



# Year 12 2021

## Student Roles & Responsibilities

Entering Year 12 is an exciting opportunity for each student and comes with a number expected responsibilities that are representative of Whitebridge High School.

### *Roles & Responsibilities*

<b>As a Student of WHS:</b>	<b>We expect you to...</b> adhere to the school values of Learning, Respect & Responsibility
<i>School leader:</i>	be a positive role model for juniors; be actively involved in school life.
<i>School ambassador:</i>	wear your uniform with pride; conduct yourself appropriately in public.
<i>Senior student:</i>	meet all course requirements; attend all classes; complete all class work and assessment tasks, work in a diligent and sustained manner, model efficient use of study time. Refer to School Assessment Policy and Year 12 2021 Assessment Schedule booklet.
<i>Engaged learner:</i>	manage your learning time effectively; set goals and work towards them; support the learning of others.
<i>Responsible citizen:</i>	contribute positively to the welfare of others in our school community.

***These responsibilities apply here at Whitebridge HS and in our community.***

As a Year 12 student at Whitebridge High School	
Respect	<ul style="list-style-type: none"><li>• <b>Respect yourself, others and the community</b></li><li>• Always use appropriate verbal and non-verbal communication</li><li>• Respect school and others property and the school environment</li><li>• Wear the correct school uniform with pride</li><li>• Demonstrate respect towards other students, staff and community members</li><li>• Maintain a clean and safe learning environment</li></ul>
Responsibility	<ul style="list-style-type: none"><li>• <b>Act responsibly and take responsibility for own actions</b></li><li>• Be in the right place at the right time</li><li>• Move sensibly and safely</li><li>• Only bring equipment appropriate for school</li><li>• Use electronic devices at appropriate times</li><li>• Keep all personal items secure</li><li>• Be a responsible and healthy community member</li><li>• Co-operate with staff members</li><li>• Follow all subject policies and procedures</li><li>• Maintain a bully free school</li></ul>
Learning	<ul style="list-style-type: none"><li>• <b>Participate productively in learning</b></li><li>• Attempt all set work to the best of your ability</li><li>• Be an active learner by having an attendance above 90%</li><li>• Have high expectations of your learning</li><li>• Always look to build resilience in your learning</li><li>• Engage actively in your own learning</li><li>• Follow staff member instructions</li></ul>

The senior meeting is timetabled in the Library once a fortnight. Every student is required to attend each lesson, sign on with a full signature and attendance will be recorded. During this time, you will be provided with a variety of strategies and information to support your learning and wellbeing.

Lessons can include:

- Mandatory administration for NESA
- Study skills, time management, goal setting and learner self-assessment
- Careers updates including trade and university pathways
- Use of year group Google Classroom updates
- Information to support mental health and wellbeing, including guest speakers
- Vocational education information and work readiness skills
- Assessment procedures
- Subject specific advice

**Motor Vehicles**

The school shares the responsibility for student safety with parents. Therefore we have clear guidelines for the use of motor vehicles.

- Student use of private vehicles is not encouraged during school hours.
- Where authorised by parents to do so, students should only travel as the driver in their own vehicle.
- The transporting of passengers is not endorsed by the school.
- Students should be aware and respectful of local residents, their property and local road signage
- Parents and individual students assume full responsibility for driver and passenger behavior when travelling to and from school.

**NB:** The school does not authorise permission for students to drive or carry passengers in vehicles. Student transport is a parental responsibility.

**Year 12 Students - Attendance Program: "Sign-Out" Privileges:**

The senior timetable requires some varied and flexible student attendance to maximise subject choice and the availability of a quality learning program. As a consequence, some students may start early, finish late, or have some study periods during the middle of the day.

During these study periods, students are expected to:

- Work in the Library (students will be expected to sign-on every lesson)
- Work under the direction of faculty staff on specific subject tasks eg: Major Works
- If a student has a study period, it will be indicated on their timetable. There will be a roll kept at the Library of all students who have a study period at this time in order to monitor students engaging responsibly

“Sign -Out” is a privilege extended to Year 12 students. It requires the student to sign out (scan ID card) and sign in on return at the front office and exit through the front gates. Students will be allowed to sign out if:

- They have a specific scheduled appointment endorsed by a parental note
- They are fully presented in school uniform
- They have no timetabled classes at the beginning or end of the school day
- They have returned the signed senior student agreement
- They attend TAFE

It includes:

- Late starts, where your first lesson for the day is after period 1
- Early finishes where you complete your timetabled lessons prior to the end of period 5.
- It is expected that students will remain in the school from period 2 to 4.

