|
| BELL TIMES: | Roll Call/DEAR | 9:00 – 9:15 (Drop Everything and Read) |
| | Period 1 | 9:15 – 10:05 |
| | Period 2 | 10:05 – 10.55 |
| | Recess | 10:55 – 11:20 |
| | Period 3 | 11:20 – 12:10 |
| | Period 4 | 12:10 – 1:00 |
| | Lunch | 1:00 – 1:40 |
| | Period 5 | 1:40 – 2:30 |
| | Period 6 | 2:30 – 3:20 |

LATE ARRIVALS – Roll check takes place at 9:00am each school day. Spot checks of attendance will also be carried out during the day. When students arrive after 9:00am they should sign in at the office and provide a note to explain the lateness.

BELL CODES -

- 2 bells** - wet weather arrangements
3 bells - special assembly in the quadrangle

DURING WET WEATHER –

Students go to the Canteen/Gymnasium area, covered ways, and to the corridors of the G Block during recess and lunch.

No students, apart from seniors, are to be in classrooms outside of normal lesson times.

BELL CODES - (EMERGENCY WARNING SYSTEM FOR THREATS TO SAFETY)

- 1 continuous bell** - Bomb threat – evacuate to school oval, in an orderly fashion, leaving bags in the room.
- Short, long short** - Fire emergency to evacuate – school oval, students taking bags with them.
- Repeated short ringing** - Lockdown - Students to remain indoors in class, close doors and windows due to a threatening situation for staff and students.
- Repeated long ringing** - Lockout. (Lock doors and remain in classroom).
- 3 short, 3 long** - All clear.

SPORT & PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

A wide variety of individual, team and recreational sports are offered as part of the scattered sports program. The junior program has an emphasis on skill development and participation, whilst senior sport has an additional recreation and leisure component.

Sport and PDHPE are required areas of the school curriculum and all students are expected to participate, unless there are medical reasons to prevent this.

Please do not make any appointments in lieu of sport. This includes medical and dental appointment.

Two sport afternoons are set aside for 2017:

| | |
|-----------|-----------------------|
| YEAR 7/8 | Tuesday Period 5 & 6 |
| YEAR 9/10 | Thursday Period 5 & 6 |

The school is involved in sporting competitions against other high schools, and students who are proficient, may progress through school teams to zone, regional and state representation. The school will supervise students up to and including zone level. Parents are responsible for supervision at any higher level.

If your child is unable to participate in sport, please supply a written authorisation.

STUDENT RESPONSIBILITIES REGARDING SPORT

- Each year you will have a turn of being first to select a sport.
- Once you are in a sport you will not be able to change unless a satisfactory reason is provided.
- You must get changed into full PE uniform for sport or specialised clothing eg swimming costume for water sports.
- If you forget your uniform/money/miss the bus or have a note excusing you from sport owing to injury/illness, you must have your name marked off on your sport roll and then go to the non sport room (Years 7-10).
- Do not expect to be excused from sport unless for a very special reason.
- If you truant from sport you will be automatically placed on Sport Detention.
- Whilst at sport you are expected to actively participate.
- Sports organisers for 2017 are Ms Hornsby (7 and 8) and Mr Morgan (9 and 10).

PARENT/TEACHER CONTACT

P&C MEETINGS: Parents are invited to become involved with the P&C meetings held each month. Visiting speakers are invited to keep parents informed about educational matters where possible. The involvement of parents in school decision-making is essential. Yearly membership of the P&C is \$5.00 per family. If you cannot attend meetings your donation towards membership would be appreciated.

PARENT/TEACHER NIGHTS & INTERVIEWS: The opportunity is given for parents to meet teachers to discuss academic progress. You are urged to grasp this opportunity. Appointments with teachers at other times can be arranged by contacting the school office.

The principal or his representative is happy to talk with parents and will arrange for parents to meet teachers when appropriate.

NEWSLETTERS: Newsletters are released once a term at the end of Week 9 and are available in print, on our school website and 'School Stream App'. Parents are encouraged to read the newsletter in order to keep fully informed of school activities and programs.

SCHOOL STREAM APP: Our school is currently trialling the app 'School Stream' for Term 4 2016 with a look towards 2017. Parents should download 'School Stream' to keep up to date of our school activities, programs and notifications.

FACEBOOK: Like us on Facebook (<https://www.facebook.com/edenmarinehigh>), to keep in touch with current and upcoming events at Eden Marine High School.

APPOINTMENTS: Due to a staffing restructure, we now have one deputy in charge of students. To ensure all needs are met it is imperative that appointments by parents/caregivers are made by phoning 6496 0000.

To enhance communication with our school community, we would appreciate your cooperation in making an appointment by phone with school staff.

STUDENT PROGRESS

Homework and Assignments

Parents and teachers agree that students need to do homework on a regular basis to assist in the learning process. Short pieces of work – reading, writing, learning, and working out exercises – are set in all your subjects. When no specific homework is set, revision of the day's work is most important. Research has shown that revision on the day of learning increases retention. Later regular revision increases retention further.

Homework diaries are provided by the school for 2017.

Homework and assessment tasks are given to:

- consolidate past work
- research new work
- revise past work
- complete work not finished during lessons
- develop independent learning skills

Where assignments of a longer nature are set, students should plan their work so that the resources they need will be available when required, and so that all stages can be completed thoroughly. Many subject areas include assignments in the mid year and yearly assessments, so it is important that they are planned carefully, completed well, and submitted on time.

