



**MILLER TECHNOLOGY HIGH SCHOOL**

*PER CULTURAM—Promoting Growth and Development*

# STUDENT HANDBOOK

2024

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## **PRINCIPAL'S WELCOME MESSAGE**

Dear parents and carers,

I am delighted to extend a warm welcome to our new students and their families. Your enrolment marks the beginning of what I believe will be a fulfilling and successful educational journey.

Founded in February 1965, our school, named after the Miller family, pioneers of vineyard cultivation in the area, holds a rich history. The original school shield, featuring a book and a bunch of grapes, symbolizes the cultivation of mind and character in 'Promoting Growth and Development' - 'Per Culturam', our school's vision. In 1990, Miller High School achieved Technology High School status, incorporating a satellite dish to signify communication in our evolving world.

Our diverse community, with a student population of about 780, includes 85% of students from Language Backgrounds Other than English (LBOTE) and 9% Aboriginal students. The school continues to evolve with an Intensive English Centre (IEC) and a Support Faculty catering to the diverse learning needs of our students.

Miller Technology High School is proud of its strong reputation as an outstanding school with strong links to our community. This is reflected by the quality of our curricular and extra-curricular activities on offer, and the wonderful achievements of our students and staff.

We are committed to delivering quality education to develop the academic capability and individual talents, interests and abilities of our students. Learning is enriched through exceptionally active sporting, debating, creative and performing arts programs that provide opportunities for students to achieve personal excellence.

Our school is served by highly qualified, enthusiastic and dedicated staff whose professional expertise provides our students with the knowledge and skills necessary to become active 21st-century learners and global citizens.

As a community school, your child will benefit from strong tertiary links and school to work programs with TAFE. These connections assist in providing your child with pathways for the best possible post-schooling career opportunities.

Our school's philosophy is based on our core values - Respect, Inspire, Safe and Excel (RISE). Our student Wellbeing programs encourage students to celebrate their differences, develop resilience and confidence and to creatively work together to solve their problems.

We believe that our Positive Behaviour for Learning (PB4L) program sets high expectations for student behaviour, enables students to achieve their full academic potential and nurtures their personal and social skills as they grow into responsible, articulate, well-adjusted, caring and successful young adults.

Student voice is a powerful catalyst for positive change within our school. By actively involving our students in the decision-making processes through our Student Representative Council and Prefect body, we not only instill in them a sense of responsibility but also empower them to become lifelong learners and leaders. When students have a say in matters that affect their

daily lives, they develop a sense of ownership, accountability, and pride in their educational journey.

I am very proud to be leading Miller Technology High School. Your child will benefit from learning in an outstanding school environment that celebrates and rewards personal success and enables students to achieve their very best.

By engaging with the 2024 Student Handbook, students gain a deeper understanding of their learning environment, enabling them to navigate their educational journey with confidence and awareness. Stay connected with the school community through various channels such as the "Miller Messenger" newsletter, the school webpage, the School Stream App, and our Facebook page.

I look forward to a successful partnership with all our families as we educate and empower the children in our care to lead happy and successful lives.

Warm regards,

Dr Ken Edge

Principal

## MILLER TECHNOLOGY HIGH SCHOOL DIRECTORY

<b>Principal</b>	Dr Ken Edge
<b>Deputy Principal</b>	Ms J Lawrence
<b>Deputy Principal</b>	Mr S Shea
<b>Deputy Principal</b>	Ms M Abu Swireh
<b>Deputy Principal</b>	Ms D Stojanovic
<b>Business Manager</b>	Ms M Siczak
<b>Address</b>	60 Cabramatta Avenue, MILLER NSW 2168
<b>Telephone Number</b>	9607 8669
<b>Facsimile Number</b>	9607 9460
<b>Email</b>	<a href="mailto:miller-h.school@det.nsw.edu.au">miller-h.school@det.nsw.edu.au</a>
<b>Facebook Page</b>	<a href="https://www.facebook.com/pages/Miller-Technology-High-School/130522050432953">https://www.facebook.com/pages/Miller-Technology-High-School/130522050432953</a>

## MILLER INTENSIVE ENGLISH CENTRE DIRECTORY

<b>Deputy Principal (Acting)</b>	Mrs D Stojanovic
<b>Head Teacher (Rel)</b>	Ms A Thompson
<b>Telephone Number</b>	9607 2751
<b>Fax</b>	9607 3160
<b>Email</b>	<a href="mailto:Miller-h.school@det.nsw.edu.au">Miller-h.school@det.nsw.edu.au</a>
<b>Address</b>	60 Cabramatta Avenue MILLER NSW 2168

# MILLER TECHNOLOGY HIGH SCHOOL STAFF DIRECTORY

## Head Teachers

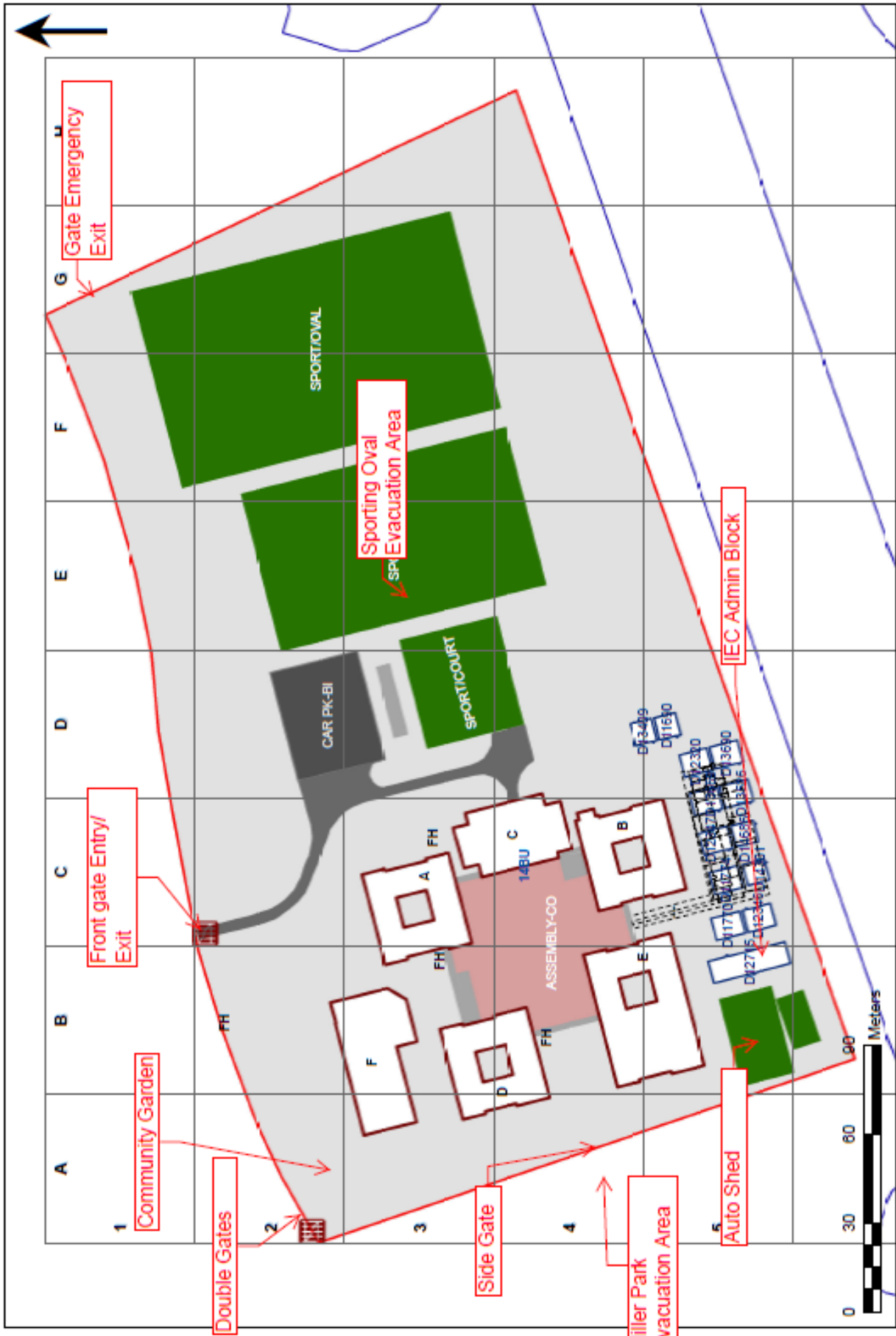
<b>English</b>	Mr T Mai
<b>Mathematics</b>	Ms M Ayrton
<b>Science</b>	Ms B Talfah
<b>PDHPE</b>	Mr A McCoy
<b>HSIE</b>	Ms H Vukic (Rel HT)
<b>TAS</b>	Mr R Thompson (Rel HT)
<b>Creative and Performing Arts</b>	Mr D Critcher
<b>English as an Additional Language/Dialect (EALD)</b>	Ms S Nadan
<b>Support Faculty and Learning Support</b>	Ms A Azzi
<b>Intensive English Centre</b>	Ms A Thompson
<b>Wellbeing</b>	Ms N Gulic
<b>Community Partnership</b>	Ms S Atkins
<b>Administration</b>	Mr M Caddy (Acting HT)
<b>Careers Adviser</b>	Ms M Benitez
<b>Transition Adviser</b>	TBC
<b>EALD Educational Leader</b>	Ms C Best