***You are expected to use the time in accordance with the school values of Learning, Respect and Responsibility***

The time is to be used for study, or in a way which enhances the opportunity for study at another time chosen by the student. Some acceptable uses for “Sign -Out” time includes:

- Private study at home
- Research work, for example, or completion of set homework

“Sign out” ***does not include:***

- Wandering around shopping areas in groups.
- Meeting at a student’s house.
- Playing basketball or handball in the school grounds.
- Returning to school late for the start of your lesson.
- Bringing food or drinks to school from take-away shops.

***A completed “Sign - Out” application by each eligible student must be submitted to the Deputy Principal***

### ***Signing On & Off – Implications for Emergency Evacuations***

We need to know where you are in each period. These are NSW Government safety regulations to ensure all students are accounted for and safe at all times. We need to know when you are starting late, signing in or out, or leaving early. Students must use their ID card to scan in at the attendance office then collect the printed slip to enter class or leave the school premises. Students must sign in before the bell goes for their first lesson on their timetable.

If you are late to school the late slip must be signed by a parent and returned to your teacher. Notes must be brought in to explain any absence from school. These are to be given to your first period teacher.

***All arrangements are based on trust and good faith.***

### ***Senior Learning Hub (Library)***

Depending on the subjects selected, senior students may have a timetable that has time slots without classes. These are study periods and could be a single lesson or a double lesson. In Year 12, students are expected to be responsible for their study, attendance and progress. The Senior Learning Hub offers students the opportunity to manage time and work towards successfully completing the Higher School Certificate, with the support of Senior Learning Hub staff and other teachers.

It is important for students to remember study periods are not 'free periods'. The purpose of these lessons is to consolidate and enhance the learning of students.

There is a roll kept for each of these periods and a teacher who will monitor these periods. Year 12 students are respectfully permitted to use upstairs area of the Library starting Week 2 Term 4.

### Year 12 student expectations whilst in the Senior Learning Hub

- Seniors use area appropriately for study by signing in and out
- Complete classwork, homework or assessment tasks
- Revise work, organise notes and summarise information
- Complete unfinished activities from class
- Prepare for examinations
- Read school-related material; Google Classroom
- Check school email and the NESAs web site
- Use electronic devices appropriately
- Keep the Library clean and tidy
- Be responsible for your own learning
- Use technology for productive and self-directed learning activities
- Work with classmates on group assignments

	All settings	Library
Respect	<ul style="list-style-type: none"> <li>• <b>Respect yourself, others and the community</b></li> <li>• Always use appropriate verbal and non-verbal communication</li> <li>• Respect school and others property and the school environment</li> <li>• Wear the correct school uniform with pride</li> <li>• Demonstrate respect towards other students, staff and community members</li> <li>• Maintain a clean and safe learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Engage respectfully with others</li> <li>• Return borrowed or loaned equipment, including lunch time technology</li> <li>• Follow reasonable instructions</li> <li>• Be respectful of others learning</li> <li>• Keep the Library clean and tidy</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>• <b>Act responsibly and take responsibility for own actions</b></li> <li>• Be in the right place at the right time</li> <li>• Move sensibly and safely</li> <li>• Only bring equipment appropriate for school</li> <li>• Use electronic devices at appropriate times</li> <li>• Keep all personal items secure</li> <li>• Be a responsible and healthy community member</li> <li>• Co-operate with staff members</li> <li>• Follow all subject policies and procedures</li> <li>• Maintain a bully free school</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsible for your own learning</li> <li>• Use appropriate communicative language</li> <li>• Juniors wait for teacher before entering and leave bags in allocated area</li> <li>• Seniors use area appropriately for study by signing in and out</li> <li>• Use electronic devices appropriately</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• <b>Participate productively in learning</b></li> <li>• Attempt all set work to the best of your ability</li> <li>• Be an active learner by having an attendance above 95%</li> <li>• Have high expectations of your learning</li> <li>• Always look to build resilience in your learning</li> <li>• Engage actively in your own learning</li> <li>• Follow staff member instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Be a productive, positive and proactive learner</li> <li>• Participate appropriately in learning</li> <li>• Achieve to the best of your ability</li> <li>• Always have high expectations and strive for your personal best</li> <li>• Use technology for productive and self-directed learning activities</li> </ul>

Please return the slip below to Mr. Higgins Year 12 Deputy Principal by the end of Week 4 (6<sup>th</sup> November).

**Student Acknowledgement**

I understand responsibilities and accept the expectation outlined in this document.

Student Signature: .....

Date: .....

**Parent/Caregiver Acknowledgement**

I have read and acknowledge the requirements of this agreement.

Student name: .....

Parent/Caregiver Signature: .....

Date: .....

**Deputy Principal Acknowledgement**

DP Signature: .....

Date: .....