How much should a student do each day? Please see the guidelines in the student homework diary issued to each student at the beginning of the year. No easy answer can be given, but for a student to be successful in their studies, regular revision, learning and practice is essential. This develops good study habits. Please contact the school if you feel that your child's homework presents a problem.

Assessments and examinations.

Each year group has a formal assessment period towards the end of each semester.

Formal examination periods are set for Year 11 and 12 as preparation for Higher School Certificate. Assessment schedules are issued to students in Years 10, 11 and 12.

Reports

Each student receives an academic report at the end of each semester. Reports are generally given to students, although reports can be posted if a self addressed envelope is provided.

Electronic Submission of Tasks and Computer Generated Tasks

E-mailing of tasks must only be by prior arrangement with the teacher. ***Note: Technical problems (eg printing or thumb drive faults) are not valid reasons for not submitting tasks on time***

AWARDS AND AWARD CEREMONIES

The school has in place a system of awards to recognise: academic performance, sporting endeavour, community and school service, exemplary behaviour, and outstanding effort and commitment. Students begin by earning commendations and can progress through to attaining the Eden Marine High School Medal.

MERIT ASSEMBLIES

SPECIAL TERM ASSEMBLIES:

- Teachers nominate, on a faculty basis, students who demonstrate a desire to do their best. Students are nominated on the basis of their effort and application, their behaviour, working to their potential and school services. Students could be nominated in one or more of these categories. Successful nominees will be recognised at a special assembly and awarded a certificate, a movie pass, and they will also attend a morning tea.

SEMESTER AWARDS:

- A ceremony is held at the end of each semester to award academic prizes for the semester. Special awards for the year, e.g. citizenship awards and sporting awards are also presented at the Semester Two presentation. Parents are invited to each of these ceremonies.

YEAR ASSEMBLIES:

- Year Assemblies are held to recognise student achievement.

MEDICAL ATTENTION FOR STUDENTS

Parents are asked to indicate the doctor of their choice on the enrolment form. If a student requires medical attention, the school will endeavour to contact the parent by telephone to notify them of the action taken and to seek further advice. Students who take ill at school will be attended to by office staff in the first instance. Parents will be notified and asked to arrange for any sick student to be taken home. The clinic is used only for temporary attention to sick students. We do not have permission to dispense drugs of any kind (this includes aspirins, paracetamol and ibuprofen). **PLEASE DO NOT SEND CHILDREN TO SCHOOL IF THEY ARE ILL.**

Certain infectious diseases require exclusion from school for specified periods. If necessary, contact the Community Health Centre for information about chicken pox, rubella, measles, mumps, viral hepatitis, ringworm, impetigo (septic sores), pediculosis (head lice), swine flu and whooping cough.

It is vital for your child's safety that parents notify the school, in writing, if there is a change in the medical history or condition of your child.

OTHER MATTERS

BICYCLES: If students ride bicycles to school, provision is made for parking them in bicycle bays. All care is taken, but it is unwise to have expensive attachments on bicycles, as the school is not responsible for any losses that occur. The wearing of bicycle helmets is compulsory by law. Students should provide their own chain and lock. Dismount from the bike before entering the school.

BUS TRAVEL: Students living in the Tura-Merimbula-Pambula area, Towamba and Nethercote, as well as a few from within the Eden township, are transported by bus free of charge. Details of the bus timetables will be issued to all families. Any parents from the Eden township who wish to check eligibility of their children for free bus travel should contact Sapphire Coast Buslines – 6495 6452. Students more than 2.0km from the school 'as the crow flies' will be eligible.

CANTEEN: The canteen is run by a paid manager, Miss Tamsin Webber. Profits are used to assist the school in purchasing equipment and supplies and priority items.

LIBRARY: The Library is open daily from 8.30am to 3.30pm, including lunchtimes. Various programs also operate from the Library during lunch breaks.

Students undertake a Library Information Skills course in Year 7. This assists students in becoming familiar with the collection and services available to support their learning. Senior students are supported with learning seminars to prepare them for the increase in resource based learning for many HSC courses.

The Library is a well resourced and well used learning environment in our school. Students are encouraged to read for leisure; and the school library provides access to many popular magazines, newspapers and novels.

Students are able to borrow resources for a period of two weeks. Our collection is constantly updated to keep pace with curriculum needs. Our fiction collection has a strong, contemporary literature focus. Students are also supported in the online environment via Internet access and Clickview media presentations linked to teaching programs.

LOST PROPERTY: Please take care with your belongings! If materials are lost, enquire at the clerical office or the deputy principal. Labelling items of clothing ensures they are returned to the owner.

VALUABLES: The school cannot accept responsibility for valuable property brought by students to school. Valuable property, especially if it is portable (eg jewellery & electronic equipment) should not be brought to school. Large amounts of money for payments (eg excursions, fees), should be paid at the beginning of the school day.

SKATEBOARDS are not to be brought to school.

MOBILE TELEPHONES/ELECTRONIC DEVICES: Students who use mobile telephones, MP3 players and iPods inappropriately in class will have them confiscated and the device will be delivered to the deputy principal. The student can pick up the phone at 3:20pm. After the first offence, it will be the responsibility of a parent to collect the child's device from school. This policy has been developed to reduce the number of disruptions during class time.