## Student Advisers

<b>Year 7</b>	Ms H Tabet
<b>Year 8</b>	Ms H Saleh
<b>Year 9</b>	Mr K Ayrton
<b>Year 10</b>	Mr R Yacoub
<b>Year 11</b>	Ms E Pollard
<b>Year 12</b>	TBC

<b>Aboriginal Student Education Officer</b>	Mr S Scott
<b>Girls Supervisor</b>	TBC
<b>Student Representative Council</b>	Mr S Nugent
<b>Prefect Co-ordinator</b>	Mr R Yacoub
<b>Technical Services Officer</b>	Mr S Kumar
<b>School Counsellors</b>	Mr C Roberts
<b>Community Liaison Officer</b>	Ms S Shiba
<b>Student Support Officer</b>	Ms S Taouil
<b>Librarian</b>	Ms I Bifulco
<b>Sport Organiser</b>	Ms C Bertucci

# MILLER TECHNOLOGY HIGH SCHOOL MAP





## **STUDENT ATTENDANCE**

Students enrolled at school are required to attend school on each day that instruction is provided. Regular attendance, punctual arrival to school and class, and attendance of all lessons are important components of student wellbeing, learning and achievement.

When a student is absent, a note must be provided by the parent/carer to explain his/her absence from school at the first opportunity, or the absence will be marked as "Unexplained".

The school works with Officers from the **Home School Liaison Program** who are specially trained to work with schools, staff, families and students to improve attendance of school students.

Home School Liaison Officers (**HSLO**) may be called upon to assist students and their parents/carers when students are not coming to school every day. The Home School Liaison Officer for Miller Technology High School may be contacted through the school Principal or Deputy Principal.

### **EARLY LEAVERS**

Students are to take their notes and report to the Front Office before school and receive an early leaver's pass. Parents/Carers should note that permission to leave school early will only be granted for specialist medical, dental or legal appointments or in the case of a family emergency. Ordinary medical appointments should be made for a time outside of school hours.

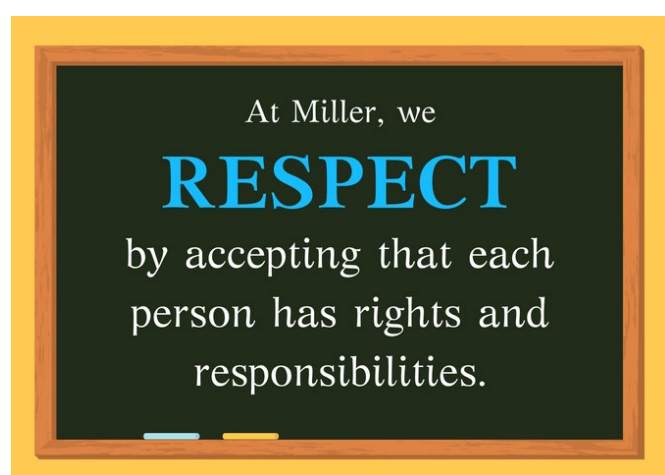
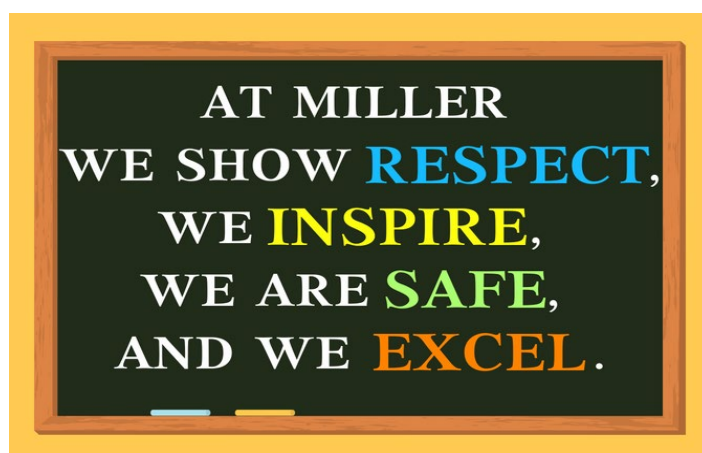
### **ROLL MARKING**

Class rolls are marked at the beginning of each period. Period one is the official Roll Marking period. Each student's attendance is recorded. It is expected that all students will arrive to class on time. If students have been detained by a teacher, they must provide a note from that teacher. Any student who is not in the correct class may be considered a truant.

Parents/Carers may be contacted (mail, phone, text message) if the school has concerns regarding a student's attendance. The Truancy Policy and consequences will apply. Parents/Carers may contact the school and request a copy of their child's attendance record.

## MILLER TECHNOLOGY HIGH SCHOOL POSITIVE BEHAVIOUR FOR LEARNING

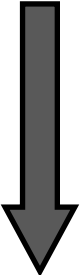
Miller Technology High School is committed to ensuring that we provide positive learning environments for all students. **Positive Behaviour for Learning (PB4L)** brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. Positive behaviour at Miller Technology High School is built on our four core values encapsulated in the mantra RISE.



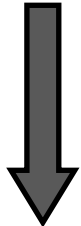
# PB4L MERIT AWARD SYSTEM



Collect 4 Gotchas of any value to receive a Merit Award



**Merit Award**



**Merit Award**

**Merit Award**

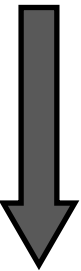
**Merit Award**

**Merit Award**

**Merit Award**

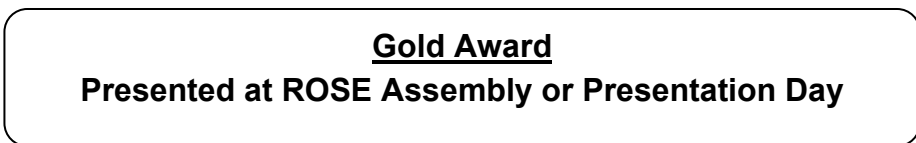
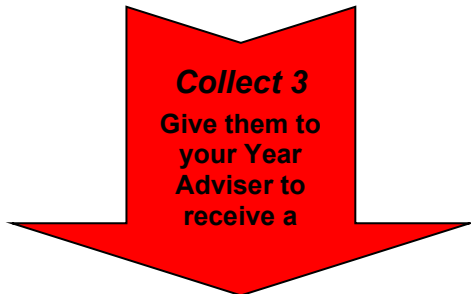
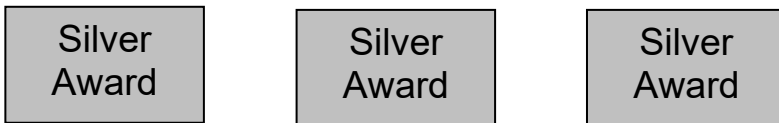
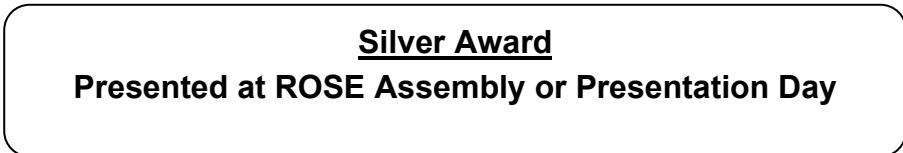
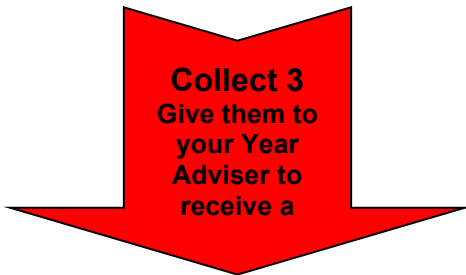
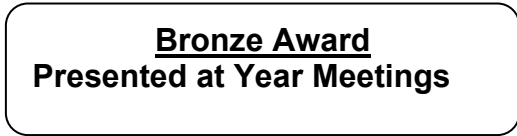
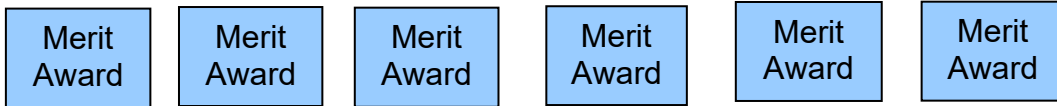
**Merit Award**

Collect 6 Merit Awards to receive a Bronze Award at Year Meetings



**BRONZE AWARD**

# SCHOOL MERIT SYSTEM



## SCHOOL DATES 2024

Students attend school on the following dates:

<b>Term 1</b>	<b>Year 7, 11 &amp; 12</b> Thursday, February 1 to Friday, April 12 <b>Year 8, 9,10 &amp; IEC</b> Friday, February 2 to Friday, April 12
<b>Term 2</b>	<b>All students</b> Tuesday, April 30 to Friday, July 5
<b>Term 3</b>	<b>All students</b> Tuesday, July 23 to Friday, September 27
<b>Term 4</b>	<b>All students</b> Monday, October 14 to Thursday, December 19

## BELL TIMES

	Monday	Tuesday	Wednesday	Thursday	Friday
Warning Bell	8:55	8:55	8:55	8:55	8:55
Period 1	9:00-9.50	9.00-9.50	9.00-9.45	9.00-9.50	9.00-9.50
Period 2	9.50-10.40	9:50-10.40	9:45-10.30	9:50-10.40	9:50-10.40
Assembly / Year Meeting	10.40-11.00				
Break 1	11:00-11:30	10:40-11:10	10:30-10:50	10:40-11:10	10:40-11:10
Period 3	11:30-12:20	11:10-12:00	10:50-11:35	11:10-12:00	11:10-12:00
Period 4	12:20-1:10	12:00-12:50	11:35-12:20	12:00-12:50	12:00-12:50
Break 2	1:10-1:40	12:50-1:20	12:20-12:50	12:50-1:20	12:50-1:20
Period 5	1:40-2:30	1:20-2:10	12:50-1:35	1:20-2:10	1:20-2:10
Period 6		2:10-3:00	1:35-2:25	2:10-3:00	2:10-3:00

## SCHOOL UNIFORM

All students at Miller Technology High School are expected to wear the school's uniform, including appropriate footwear, and are encouraged to take pride in their appearance. This is supported by the NSW Department of Education, and the Miller Technology High School parents and community.

Students out of uniform must bring a note from a parent/carer explaining why they are not in uniform.

- Students out of uniform must report to the school's front office **on arrival to school** and provide a note from a parent/carer explaining why they are not in uniform.
- The front office will issue the student with a "**Uniform Pass**", and this will be recorded in Sentral.
- Students without a note (3 times) will be placed on a Lunch Detention.

Teachers will officially check uniforms in period two. Teachers will also conduct random uniform checks during the day:

- a) At school assemblies
- b) At other times during the day
- c) In the playground.

**Full School Uniform** is to be worn on school excursions unless otherwise specified.

Footwear is also an important safety item and part of the Miller Technology High School uniform. The Department of Education guidelines on appropriate footwear require **all students to be in leather enclosed footwear** to ensure safety especially in areas that require practical learning such as Science labs and TAS areas.

For families experiencing financial hardship, the **school provides uniform assistance vouchers to assist with the purchase of uniforms** through our wellbeing programs. Parents/Carers can ask at the school’s front office for assistance with uniform.

Students who persistently choose to be out of uniform will be referred to the Deputy Principal for further disciplinary action.

### OFFICIAL SCHOOL UNIFORM

<b>JUNIOR GIRLS</b>	<b>JUNIOR BOYS</b>
Grey slacks OR grey skirt OR grey shorts AND White blouse OR white polo shirt Black enclosed leather shoes	Grey slacks OR grey shorts AND White button-up shirt OR white polo shirt Black enclosed leather shoes
<b>SENIOR GIRLS</b>	<b>SENIOR BOYS</b>
Grey check black/gold stripes skirt OR Grey slacks AND Lemon polo shirt OR lemon button-up shirt Black enclosed leather shoes	Grey slacks OR grey shorts AND Lemon polo shirt OR lemon button-up shirt Black enclosed leather shoes
<b>OTHER SCHOOL UNIFORM ITEMS</b>	
Black “Sloppy Joe” jumper School jacket School tie Black pullover Merino wool jumper Black/white socks Grey/black stockings for girls	
<b>SPORT UNIFORM – ALL YEAR GROUPS</b>	
Gold polo shirt with black collar Black shorts Black track pants Sports shoes – <b>must be lace up shoes</b> <b>TIGHTS ARE NOT PERMITTED</b>	
<p><b>All items can be purchased at the uniform shop</b>                  Liverpool Uniforms &amp; Embroidery                  Shop 2/170 George St - Liverpool                  Phone: 9601 0812</p>	

## FACULTY INFORMATION & SUBJECT REQUIREMENTS

<b>FACULTY NAME</b>	<b>FACULTY MEMBERS</b>	<b>FACULTY LOCATION</b>
<b>MATHEMATICS</b>	<b>Ms M Ayrton (Head Teacher)</b> Ms Q Nand Mr C McRae Ms A Sharma Mr E Yang Mr K Ayrton (Year 9 Adviser)	Level 2 of D Block
<b>ENGLISH</b>	<b>Mr T Mai (Head Teacher)</b> Ms E Pollard (Year 11 Adviser) Mr J Chen Ms A Prasad Ms B Saccaro Mr H Dong Ms N Gulic (Head Teacher Welfare) Ms J Kullar	Level 2 of E Block
<b>SCIENCE</b>	<b>Ms B Talfah (Head Teacher)</b> Mr M Caddy (Acting Head Teacher Admin) Mr A Darmanin Mr V Truong Ms M Siddique	Level 1 of D Block
<b>HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)</b>	<b>Ms H Vukic (Relieving Head Teacher)</b> Ms N Edwin (Year 11 Assistant Adviser) Mr R Yacoub (Year 10 Adviser / Prefects) Mr S Nugent (SRC) Ms P Paw Paw Soe Mr S Lin	Level 2 of E block
<b>TECHNOLOGICAL AND APPLIED STUDIES (TAS) AREA OF STUDY – TECHNOLOGY MANDATORY (TM)</b>	<b>Mr R Thompson (Relieving Head Teacher)</b> Mr J Burwood Ms D Gill Mr W Monaghan Ms A Singh (VET Coordinator) Ms G Kaur Ms M Benitez (Careers Adviser)	Level 1 of B Block
<b>PDHPE</b>	<b>Mr A McCoy (Head Teacher)</b> Ms C Bertucci (Year 9 Assistant Adviser / Sports Adviser) Ms K Christie Mr S Aramia Ms C Hill Mr A Mahmood	Level 2 of A Block