PRESSURE PACKS (deodorants) are not permitted due to the effects of the spray on asthmatic students

WELFARE AND DISCIPLINE

The school and all its resources exist to help you cope with growing and developing as an individual and as a member of society. There are many people available to whom you can turn for help and guidance when you consider it necessary. These include:

- Your student leaders
- All of your teachers
- Members of the school welfare team, including your year adviser, the boys' and girls' student advisers, the school counsellor and the deputy principals.

Your progress through school will be enjoyable and successful if you follow the code of behaviour outlined in the school's Code of Behaviour booklet. This booklet outlines the consequences of behaving inappropriately, and contains the set of student rights and responsibilities, which appears below:

RIGHTS

At Eden Marine High School you have the right :

- 1 To a good education;
- 2 To be safe;
- 3 To have your property safe;
- 4 To be treated courteously and with respect;
- 5 To be in a healthy and clean environment;
- 6 To the respect and support of the local community;
- 7 To be treated honestly and fairly by others.

RESPONSIBILITIES

At Eden Marine High School you have the responsibility:

- To do nothing which interrupts or interferes with the learning of others;
- To do nothing which would threaten, endanger or hurt others;
- Not to interfere with the property of others;
- To treat others with courtesy and respect;
- To assist in maintaining a clean, tidy and attractive school and environment;
- To do nothing which would bring the school into disrepute in the community;
- To be honest and fair in your dealings with others at all times

It is important to realise that the choice to behave responsibly rests with you, and that if you choose to behave irresponsibly, then the school will take action to help you face up to your obligations.

All students are given a copy of the Code of Behaviour Booklet, an anti bullying pamphlet and an anti racism pamphlet at the start of each year; it is your responsibility to read it and know what is expected of you in terms of your behaviour at school and at school functions.

The school also has a merit system, and special awards schemes for academic effort and achievement, school service and community activities. Details can be obtained from the deputy principal and year advisers.

Eden Marine High School is dedicated to creating a safe and caring learning environment free from bullying and harassment.

- * Bullying behaviours are always unacceptable and will not be tolerated.
- * If you are bullied tell someone.
- * There are people at school you can talk to if you are being bullied.
- * If bullying behaviour occurs the school has procedures to deal with the situation.
- * Every child has the right to spend the school day both in and out of the classroom free from bullying and harassment.
- * Every teacher has the right to be treated with respect.
- * Teachers take bullying seriously.
- * Bullying is best addressed at the local school level and any parent or student who has concerns about bullying should approach the principal immediately.
- * Bystanders play an important role in stopping bullying behaviours.

These consequences will apply to students who bully or harass others:

- their names will be recorded in a register, and their parents informed:
- they will be warned of serious consequences:
- for serious or repeated instances of bullying, the following consequences could apply:
 - * detention
 - * exclusion from school
 - * police action

While at school and outside of school, you have the right to feel safe and comfortable while you go about your business.

Behaviour outside of school – travelling to and from school and school excursions.

The school's Code of Behaviour extends whenever there exists a relationship between students and the school. As examples, the following incur the same consequences had the behaviour occurred at school:

- bullying by students between home and school or on social networking sites
- smoking by students between home and school
- harassment on the school bus
- inappropriate behavior on the school bus
- use of alcohol and/or drugs

Additionally, any behaviour by students that brings the school into disrepute will also incur disciplinary action by the school. This includes loitering in groups when moving to and from the school.

Cyber-bullying is a serious criminal offence and evidence that this is occurring will result in disciplinary action.

EMHS is a drug free site. Smoking and consumption of alcohol and other drugs are prohibited

UNIFORM

Girls Daily Uniform

EMHS White shirt with side panels for everyday wear.

EMHS Tartan skirt OR

EMHS Navy school pants OR

EMHS Navy shorts with white stripes can be worn every day, and in PDHPE lessons.

EMHS Woollen navy jumper

EMHS Tracksuit jacket

EMHS Tracksuit pants are available as part of the school uniform in terms 2 and 3 only.

Boys Daily Uniform

EMHS Navy cargo long pants or navy cargo shorts OR

EMHS Navy shorts with white strip can be worn every day, and in PE lessons.

EMHS Woollen navy jumper OR

EMHS Tracksuit jacket

EMHS Tracksuit pants are available as part of the school uniform in terms 2 and 3 only.

PDHPE – Boys and Girls

EMHS Navy shorts with white stripe – can be worn all day.

EMHS Light blue and navy shirt – during PE lesson only, unless it is a nominated sport day – Tuesdays for Years 7 and 8, Thursday for Years 9 and 10.

EMHS Tracksuit pants can be worn for PDHPE lessons during terms 2 and 3.

Sport

EMHS Navy shorts with white stripe – can be worn all day.

EMHS Light blue and navy shirt can be worn all day on nominated sport day - Tuesdays for Years 7 and 8, Thursday for Years 9 and 10.

EMHS Tracksuit pants can be worn all day for designated sports days in terms 2 and 3 only.

Uniform Practice

Daily: Uniform is to be worn at all times for class and excursions unless specifically stated otherwise. Suitable uniform options are available for students with **sensitive skin or allergies** at the uniform shop.