<b>FACULTY NAME</b>	<b>FACULTY MEMBERS</b>	<b>FACULTY LOCATION</b>
<b>CREATIVE ARTS AND PERFORMING ARTS</b>	<b>Mr D Critcher (Head Teacher)</b> Ms S Atkins (Head Teacher CPSV) Mr D Wood Mr D May Ms R Northcott	Level 2 of B Block
<b>ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EAL/D) &amp; LOTE</b>	<b>Ms S Nadan (Acting Head Teacher)</b> Ms M Baltagi Ms S Datt Ms A Filiopoulos Ms E Fermanov Ms U Wong	Level 1 of E Block
<b>LEARNING SUPPORT</b>	<b>Ms A Azzi (Head Teacher)</b> Ms J Keyes Ms B Persenitis Ms P Kaur Ms L Miners Ms R Isaac <b>Learning and Support Teachers</b> Ms L Steetsel Ms J Attiwill Ms A Tuiletufuga-Nickel Ms H Saleh (Year 8 Adviser) Ms H Tabet (Year 7 Adviser) Mr A Cangialosi Mr D Mazzolini <b>School Learning Support Officers</b> Ms S Tyler Ms A Phung Ms M Vlahos Mr R Benjamin Mr M Kallon Mr N Toama Ms I Alispahic Ms R Guidone Ms M Keresoma <b>Student Support Officer</b> Ms S Taouil <b>Youth Worker</b> Mr M Jones	Level 1 of D Block



## STANDARD REQUIREMENTS FOR ALL SUBJECTS

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>▪ Laptop</li> <li>▪ Pencil case</li> <li>▪ 2 blue/black pens</li> <li>▪ 1 red pen</li> <li>▪ 2 pencils</li> <li>▪ 1 sharpener</li> </ul> | <ul style="list-style-type: none"> <li>▪ 1 rubber</li> <li>▪ 1 ruler (30cm)</li> <li>▪ 2 different coloured highlighters</li> <li>▪ 1 large glue stick</li> <li>▪ 1 set coloured pencils</li> <li>▪ 240 page exercise book (except Maths)</li> </ul> |
|---|--|

## SUBJECT SPECIFIC REQUIREMENTS

SUBJECT SPECIFIC REQUIREMENTS	
English	
Maths	<ul style="list-style-type: none"> <li>▪ Calculator</li> <li>▪ Maths Geometry set</li> <li>▪ 240 page grid exercise book</li> </ul>
Music	<ul style="list-style-type: none"> <li>▪ Music exercise book</li> </ul>
Technological and Applied Studies (TAS)	<ul style="list-style-type: none"> <li>▪ A4 Display folder</li> </ul>
Visual Arts	<ul style="list-style-type: none"> <li>▪ Visual Arts drawing book</li> </ul>

## SCHOOL FEES

**Student Laptop**

**\$200.00**

The parent online payment portal located on our school website is the preferred method of payment (refer to School Bytes payment information attached). To access this facility, you must have an email address. The payment page is accessed from the front page of our school website using the "Make a Payment" tab. You can also access the payment portal via the QR Code on the attached School Bytes flyer or visit

<https://portal.schoolbytes.education>

## **EXCURSIONS**

Miller Technology High School organises excursions to enhance and support classroom studies. Students will receive permission notes indicating the time of departure and return, the cost and the teacher accompanying the students. Parents should make sure the school is aware of any pre-existing medical conditions prior to the excursions.

A student may be excluded from an excursion if their behaviour is considered unsatisfactory, as students' behaviour must be exemplary whilst on excursions.

## **HOMEWORK**

As a community, we believe that homework is important because it:

- consolidates and extends work covered in class time;
- fosters self-discipline and performance through the development of independent study habits;
- provides a link between the school and home;
- enables parents and carers to be partners in the education of their children; and offers parents an opportunity to monitor their children's progress.

## **HOW MUCH HOMEWORK?**

It is the policy of the school that all students should do some regular work at home as a follow up to the work done in class each day.

It is important that parents supervise completion of homework and, where possible, assist. This will allow parents to monitor the progress of their children.

Providing a suitable location within the home is important if homework is to be of the greatest value.



## LAPTOP USER CHARTER

### Purpose

Miller Technology High School aims to improve learning outcomes by providing students with a laptop for educational purposes. Laptops will be used both in and out of the classroom where students will be conducting research, completing tasks or activities and submitting homework online.

Students will be able to manage their own learning outside of the classroom at their own pace. The school is encouraging student centred and independent learning. Having access to a laptop will help promote the learning opportunities for students.

### Laptop User Charter

Before the laptop is issued to a student the Laptop User Charter must be signed. Please read the charter carefully prior to signing. If you have any questions regarding the charter, please contact the school immediately.

By signing this charter students and parents/carers acknowledge the following:

- We have read the Laptop User Charter
- We understand and agree to the policies set out in the charter
- We understand that charges are payable for out of warranty repairs
- We understand that failure to comply with the charter could result in recall of the laptop

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent / Carer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_

**Principal: Dr Ken Edge**

**Phone: (02) 9607 8669**

**Fax: (02) 9607 9460**

**Address: 60 Cabramatta Avenue (PO Box 361) Miller NSW 2168**

**Email: miller-h.school@det.nsw.edu.au**

### **1) Purpose**

- a) Students are provided a laptop for educational purposes. The school is encouraging student centred learning and independent learning.

### **2) Ownership**

- a) The school always retains ownership of the laptop. If the student transfers to another high school, they have the option of buying the device at the original purchase price. If the student does not wish to purchase the device, it must be returned to the school.
- b) Students are responsible for backing up their own data by using an external storage device, such as USB, portable hard drive, or online storage such as email account or cloud storage.
- c) All material on the laptop is subject to review by school staff. If there is a police request Miller Technology High School will provide access to the laptop.
- d) Students are required to bring laptops to school when laptop audits and software upgrades are conducted.
- e) Students must bring the laptop to school every day fully charged. Chargers should be left at home.

### **3) Damage or loss**

- a) Laptops are covered by a manufacturer's warranty. The following parts will be repaired or replaced under warranty - hard drive, fan, keyboard, touch pad and faulty screen.
- b) The manufacturer's warranty does not cover negligence, abuse, or malicious damage. Parents and carers will be required to pay for laptop repairs and missing chargers. If the laptop is damaged beyond repair, parents and carers will be required to pay for a replacement.
- c) If a loan laptop is available, one will be provided to the student until repairs have been completed.
- d) Any vandalism or damage must be reported to the school immediately.
- e) If the laptop has been stolen the incident must be reported to the school immediately. The student will also need to inform the NSW Police of the incident on 131 444 and an event number will be issued. A statutory declaration must be completed and signed by a Justice of the Peace. The school Principal will determine if payment of a replacement laptop is required or if another laptop will be issued.
- f) Parents and carers that have home and contents insurance may choose to notify their insurer about the school issued laptop

### **4) Acceptable computer and internet use**

- a) Students will not access inappropriate sites. If a student is found accessing inappropriate sites, the laptop will be confiscated.
- b) Ensure that internet access and online communications are used for educational purposes.
- c) Students will not attempt to bypass built-in securities on laptops i.e. hardware and software.
- d) For additional information please refer to the <https://education.nsw.gov.au/policy-library/policies/pd-2020-0471> policy. This applies to laptop usage and internet access both on and off the school grounds.

### **5) Access and Security**

- a) Keep password confidential and change on a regular basis i.e. every three months or once a school term.
- b) Create passwords that are not obvious or easily guessed i.e. password consists of upper case, lower case, numbers and symbols.

- c) DoE accounts are not shared amongst peers. If students are found using accounts that were not issued by the school disciplinary action will follow.
- d) EVET accounts must not be shared amongst peers or used at school. These accounts were designed for TAFE usage only.
- e) Use of internet and online communication services can be audited and traced to accounts of specific users. Be mindful of the digital footprint you leave behind.

#### **6) Privacy and Confidentiality**

- a) Do not publish or disclose the email address of a staff member or student without permission.
- b) Do not reveal personal information including names, addresses, photographs and phone numbers of themselves or others.

#### **7) Cyberbullying**

Students will not send or publish:

- a) Unacceptable or unlawful materials or remarks, including offensive, abusive, or discriminatory comments.
- b) False or defamatory information about a person or organisation.
- c) Threatening, bullying, or harassing another person or making excessive or unreasonable demands upon another person.
- d) Sexually explicit or sexually suggestive material or correspondence.
- e) Breaches of this policy will result in disciplinary action.

#### **8) Misuse and Breaches of Acceptable Usage**

- a) Students are held responsible for their actions while using internet and online communication services.
- b) Students are held responsible for any breaches caused by them allowing others to use their account to access internet and online services.
- c) The misuse of internet access and online services will result in the laptop being confiscated and access being removed.
- d) Misuse and breaches of policy will result in disciplinary action.

#### **9) Intellectual Property and Copyright**

- a) Students will not plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- b) If students publish any material on the internet, it must have the approval of the principal or teacher and have copyright clearance.

## **HELP AND WHERE TO GET IT**

If students experience problems at school, it is important to have those problems addressed quickly and effectively. Parents should first approach the appropriate personnel who can best assist with the problem.

Below is a guide for assistance available for parents:

### **HEAD TEACHER AND CLASS TEACHER**

- Advice about student progress in individual subjects and faculties

### **YEAR ADVISER AND ASSISTANT YEAR ADVISER**

- Oversees the welfare and progress of all students in a particular year group

### **CAREERS AND TRANSITION ADVISER**

- Advice about current and future training and career options for students

### **SCHOOL COUNSELLOR**

- Assist students who experience a range of personal, social, psychological and learning problems

### **PRINCIPAL AND DEPUTY PRINCIPALS**

- Assist parents when a problem arises, and are responsible for the overall running of the school

### **STUDENT ASSISTANCE**

- If financial help is needed, you can complete a student assistance form. This can be collected from the student kiosk.

## **INTERPRETERS**

The school can provide interpreters for parents needing access to such a service. Please contact the school front office should an interpreter be required for any meeting.

## **STUDENT DIARIES**

In 2024, Year 7 students will receive a Wellbeing Student Diary to help them in remaining organised. Diaries will help them keep track of homework, assignments and other important dates such as exam dates.

## **INTENSIVE ENGLISH CENTRE (IEC)**

Miller IEC provides English instruction for newly arrived migrant, international and refugee students from language backgrounds other than English, who are 11 years of age or above. These students are entitled to study English at Miller IEC for approximately three to four school terms.

Students in the IEC study subjects which are part of the NSW School Curriculum such as English, Maths, Science, History, Geography, Drama, Music, Physical Education, Design and Technology and Computing Studies. These subjects prepare them for a successful transition into high school at the end of their English course.

At the end of their program, students can confidently enrol in Miller Technology High School, or their local high school, or other educational institutions such as TAFE.

## **LIBRARY**

The library and its resources are there for you to use, both for study and leisure purposes. Bags are to be left in the bag area, but you should take your wallet, book, pens and any item of value with you. While in the library at recess and lunch, students may:

- study; read; play board games or
- use the computers or chat (quietly)

**LIBRARY HOURS:** The library is open during school hours.

For more information about the library, please refer to the library information pamphlet which can be obtained from the librarian.

## **REPORTS AND EXAMINATIONS**

Students are issued with two reports annually. These reports outline each student's achievements and progress. See the school calendar for report relevant dates. Students will be given an exam timetable for scheduled examinations.

## **SCHOOL COUNSELLORS**

School counsellors assist teachers by strengthening the school's welfare provisions and provide counselling and psychological assessment of students with specific needs. Their work with classroom teachers is designed to improve student learning outcomes.

All students can access the school counsellors. They provide assistance to students experiencing emotional, psychological, social and learning problems. In supporting students, school counsellors will also provide advice to parents and teachers as appropriate. If parents wish to speak to the counsellor an appointment can be made by telephoning the school.

## SICK STUDENTS

If students are sick, it is recommended that parents/carers keep them at home. If a student becomes sick during the school day the office staff will attempt to contact the parents/carers, requesting that they be picked up from school. To ensure the safety and wellbeing of our students we ask parents/carers to inform the school of any changes to contact details.

Parents of students who require regular medication should ensure that the school is aware of the child's condition. If a student requires assistance with their medication at school, they should:

- Collect a Request for Administering Prescribed Medication to the Student form from the student kiosk and have a parent complete the form and return it to the front office
- Have a document from their doctor indicating type of medication and dose
- Bring their medication to school in a prescription bottle, or original packaging

If a student also requires a **Health Care Plan** to manage their medical condition, please advise the Head Teacher Wellbeing, Year Adviser and front office staff so that a plan is developed to support the student.

## SOCIAL MEDIA @ MILLER

Miller Technology High School recognises the importance of communication to build a strong and supportive school community. Through our official school presences on Facebook, Instagram and YouTube, we promote upcoming events, share successes, and showcase photos and videos from the many exciting things that happen here at Miller.

We welcome all students and parents to connect with us through our social media sites. However, we encourage you to participate appropriately and to protect yourself online. This is especially important on Facebook, with privacy levels set for students to the highest level so that they and other people in our school are protected.

- [miller-h.school@det.nsw.edu.au](mailto:miller-h.school@det.nsw.edu.au)
- Find us on Facebook – Miller Technology High School

## SCHOOL STREAM

At Miller Technology High School we understand the need for parents/carers to keep updated on the news and events that affect our students and families. To help parents and carers stay in the loop, we are now using the School Stream app as a communication tool on the day-to-day matters at our school. The app can be downloaded for both iPhone and Android phone users. Information about downloading the app can be found here:

<https://www.schoolstream.com.au/download/>

## MILLER TECHNOLOGY HIGH SCHOOL NEWSLETTER

The school's newsletter is distributed every fortnight through the School Stream app. It is available in paper copy from the front office and can be seen on the school website. It provides up to date information on the events happening at our school and showcases all the amazing things that our staff and students are doing.



## TECHNOLOGY

Miller Technology High School recognises that 21<sup>st</sup> century learners' needs revolve around integration of technology in all syllabus areas. The ability to access, analyse, collaborate and evaluate information will be increasingly vital for full participation as an active citizen of the future.

The school also has two Interactive Video Conferencing Suites and all classrooms are equipped with interactive whiteboards/data projectors.

## SCHOOL TRAVEL PASSES

The previous School Student Transport Scheme (SSTS) has been replaced by the School Opal Card. Applications for Opal train and bus cards are now processed online.

The application is completed online at [transportsw.info/school-students](http://transportsw.info/school-students) and Transport NSW manages the Student Opal system. If you require further information, please go to [www.131500.info](http://www.131500.info) or call the info-line on 131500.