Excursions: Students that are not in full school uniform on the day of an excursion will not be allowed to go on the designated school excursion.

Examinations: Uniform is to be worn during examination periods. A **Head Teacher Detention** will be given to students out of uniform during an examination.

Formal Assemblies: Daily school uniform as described below for boys and girls is to be worn at all formal assemblies and award presentations, with the exception of school tracksuit pants and tracksuit jacket. **Year 12 students** must wear full school uniform NOT their senior jacket or jumper at all formal assemblies and award presentations.

PDHPE & Sport: Sports uniform is to be worn for PDHPE classes and sport days only. Students are to change into regular uniform after PDHPE lessons.

Mufti Days: Students will be notified during Roll Call or Assemblies of set Mufti Days. On these days students must dress respectfully and responsibly at all times.

Combined High School Sport: NO CHS representative jackets or jumpers are to be worn to school – students will be notified prior to competition days.

Clothing from other organisations or sporting groups are not part of the school uniform and are therefore not to be worn to school.

Footwear: The wearing of sturdy footwear that fully encloses the foot and protects it from falling objects and chemicals are a Work, Health & Safety (WHS) REQUIREMENT. This issue is not negotiable and all students must meet this requirement. This includes Mufti Days.

Examples of unacceptable footwear include but are not limited to: thongs, sandals, Ugg boots and easy to slip out of shoes.

Certain practical classes including: Food Technology, Hospitality, Textiles & Design, Design and Technology, IT Wood & Metal, Construction, Engineering Studies, Science, Agriculture, PDHPE & Sport have stringent footwear requirements and appropriate footwear is essential for participation in these classes, or alternate activities will be undertaken.

Guidelines for Swimwear

Student involvement in Marine/Swimming/Surfing and PE Curriculum activities require students to be prepared for lessons.

- Wetsuits and rash shirts are available for student use if required
- Sunscreen is always provided
- Most practical lessons last for around 50 minutes

Students are made aware that any inappropriate remarks centred around body image will be severely dealt with by the teach in charge of the lesson.

PDHPE classes from Year 7-10 have lessons dealing with body image and the effects of peer pressure influence. Students are also made aware that classes are not a fashion parade. Any inappropriate swimwear will not be allowed in practical classes.

Appropriate swimwear may include one piece, 2 piece costumes, wetsuits, rash vests, speedos and boardshorts.

Accessories: Hats and sunglasses are advisable for sun protection, but are not to be worn in classrooms.

Accessorising the uniform with brightly coloured undergarments that are visible is not acceptable. Wearing non-school jumpers or jackets over the school uniform in winter is not acceptable. Brightly coloured or patterned stockings or tights are not part of the schools uniform and therefore should not be worn.

Jewellery worn at school must meet WHS requirements.

Purchasing Uniforms

School uniform is **only available from the School uniform shop** located next to the canteen at Eden Marine High School. All items sold from our uniform shop display the EMHS logo. Therefore, only articles purchased from the uniform shop are considered to be part of the school uniform. (The Year 12 Senior jackets **may** be purchased from an outside provider).

The Uniform Shop Manager is **Mrs Ruth Fletcher**. She is employed by Daylight Sportswear, not the school. The shop is open one day a week during the school term – Thursday 8:30am – 4pm. Other hours of opening e.g. during school holidays are published in the school newsletter and on the school website as well as being displayed on the schools notice board at the front of the school.

BASIC EQUIPMENT & EXERCISE BOOKS

BASIC EQUIPMENT

| | | |
|------------------------------------|----------------------|------------------|
| 1 ruler (30cm) | 1 eraser | USB |
| 1 HB lead pencil | 2 black or blue biro | 1 red biro |
| Basic set Mathematical instruments | | 6 colour pencils |

EXERCISE BOOKS

| | | |
|---|---------------|---|
| English | Years 7/8 | one 240 page exercise book + pocket dictionary |
| | Years 9/10 | binder with loose leaf paper for handing in work. |
| | Years 11/12 | binder with loose leaf paper. Subject dividers in folder |
| History | Years 7/8 | one 240 page exercise book |
| | Years 9/10 | binder plus loose leaf paper for handing in work |
| | Years 11/12 | binder with loose leaf paper. Subject dividers in folder |
| Drama | Years 9/10 | binder plus loose leaf paper for handing in work |
| | Year 11/12 | 3 binder books |
| Mathematics | Years 7/8 | one 240 page exercise book |
| | Years 9/10 | 240 page exercise book or binder book (no loose leaf paper) |
| | Years 11/12 | binders may be used. |
| All years require a protractor, a pair of compasses. | | |
| Calculators are used in all years (available from school office @approx. \$22) | | |
| Agriculture | Years 9/10 | A4 128 page book, A5 notebook |
| | Years 11/12 | binder books may be used but no loose leaf. A4 128 page exercise book (stapled or binder book). |
| Science | Years 7/8 | one 240 page exercise book |
| | Years 9/10 | A4 or exercise book |
| | Years 11/12 | folders may be used but no loose leaf. A4 128 page exercise book |
| Geography | Years 7/8 | one 128 page exercise book (A4) |
| | Years 9/10 | one 240 page exercise book or folder |
| Commerce | Years 9/10 | one 240 page exercise book or folder |
| Technology | Years 7/8 | one A4 display folder |
| Home Economics | Years 11/12 | folders may be used |
| Visual Arts | Years 7/8 | 1 large scrapbook (size between A4 and A3)+ 3B pencil |
| | Years 9/12 | Visual Arts Diaries A4 + 4B pencil |
| Photography | Years 11/12 | Visual Arts Diaries A3 + 4GB USB |
| Music | All Years | Headphones |
| | Years 9 to 12 | A4 pad with music manuscript paper + A4 display folder for handouts. |
| Industrial Arts | Years 9/10 | 128 page exercise book (A4) and display folder |
| PD Health PE | Years 7/8 | 96 page exercise book (A4) |
| | Years 9/10 | 96 page exercise book (A4) |
| | Years 11/12 | folders may be used and one A4 display folder |
| Marine Studies | Years 9/10 | binder books 96 page A4 |
| | Years 11/12 | binder books 96 page A4 |
| PASS | Year 9/10 | binder books 96 page A4 |
| Sport Lifestyle & Rec | Years 11/12 | binder books 96 page A4 |
| LOTE | Year 7 | one 240 page exercise book + 1 A4 display folder |
| | Years 9/10 | binder books 96 page A4 |
| | Years 11/12 | binder books 96 page A4 |