## HOT SHOTS CAFÉ / SCHOOL CANTEEN / BREAKFAST CLUB

We have an amazing café! Hot chocolates are available for all year groups, with a variety of different coffee provided for years 11 - 12. The **Hot Shots Café** and the **Breakfast Club** are open on Monday, Thursday and Friday (in the Café).

The school canteen operates every school day. It provides a nutritious variety of wholesome foods, both hot and cold.

## STUDENT WELLBEING

At Miller Technology High School, we are committed to providing an education that enables students to reach their full potential and develop into responsible, tolerant, resilient, independent and productive Australian citizens. Our Wellbeing Team recognises and celebrates achievement in all areas of school and community life, and provides welfare structures that meet academic, social, cultural, physical and emotional needs of the school community. We nurture students to be responsible and self-directed in a happy and safe environment that is conducive to learning.

The Wellbeing Team has identified a number of goals to further support the Welfare of our students and will work alongside the PB4L Team to provide whole-school support that will:

- Enhance students' self-esteem and encourage independence through learning.
- Encourage accountability for behaviour develop students' self-discipline and self-control.
- Encourage individual students to recognise and respect the rights of others and promote the values of honesty and fairness.
- Enable rational conflict resolution, tolerance and acceptance of difference.
- Engage students in significant learning that will promote lifelong learning skills and enable them to be positive members of the school and wider community to become effective global citizens.
- Enhance staff self-esteem.

## THE MTHS WELLBEING TEAM

Year Group	Year Adviser	Assistant Year Adviser	Deputy Principal
7	Ms H Tabet	TBC	Ms J Lawrence
8	Ms H Saleh	TBC	Ms M Abu Swireh
9	Mr K Ayrton	Ms C Bertucci	Mr S Shea
10	Mr R Yacoub	TBC	Ms M Abu Swireh
11	Ms E Pollard	Ms N Edwin	Ms D Stojanovic
12	TBC	TBC	Mr S Shea
<b>IEC</b>			Ms D Stojanovic
<b>Head Teacher Wellbeing</b>		Ms N Gulic	

## ANTI-BULLYING PLAN

Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. The NSW Department of Education requires all NSW Public Schools to have an Anti-bullying Plan which details the strategies implemented to reduce student bullying behaviours.

### Resources

The NSW anti-bullying website (see: <https://antibullying.nsw.gov.au/>) provides evidence-based resources and information for schools, parents/carers and students. Schools are encouraged to visit the website to support whole-school prevention, early intervention and response approaches and strategies for student bullying behaviour.

### Miller Technology High School's Commitment

Our school rejects all forms of bullying behaviours, including online (or cyber) bullying by maintaining a commitment to providing a safe, inclusive and respectful learning community that promotes student wellbeing. Executive staff are committed to establishing evidence-based approaches and strategies that promote a positive climate where bullying is less likely to occur.

### School culture and inclusion

All members of the school community are active participants in building a welcoming school culture that values diversity and fosters positive relationships. A key component of a supportive school culture is building respectful relationships and an ethos that bullying is not accepted, in both online and offline environments. School staff will actively respond to student bullying behaviour.

Our school engages in the following practices to promote a positive school culture.

## Student Assemblies

Student bullying and expectations about student behaviour will be discussed and information presented to promote a positive school culture where bullying is not accepted.

Dates	Communication Topics
Ongoing	Behaviour code for students
Ongoing	Positive Behaviour for Learning (PBL) – specific lessons on student expectations during Year Adviser lessons
Ongoing	SRC Student Voice – student leaders speak at assembly
Ongoing	All Year Advisers to regularly discuss Code of Conduct with students at Year Meetings, and revisit as required throughout the year
Term 1 Year 7	Transition to High School camp activities for building resilience and dealing with bullying
Biannually Years 8-10	Year Adviser lessons on Cyber Safety and what constitutes cyber bullying
Annually Term 2	Autism Awareness Day – wear blue & special assembly
Term 3	Tree of Life stage play – refugee stories
Annually Term 2	Refugee Week
Annually Term 1	Harmony Day
Annually Term 2	Sorry Day
Ongoing	Posters around the school promoting acceptance
Term 3	NAIDOC week
Annually Term 3	Multicultural Awareness Day – celebrations of cultures food stalls, lessons, dances
Ongoing	Acknowledgement of significant cultural/religious events e.g. Ramadan
Once/term	RISE assemblies – weekly school values focus, student led videos

## STAFF COMMUNICATION AND PROFESSIONAL LEARNING

Staff will be supported with professional learning that provides evidence-based ways to encourage and teach positive social and emotional wellbeing and discourage, prevent, identify and respond effectively to student bullying behaviour.

Dates	Communication Topics and Professional Learning
	EXAMPLE: Teaching and reinforcing respectful relationships
Ongoing	Professional dialogue and communication relating to student relationships and wellbeing
Ongoing	Individual student plans shared with relevant staff and discussed as pre-emptive
Ongoing	Executive Meeting – review of Wellbeing Procedures. Staff PL on SDD or as necessary in response to incidences. TTFM data shared and actioned
As needed	MAPA training for all staff
Ongoing	Wellbeing Team Training – School’s Anti-Bullying Policy and Reporting Procedures
Annually	Staff Professional Learning – define bullying; talk through school’s Anti-Bullying Policy and Procedures, including role of staff members in dealing with bullying issues. Awareness of government documentation and information made available to parents
Annually	Trauma Informed Practice for new staff and Year Advisers; all existing staff expected to be trained
Ongoing	Staff responsibilities and procedures for responding to bullying reviewed
Once/term	Reflect upon Sentral data regarding student behaviour and communicate to staff
3 times/year	Transition of IEC students communicated – EALD teacher training embedded into targeted classes
Annually	Aboriginal Education professional learning
Ongoing	EALD network professional learning meetings
Ongoing	ARCO training, HLSO, CLO, AB ED team
Annually	Anti-Racism Policy and procedures communicated
Annually	ARCO introduced and role explained through newsletters
Annually	Provide professional learning for all staff in Anti-Racism Policy & effective anti-racism strategies

### 1.1 New and Casual Staff

New and casual staff will be informed about our school's approaches and strategies to prevent and respond to student bullying behaviour in the following ways.

New casual staff will be informed about the school's approaches and strategies to prevent and respond to student bullying behaviour, when it does occur by:

1. Information is provided in a handbook to staff when they enter on duty at school
2. Head Teacher Administration speaks to new and casual staff when they enter on duty at school
3. The principal or delegate speaks to new executive staff when they enter on duty at school, as part of the induction process

## PARTNERSHIPS WITH FAMILIES AND COMMUNITY

Effective schools have high levels of parental and community involvement. This involvement is strongly related to improved student learning, attendance and behaviour. Our school proactively builds collaborative relationships with families and communities to create a shared understanding of how to support student learning, safety and wellbeing.

### 1.1 Website

Our school website has information to support families help their children to regulate their emotions and behaviour and develop socially. Information is provided to assist if children have been involved in bullying behaviour (as the person engaging in bullying behaviour, as the person being bullied or as the person witnessing the bullying behaviour).

### 1.2 Communication with Parents

Our school will provide information to parents to help promote a positive school culture where bullying is not acceptable and to increase parent's understanding of how our school addresses all forms of bullying behaviour.

Dates	Communication Methods and Topic
Term one	Parent information sessions
Annually	School website school Facebook and/or school newsletter - bystander behaviour
Ongoing	School Anti-Bullying Plan/Brochure given to all new parents
Ongoing	School official Facebook page and weekly newsletter used to reinforce the school's position on bullying and to provide information and advice to students and parents
Ongoing	School wellbeing tab on school website bespoke for local supports and services
Annually	School Newsletter – article for parents on supporting their child with conflict resolution and strategies for responding to issues of bullying. Method of reporting bullying issues outlined
Term one & four	Week 7 – Year 6 Settling into High School - Parent Session. Share prevention and responses to bullying
Annually Term Two	Refugee week
Ongoing	All parent communication is translated, welcome signs in different languages, audible translation where possible (CLO)
Ongoing	Multicultural Awareness Day – parents invited
Annually	ARCO introduced and role explained through newsletters
Annually	Yr6 transition /orientation – intro ARCO, anti-racism/bullying policies/procedures

# PHONE POLICY

## 1. Rationale

The widespread ownership of mobile phones among young people requires that parents, carers, students, schools and teachers take steps to ensure that they are used responsibly at school and in school-related activities. This policy is designed to help increase teaching and learning time, reduce mobile phone-related distractions, increase the safety and well-being of our students, help ensure potential issues involving mobile phones can be clearly identified and addressed.

Research demonstrates that increased use of mobile phones by teenagers has led to a decrease in conversation skills, group work skills and skills in managing conflict. Current studies support limiting student use of devices used to interact with others such as mobile phones in order to bring about positive inter-personal relationships.

1 in 5 Australian young people report being socially excluded, threatened or abused online. Only 55% of these young people sought help from their parents, whilst 28% sought assistance from a friend. 24% of teenagers admit to behaving in a negative way online, and 90% of these teenagers have experienced negative online experiences themselves. Teacher interactions with students, DP feedback and Sentral data support the fact that students use of mobile phones as led to an increase in negative interactions between students during school hours.

Studies show that students are often unable to resist the temptation of their mobile phone at school, with the highest use relating to “responding to others”. On average, school students check their phone every 8.6 minutes. A recent study published in Computers & Education discovered a negative relationship between mobile phone usage and students’ academic performance, such that every 100 minutes that a student spent using their phone a day led to the student dropping 6.3 places in terms of their academic school ranking. This effect was doubled when the students used their phone whilst in class.

This policy provides teachers, students and parents/carers with guidelines and instructions for the appropriate use of mobile phones at school and school-related activities.

## 2. Policy Statement

The procedures outlined in this policy provide a consistent framework for the safe, responsible and respectful use of mobile phones by students at our school. It sets out the shared responsibilities of school staff, students and parents and careers.

Mobile phones and headphones / air pods are not to be used during the school day before school, in class, during breaks, or during other school-related activities (unless permitted under this policy).

### **3. Context**

This policy has been informed by the following:

Student use of digital devices and online services (Department of Education Policy Library)  
<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>

Legal Issues Bulletin 35 - Misuse of technology in schools (Department of Education)  
<https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/bulletin-35-misuse-of-technology-in-schools>

Legal Issues Bulletin 56 - Confiscation of student property. (Department of Education)  
<https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/bulletin-56-confiscation-of-student-property>

### **4. Responsibilities and Delegations**

**4.1** It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

**4.2** Mobile phones are not to be used during school hours. They are not permitted to be used as a teaching tool to support classroom learning.

**4.3** Every student will be assigned a personal Yondr Pouch. Whilst the Yondr Pouch is school property, it is each student's responsibility to bring their Yondr pouch with them to school every day. Parents/carers will be billed for the cost of replacing a Yondr pouch that has been wilfully damaged, tampered with or lost.

**4.4** Every student will be a safe, responsible and respectful user of online services and support their peers to be the same.

**4.5** Every student will respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.

**4.6** Due to the implementation of the Yondr Pouch, parents/carers are reminded that in cases of emergency during the school day, the school office remains the preferred point of contact and school staff will ensure students are contacted quickly and assisted in the appropriate way.

**4.7** Matters not specifically addressed in this policy will be managed by the principal/delegate in accordance with the relevant school and Department policies and procedures.

## 5. Procedures



### POUCH

As a student enters school, they place their phone in their assigned Yondr pouch.



### SECURE

The pouch is closed and secured. Each student keeps their pouch throughout the day.



### EXIT

When leaving school, the student taps their pouch to an unlocking base to release their phone.

### 5.1 School Entrance: As students enter school grounds, they will:

- 1) Turn their phone off.
- 2) Unlock their empty pouch using an Unlocking Base at the School Entrance.
- 3) Place their phone and earbuds inside the pouch, securely close it and store in their backpack.

Each student will maintain possession of their mobile phone inside their pouch for the duration of the school day. Late students will do this process at the Administration Office (kiosk) as they sign in.

### 5.2 Period 2 Pouch-Check

Period 2 teachers will ask students to present their pouches for inspection. Teachers will record the names of the students on their roll with no pouch/phone.

### 5.3 School Exit: As students exit the school at the end of the school day, they will:

- 1) Unlock their pouch using an Unlocking Base at the school Exit.
- 2) Remove their phone and/or earbuds from their pouch.
- 3) Securely close their empty pouch and place the pouch in their backpack for the next day.

### 5.4 Breaches

Below is a list of potential student breaches. Each of these breaches will result in the student's device/phone and/or pouch being confiscated by school staff.


- 1) Physical damage to the pouch, in an attempt, to circumvent its intended purpose. (e.g. cut, discolouration, bent pin or stripped lock inside the pouch).
- 2) Losing the pouch.
- 3) Using their phone during school hours.
- 4) Smart watches are allowed but used only as a watch (no phone functions).
- 5) Other devices used in a manner similar to mobile phones such as texting, using social media, listening to music, etc






## 5.5 Consequences if a Pouch is Damaged



- 1) Phone and Pouch will be confiscated, and parent/carer will be notified.
- 2) Student's parent/carer must come to the school to pick up their child's phone and a replacement pouch may be assigned at a cost of \$20.
- 3) Repeat offences will result in further disciplinary action.

## 5.6 Process for Phone Misuse

1 <sup>st</sup> Breach – Recorded on Sentral (MOBILE PHONE CATEGORY)			
Student has phone out or phone not in a pouch (class or playground)		<p>Teacher records in SENTRAL</p> <p>Teacher sends student to DP</p> <p>DP confiscates the phone for collection at the end of school day.</p>	<p>Phone placed in pouch and under supervision of DP and kept in school office until the end of the day</p> <p>If student does not have a pouch, phone confiscated, placed in school office and returned to student at end of school day.</p> <p>Student returned to class with a note (if no note, teacher must follow up with the DP)</p>

2 <sup>nd</sup> Breach – Recorded on Sentral (MOBILE PHONE CATEGORY) – Parents Notified			
Student has phone out or phone not in a pouch (class or playground)		<p>Teacher records in SENTRAL</p> <p>Teacher sends student to DP</p> <p>DP checks Sentral for previous warning</p> <p>DP confiscates the phone for collection at the end of school day.</p> <p>DP documents – 'Warning DP – Phone misuse' category on Sentral</p> <p>Parents informed via phone</p>	<p>Phone placed in pouch and under supervision of DP and kept in school office until the end of the day</p> <p>If student does not have a pouch, phone confiscated, placed in school office and returned to student at end of school day.</p> <p>Student returned to class with a note (if no note, teacher must follow up with the DP)</p>

3 <sup>rd</sup> Breach – Recorded on Sentral (MOBILE PHONE CATEGORY) – Parents called to collect phone				
Student has phone out or phone not in a pouch (class or playground)		<p>Teacher records in SENTRAL</p> <p>Teacher sends student to DP</p> <p>DP checks Sentral for previous warnings</p> <p>DP confiscates the phone for collection at the end of school day.</p> <p><b>Formal Caution issued</b></p> <p>Parents informed via phone to collect phone</p>		<p>Phone placed in pouch and under supervision of DP and kept in school office</p> <p>If student does not have a pouch, phone confiscated, placed in school office</p> <p>Student returned to class with a note (if no note, teacher must follow up with the DP)</p> <p>Parents must collect phone from the school office</p>