Stationery Packs are available for Years 7 and 8 at local newsagencies and Sapphire Office Services

USB Thumb drive for use in all subjects.

STUDENT ASSISTANCE SCHEME – any parents of students in Years 7-10 who are having difficulty with uniform, books or excursions may apply for support through the Student Assistance Scheme.

Years 11 and 12 students who need financial support should apply for Youth Allowance (through Centrelink, Bega).

Homework diaries are issued to students by the school at the beginning of the year.

CONTRIBUTIONS

SERVICE

To provide additional resources for education beyond those provided from government sources, it is necessary to raise some funds by levying service contributions on all students. Contributions cover such things as costs of classroom equipment, sporting materials, text books and library books. These contributions are kept to an absolute minimum.

- The service contribution and elective contribution is payable from the beginning of the year, and should be paid to the front office. Receipts are issued.
- Payment by instalment can be arranged, if desired.
- Where cases of genuine hardship exist, the matter should be discussed with the principal.

SPECIALIST SUBJECTS

When a student studies a course requiring the use of materials in years 7 and 10 – (including Marine Studies, Music, PASS, Food Technology, Information Software Technology, Industrial Technology Metal, Industrial Technology Timber, Textiles & Design and Visual Arts), the cost of materials used must be met by the students. Students should not choose one of the Year 9/Year 10 elective subjects if these costs cannot be met. Contributions for these courses are required in the first two weeks of each semester. Arrangements for payments can be made on a weekly, fortnightly or term basis through the office. Secure online payments can be made through the Eden Marine High School website www.edenmarine-h.schools.nsw.edu.au .

SPORTING COSTS

These vary with the sport chosen. Costs to be met could include bus fares, court hire, green fees, balls, etc. Parents and students should be aware of these when sporting choices are made.

EXCURSION COSTS

All costs relating to excursions must be met by the student concerned. Every endeavour is made to keep these costs to a minimum by obtaining group concessions.

TEXTBOOKS

The school provides textbooks for student use through government funds and school contributions. These are issued, as necessary, during the school year. Any book lost or damaged must be paid for. Replacements will not be issued until this is done.

**EDEN MARINE HIGH SCHOOL
2017 SCHOOL CONTRIBUTION SCHEDULE**

| SERVICE CONTRIBUTION | TERM | SEMESTER | YEAR | *P & C | TOTAL |
|----------------------|-------|----------|-------|--------|-------|
| YEARS 7 & 8 | 9.25 | 18.50 | 37.00 | 5.00 | 42.00 |
| YEARS 9 & 10 | 10.25 | 20.50 | 41.00 | 5.00 | 46.00 |
| YEARS 11 & 12 | 12.25 | 24.50 | 49.00 | 5.00 | 54.00 |

| ELECTIVE CONTRIBUTIONS | TERM | SEMESTER | PER YEAR |
|--|--------|----------|----------|
| YEARS 7 & 8 | | | |
| MUSIC | | | 10.00 |
| VISUAL ARTS | YEAR 8 | 7.50 | 15.00 |
| | | | 30.00 |
| TECHNOLOGY | | | |
| WOOD TECH | | 20.00 | |
| METAL TECH | | 20.00 | |
| AGRICULTURE | | 5.00 | |
| FOOD | | 40.00 | |
| MEDIA | | 10.00 | |
| TEXTILES | | 20.00 | |
| MIXED MATERIALS TECHNOLOGY | | 15.00 | |
| YEARS 9 & 10 ELECTIVES | | | |
| AGRICULTURE | | 10.00 | 20.00 |
| FOOD TECHNOLOGY YEAR 9 & 10 | | 30.00 | 60.00 |
| MUSIC | | | 5.00 |
| INDUSTRIAL TECH. – METAL OR TIMBER OR ENGINEERING (NB: Year 10 students pay for their own materials for Major Works) | | 18.75 | 37.50 |
| INFORMATION & SOFTWARE TECHNOLOGY | | | 10.00 |
| MARINE STUDIES | | | 10.00 |
| PASS | | | 10.00 |
| PHOTOGRAPHY & DIGITAL MEDIA | | 8.75 | 17.50 |
| TEXTILES AND DESIGN | | 10.00 | 20.00 |
| VISUAL ARTS | | 8.75 | 17.50 |

2017 school contributions continued

| ELECTIVE CONTRIBUTIONS | PER YEAR |
|---|--------------------------|
| YEARS 11 & 12 | |
| AGRICULTURE YEAR 11 YEAR 12 | 25.00 25.00 |
| CONSTRUCTION YEAR 11 YEAR 12 | 130.00 130.00 |
| DESIGN & TECHNOLOGY YEAR 12 (NB: Year 12 pay for own material for Major Works) | 80.00 |
| FOOD TECHNOLOGY YEAR 11 YEAR 12 | 120.00 100.00 |
| HOSPITALITY YEAR 11 YEAR 12 | 120.00 100.00 |
| INDUSTRIAL TECHNOLOGY YEAR 11 YEAR 12 (NB: Year 12 pay for own materials for Major Works) | 80.00 80.00 |
| MARINE STUDIES YEAR 11 PADI DIVE COURSE | 10.00 400.00 – 500.00 |
| PDHPE YEAR 11 YEAR 12 | 10.00 10.00 |
| MUSIC YEAR 11 YEAR 12 | 10.00 10.00 |
| SPORT LIFESTYLE YEAR 11 AND RECREATION YEAR 12 | 10.00 10.00 |
| PHOTOGRAPHY YEAR 11 YEAR 12 | 60.00 60.00 |
| VISUAL ARTS YEAR 11 YEAR 12 2 UNIT | 40.00 10.00 |
| + major work expenses (student contributed) | |

SPECIAL NOTE TO PARENTS REGARDING CONTRIBUTIONS

1. All contributions may be paid by the week, term, semester or year.
2. **Contributions for elective subjects must be paid by the end of term.** Arrangements for payments can be made on a weekly, fortnightly or term basis through the office. Secure online payments can be made through the Eden Marine High School website www.edenmarine-h.schools.nsw.edu.au.
3. If assistance in paying fees is required, please contact the principal.
4. ***P & C Contribution:** \$5.00 per family. This entitles you to membership and voting rights following attendance at two P & C meetings.
5. Fees listed above are correct at the time of printing but are subject to change.
6. An online payment facility is now available through the Eden Marine High School website.

SUBJECTS OFFERED IN 2017

Subjects are listed by Year (top row) and in subject 'lines'.

Numbers in each cell refer to the number of periods taught per fortnight.

| YEAR 7 | YEAR 8 | YEAR 9 | YEAR 10 |
|--|--|---|---|
| 8 ENGLISH | 9 ENGLISH | 8 ENGLISH | 8 ENGLISH |
| 8 MATHEMATICS | 9 MATHEMATICS | 8 MATHEMATICS | 8 MATHEMATICS |
| 8 SCIENCE | 9 SCIENCE | 8 SCIENCE | 8 SCIENCE |
| 3 GEOGRAPHY HISTORY | 5 GEOGRAPHY HISTORY | 4 GEOGRAPHY HISTORY | 4 GEOGRAPHY HISTORY |
| 6 LANGUAGE 7 TECHNOLOGY | 7 TECHNOLOGY | 6 X ELECTIVE <ul style="list-style-type: none"> • INDUSTRIAL TECHNOLOGY – METAL • INDUSTRIAL TECHNOLOGY – TIMBER • MARINE STUDIES • MUSIC • PASS • VISUAL ARTS | 6 X ELECTIVE <ul style="list-style-type: none"> • FOOD TECHNOLOGY • INDUSTRIAL TECHNOLOGY – TIMBER • MUSIC • PASS • TEXTILES • VISUAL ARTS |
| CREATIVE & PERFORMING ARTS 6 MUSIC | CREATIVE AND PERFORMING ARTS 6 VISUAL ARTS | 6 Y ELECTIVE <ul style="list-style-type: none"> • COMMERCE • FRENCH • FOOD TECHNOLOGY • INDUSTRIAL TECHNOLOGY – ENGINEERING • INDUSTRIAL TECHNOLOGY – TIMBER • MARINE STUDIES | 6 Y ELECTIVE <ul style="list-style-type: none"> • AGRICULTURE • DRAMA • FOOD TECHNOLOGY • FRENCH • PASS |
| 6 PDHPE | 6 PDHPE | 6 Z ELECTIVE <ul style="list-style-type: none"> • AGRICULTURE • DRAMA • FOOD TECHNOLOGY • INTERNATIONAL STUDIES • PASS | 6 Z ELECTIVE <ul style="list-style-type: none"> • COMMERCE • INDUSTRIAL TECHNOLOGY – ENGINEERING • INDUSTRIAL TECHNOLOGY - TIMBER • INTERNATIONAL STUDIES • MARINE STUDIES |
| | | 6 PDHPE | 6 PDHPE |
| 4 SPORT | 4 SPORT | 4 SPORT | 4 SPORT |
| 1 Library Information Skills (LIS) | | | |

SUBJECTS OFFERED IN 2017

Subjects are listed by year (top row) and in subject 'lines'.