4 <sup>th</sup> Breach – Recorded on Sentral - SUSPENSION				
Student has phone out or phone not in a pouch (class or playground)		<p>Teacher records in SENTRAL</p> <p>Teacher sends student to DP</p> <p>DP checks Sentral for previous warnings</p> <p>DP confiscates the phone for collection at the end of school day.</p> <p><b><u>Suspension/ Phone suspension</u></b></p> <p>Possible option of phone suspension (phone stored in school safe for 4 school days)</p> <p>(Category: Continuing persistent behaviour posing unacceptable risk to another person's learning and/or wellbeing)</p>		<p>Phone placed in pouch and under supervision of DP and kept in school office</p> <p>If student does not have a pouch, phone confiscated, placed in school office</p> <p>Parents notified to discuss student/phone suspension.</p> <p>If student is suspended, parent collects student and phone from the school office</p>

\*Any additional breaches will be managed by the Deputy Principal / Principal on a case-by-case basis

## 5.6 Classroom Processes for Student Phone Use

After a student hands phone to the Front Office they will return to class with a note. This will be used to notify the teacher that the phone has been locked away. Contact between students and parent /carer during the school day

### Should a student need to make a call during the school day, they may:

- See the wellbeing team (for social/emotional support)
- Administration Office (parent questions not able to wait until the end of the school day)  
During school hours, parents and carers are expected to only contact their children via the school office via

**Ph: 02 9607 8669** or email [miller-h.school@det.nsw.edu.au](mailto:miller-h.school@det.nsw.edu.au). A message will then be given to the student.

## 6. Responsibilities and Obligations

### 6.1 For Students

- Be safe, responsible and respectful users of mobile phones and online services and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the schoolcommunity in line with the Student Behaviour Code.

### 6.2 For Parents and Carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support the implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as the use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively.
- Switch off or put their digital devices on silent when at official school functions and during meetings.
- Provide digital devices that meet school specifications and complete any related paperwork.

### 6.3 For the Principal and Teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
  - 1) Will follow agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
  - 2) Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety-related issues
- Model appropriate use of digital devices and online services in line with school and departmental policy.

- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
  - 1) Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and
  - 2) Report to hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
  - 3) Working with the Department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
  - 4) Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to the appropriate use of digital devices and online services.

#### **6.4 For Non-Teaching Staff, Volunteers and Contractors:**

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

### **7. Communicating this Procedure to the School Community**

Students and parents/care givers will be informed about this procedure through MTHS School Website, email, School Stream and the MTHS Facebook page. This policy /procedure can be accessed electronically via the school's website.

### **8. Complaints**

If a student, parent or carer has a complaint under this procedure, they should contact the relevant Deputy Principal for their child's year group to discuss.

### **9. Review**

The principal or delegated staff will review this policy annually.

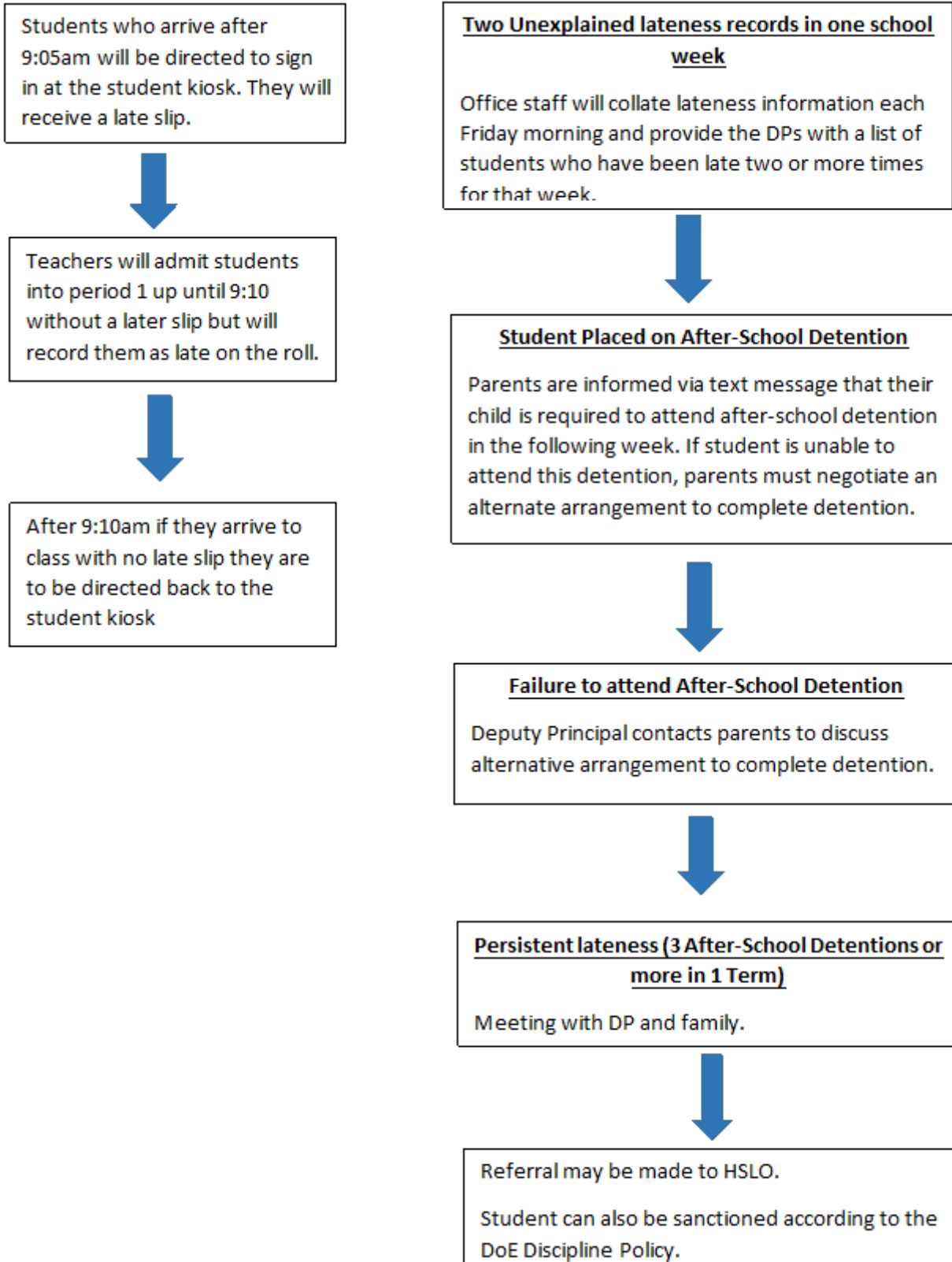
# LATENESS POLICY

## Late to School (Applies to Period 1)

Government legislation requires all students to attend school regularly on each day that the school is open. It is the policy of Miller Technology High School that all students arrive before the warning bell at 8.55am each school day. Repeated lateness to school disrupts the required learning experiences and the ability of students to achieve course outcomes.

### Procedures

All students to arrive before first warning bell at 8.55am.



## **Late to Class (Applies to Periods 2 – 6)**

Students who arrive late to class are considered to be 'fractionally truanting'. It is the responsibility of the classroom teacher to ensure that students who are late to class make up any time they miss, as detailed in the school Truancy Policy (page 16):

- Failure to attend class on time without written reason from a staff member will require the student to make up the class time missed under the supervision of the classroom teacher.
- Students who are out of class without written permission will be deemed truanting unless written verification is given by a staff member. Partial truancy will result in student having a lunchtime detention with the teacher of the allotted period.

If a student arrives late to a class and does not have a written explanation, they **SHOULD NOT** be sent away to get one. If they do have a valid reason but no note, this should be further investigated during the detention time.

Continued lateness to class is a classroom management issue which should be managed using the Level System.