2 Unit subjects are studied for 9 Periods per fortnight

| YEAR 11 | YEAR 12 |
|---|--|
| LINE 1 – one of: <ul style="list-style-type: none"> • ENGLISH ADVANCED • ENGLISH STANDARD • ENGLISH STUDIES | LINE 1 – one of: <ul style="list-style-type: none"> • ENGLISH ADVANCED • ENGLISH STANDARD • ENGLISH STUDIES |
| LINE 2 – one of: <ul style="list-style-type: none"> • MATHEMATICS • GENERAL MATHEMATICS | LINE 2 – one of: <ul style="list-style-type: none"> • MATHEMATICS • GENERAL MATHEMATICS – PATHWAYS 2 PATHWAYS 1 |
| LINE 3 – one of: <ul style="list-style-type: none"> • DESIGN AND TECHNOLOGY • DRAMA • INDUSTRIAL TECHNOLOGY – TIMBER • PDHPE • SOCIETY AND CULTURE • VISUAL ARTS | LINE 3 – one of: <ul style="list-style-type: none"> • ANCIENT HISTORY • COMMUNITY AND FAMILY STUDIES • CHEMISTRY • DRAMA • MARINE STUDIES • PDHPE |
| LINE 4 – one of: <ul style="list-style-type: none"> • ENGINEERING STUDIES • FOOD TECHNOLOGY • GEOGRAPHY • LEGAL STUDIES • MARINE STUDIES • PHOTOGRAPHY | LINE 4 – one of: <ul style="list-style-type: none"> • AGRICULTURE • CONSTRUCTION • ENGINEERING STUDIES • LEGAL STUDIES • PDHPE • PHOTOGRAPHY • VISUAL ARTS |
| LINE 5 – one of: <ul style="list-style-type: none"> • ANCIENT HISTORY • BIOLOGY • COMMUNITY AND FAMILY STUDIES • CONSTRUCTION • PHYSICS | LINE 5 – one of: <ul style="list-style-type: none"> • BIOLOGY • IPT • MODERN HISTORY • MUSIC • SPORT LIFESTYLE AND RECREATION • SENIOR SCIENCE |
| LINE 6 – one of: <ul style="list-style-type: none"> • BUSINESS STUDIES • CHEMISTRY • HOSPITALITY • MUSIC • SPORT, LIFESTYLE AND RECREATION | LINE 6 – one of: <ul style="list-style-type: none"> • BUSINESS STUDIES • GEOGRAPHY • HOSPITALITY • INDUSTRIAL TECHNOLOGY – METAL • PHYSICS • SOCIETY AND CULTURE |
| OFF LINE (4 PERIODS PER FORTNIGHT) <ul style="list-style-type: none"> • ENGLISH EXTENSION • MATHEMATICS EXTENSION • HISTORY EXTENSION | OFF LINE (5 PERIODS PER FORTNIGHT) <ul style="list-style-type: none"> • ENGLISH EXTENSION • MATHEMATICS EXTENSION |

EMERGENCY AND EVACUATION PROCEDURES

(Revised 2016)

The school must be completely evacuated to the hockey field should either (a) or (b) below occur.

a) A FIRE IN ANY PART OF THE SCHOOL'S BUILDINGS –
SHORT/LONG/SHORT/LONG RINGING OF THE EMERGENCY WARNING SYSTEM

When a fire starts the teacher's first concern is the safety of the students. The students should be removed from the source of danger immediately to the hockey field. As this is being done the teacher should then notify the principal or deputy principals or office staff either in person or by note giving the location of the fire. (The office staff will immediately ring the relevant emergency services).

There will be a long, a short, a long, a short, a long ring of the emergency warning system. Students should take their bags with them to the oval. If a fire occurs in your area of work, shut windows and doors before evacuating (time permitting).

b) A BOMB THREAT MADE OVER THE PHONE OR BY WRITTEN WORD TO THE SCHOOL
A CONTINUOUS SOUNDING OF THE EMERGENCY WARNING SYSTEM

The clerical staff will notify the principal and/or deputy principal immediately. Should they not be immediately available the clerical staff will ring the emergency warning system. The office staff will immediately inform the relevant emergency services.

The order to evacuate will be given by the continuous sounding of the emergency warning system. Students are to proceed in an orderly fashion to the hockey field. **BAGS ARE TO BE TAKEN WITH YOU.**

Staff are to carry out their assigned duties as per the Evacuation – Duties of Staff list, and then report immediately to the hockey field. Head Teachers are to be available to mark rolls and to assist with general supervision.

The area near the cricket nets is the First Aid area to be supervised by the First Aid Officer. Any injured person is to be taken directly to that point but, if the person has sustained serious injury, he/she should be left at the accident scene unless their lives are threatened. This particularly applies to suspected spinal injury.

The western driveway area right down to the school farm is to be left clear at all times.

c) A THREATENING SITUATION FOR STAFF AND STUDENTS (Lockdown and Lockout)
REPEATED SHORT RINGING OF THE EMERGENCY WARNING SYSTEM - Lockdown
REPEATED LONG RINGING OF THE EMERGENCY WARNING SYSTEM - Lockout

Lockdown

The repeated short ringing of the emergency warning system is a signal for staff/students to remain in class, shut the door and windows, turn off lights and lie on the floor. This signal will be used if a threatening situation arises involving someone entering the school with a weapon such as a gun.

If a threatening situation arises involving someone already on the school grounds, the school will go into immediate **lockdown.**

If you hear a **repeated short ringing of the bell** remain in your room with your teacher who may instruct you to lock doors and windows, pull down blinds where possible, turn off lights, lie on the floor and remain silent. Maintain this until you hear the ALL CLEAR signal. 3 x short ring, then 3 x long ring, of the bell / emergency warning system.

Lockout

The repeated long ringing of the emergency warning system is a signal for staff/students to remain in class, shut the door and windows, turn off lights and lie on the floor. This signal will be used if a threatening situation arises involving someone from outside the school.

If a threatening situation arises involving someone outside of the school grounds, the school will go into immediate **lockout**.

If you hear a **repeated long ringing of the bell** remain in your room with your teacher who may instruct you to lock doors and windows, pull down blinds where possible, turn off lights, lie on the floor and remain silent. Maintain this until you hear the ALL CLEAR signal. 3 x short ring, then 3 x long ring, of the bell / emergency warning system.

The Beach:

If you are at the beach with your class, the teacher will instruct you to quickly make your way to Eden Public School, where you will register your presence at the Front Office and wait.

Ovals:

If you are on the oval with your class, the teacher will instruct you to quickly make your way to the Common Room or nearest available room. Teachers may instruct you to lock doors and windows, pull down the blinds where possible, turn off the lights, lie on the floor and remain silent. Maintain this until you hear the ALL CLEAR signal.

Quad:

If you are in the quadrangle with your class, the teacher will escort you into the Gymnasium and Canteen Area; Teachers may instruct you to lock doors and windows, pull down the blinds where possible, turn off the lights, lie on the floor and remain silent. Maintain this until you hear the ALL CLEAR signal. **If you are in the Quad on your own, make your way to the front office.**

Lunch/Recess:

Students are to make their way to the nearest room. If that room is full, move to another room. Teachers will report to a room near their staff room ready to receive students. Teachers may instruct you to lock doors and windows, pull down the blinds where possible, turn off the lights, lie on the floor and remain silent. Maintain this until you hear the ALL CLEAR signal. Assemble in the Quad for roll call.

Assembly in the Quad:

Students and teachers make their way to their Roll Call Rooms. Teachers may instruct you to lock doors and windows, pull down the blinds where possible, turn off the lights, lie on the floor and remain silent. Maintain this until you hear the ALL CLEAR signal then assemble in the Quad for roll call.

Front Office:

All external doors to the Administration Block will be locked, lights turned off and blinds drawn. Any students and/or visitors will be directed into the office area where they will be instructed to lie on the floor and remain silent. This will be maintained until the ALL CLEAR signal is given.

THE ALL CLEAR SIGNAL: repeated 3 x short bells, followed by 3 x long bells

BUS LINE UP – EDEN MARINE HIGH SCHOOL



BURRAGATE

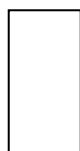


NETHERCOTE

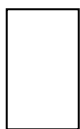


RUN 5 – CNR MITCHELL & CALLE CALLE, EDEN TWOFOLD ARCADE, CNR MITCHELL & IDA RODD, COCORA BEACH, SHADRACKS, BOYDTOWN, KIAH STORE, WONBOYN STORE

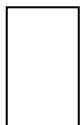
EASTERN DRIVEWAY



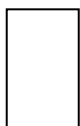
RUN 9 – NARREGOL ST – PAMBULA, HYLANDS CORNER, STONEHOUSE CAFÉ – TURA, PACIFIC WAY, HEADLAND, HAKEA, TRISTANIA, OPP TURA MEDICAL CENTRE



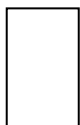
RUN 11 – MERIMBULA – YARRAWOOD, GARDEN CIRCLE, BERRAMBOOL, TURA SHOPS, CNR BANKSIA & SURF CIRCLE, THE CREST - MIRADOR



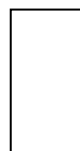
RUN 12 – TOP OF BELLBIRD HILL, OREGON ST – PAMBULA, GOLF CLUB, BOAT RAMP, MONARO ST, OPP FIRE STATION, OPP REID ST, KOWARA CRES, SPENCER PARK, CLIFF ST, BAR BEACH



RUN 6 – YOWAKA BRIDGE, SUMMERHILL RD, SOUTH PAMBULA, OPP NOLAN PARK, MT DARRAGH RD, OPP WOODCRAFT KITCHENS, WYNDHAM STORE, BOBBIN ROAD



RUN 18 – OPPOSITE ARV CARAVANS, MARLIN AVE, GOVERNMENT RD, HARDACRES RD, YOWAKA RIVER ROAD, MT DARRAH (TRANS TO 19 OPPOSITE COASTWAYS – BACKCREEK RD & NETHERCOTE), OLD BUTTER FACTORY, DEEP CREEK, LOCKVIEW FARM RD, MT DARRAGH RD



RUN 13 – CNR TANTAWANGALO, NORFOLK PINE MOTEL, BOLLER PARK, YELLOW PINCH, POTOROO PALACE, WOLUMLA INTERCHANGE, OLD MILL ROAD



RUN 10 – PAMBULA, PAMBULA BEACH, PAMBULA POOL, BOURNDA, KALARU, GIPPS ST – BEGA, CHURCH ST - BEGA

