

Excellence ~ Respect ~ Responsibility



Welcome to Callaghan College Waratah Technology Campus



Student Handbook 2018



Callaghan College Waratah Technology Campus

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Who Are We?

Callaghan College Waratah Technology Campus (CCWTC) **Promoting Excellence, Respect and Responsibility**

Waratah Technology Campus is a progressive, innovative Years 7-10 middle school campus that upholds the highest educational standards to facilitate intellectual, personal and social growth of each individual through quality teaching and collaborative community partnerships.

Waratah Technology Campus is part of Callaghan College. The College's three campuses, partner primary schools, University of Newcastle and Hunter Institute of TAFE are committed to working together to make Callaghan College a leader in the provision of outstanding educational and training opportunities.

Waratah Technology Campus has a long history within the Newcastle area and incorporates traditions and buildings dating back to 1879. Presently there are 631 students from a wide range of backgrounds, including EALD and Aboriginal students attending Waratah Technology Campus.

As a middle school, this campus is a stepping stone between primary and senior schooling, making the transition into secondary education easier and smoother for students and their families. Students still experience elements of a traditional high school such as a variety of subjects, changes of teachers, classrooms and new friends.

Some features however, are unique, to suit middle school students:

- Every student has one teacher as a mentor, guide and facilitator. The teachers of iLearn meet with students three times every fortnight.
- A set of core teachers form a team around each student's classes for two years in Years 7 and 8, providing for a well-rounded approach to learning and wellbeing. A smaller team continues support in Stage 5.
- Strong relationships are forged with primary school students in Years 4, 5 and 6, with visits to the campus familiarising students to the environment.
- A safe and secure learning environment where all students have an equal opportunity to reach their full potential.

Waratah Technology Campus also provides educational programs and classes that are tailored to make the most of the middle years. These programs include:

- A technology focus in all learning areas to ensure students are well prepared to meet the demands of the future.
- Enrichment courses and classes for gifted and talented students (GATS).
- Wider elective choices with qualified specialist teachers.
- Greater opportunities for students to participate and shine in a variety of sporting, creative and performing arts and academic endeavours.
- Wider prospects for student leadership providing students with a greater say in their learning.
- Assessment linked to the world and work, including portfolio presentations to business personnel and community members, performances and exhibitions to community audiences.
- Linking of learning for life experiences, including further education and training and the workforce.
- Better preparation for senior schooling including transition programs for Year 10 entering Year 11 at the Jesmond Campus.

The campus fosters strong, open and accountable links with its community, working together to best meet the needs of students, now and in the future.

What Do I Wear to School?

Correct uniform must be worn **AT ALL TIMES** by students, unless advised by the school, ie for some fundraising events. Any jewellery and makeup worn must be safe and discreet.

A student who is not in uniform may be loaned replacement school uniform garments. Non-uniform clothing will be kept in the uniform clinic until the end of the day for students to collect. Loaned clothing items are to be returned at that time. The discipline system (including detentions and monitoring cards) can be used for students who are frequently out of uniform.

No student (or family) need be disadvantaged by these requirements. The school has a Student Assistance Scheme to assist anyone in financial difficulties. Confidential applications should be made, using the forms available from the administration office.



EVERYDAY UNIFORM (Years 7–10)

Dark navy, white and maroon polo shirt with school crest

With any of the following:

- Dark navy plain formal shorts (must be at least mid-thigh length – **not short style**)
- Dark navy plain formal pants (**no jeans or tights**)
- Dark navy and maroon pinstriped pleated skirt (must be at least mid-thigh length)
- Dark navy with twin white side stripe track pants
- Dark navy with twin white side stripe sports shorts (must be at least mid-thigh length)
- Dark navy, white and maroon sports jacket with school crest
- Dark navy plain jumper or cardigan (**no hoods**)

SPORT / PDHPE UNIFORM (Years 7-10)

Sports Polo Shirt

- Dark navy with twin white side stripe track pants
- Dark navy with twin white side stripe sports shorts
- Dark navy plain shorts
- Dark navy plain tracksuit pants
- Sports shoes

SHOES

Shoes with a strong sole and fully enclosed solid uppers (i.e. leather or similar) must be worn to meet the Workplace Health and Safety standards in all areas of the school. Sport shoes/joggers are to be worn for PE/sport classes.

Open toed shoes, thongs, sandals, ballet flats or light weight slip on shoes are **NOT allowed. Students who arrive at school with unsafe shoes will have their parents/carers contacted and asked to bring safe shoes to the school or be withdrawn from classes.**



Please Note:

1. Students representing the school on formal occasions will be provided, on loan, a formal maroon school blazer, short sleeved collared white shirt, tie and/or scarf to wear with either their formal long pants or skirt.
2. The wearing of other apparel is not acceptable. **Jeans, jean shorts, leggings or short style shorts are not allowed.**
3. Any undershirts that can be seen **must be plain white or plain navy.**
4. Students that represent the school in sport are to wear the dark navy with twin white stripe sports shorts.
5. We encourage the wearing of sunscreen, sun hats and sunglasses in the playground.
6. Hats or caps should be plain navy, white or black.
7. The sports polo shirt is only to be worn during PE/Sport classes, not as part of the daily school uniform.

Students' Personal Belongings

The Campus will exercise care where personal items are concerned but accept no responsibility for loss or damage.

Clothing and Lost Property

All items of clothing and personal belongings brought to school should be labelled to assist in the return of any lost property. Lost property is handed in to the Administration Office who will return it to the student if labelled. After a reasonable amount of time and opportunity for collection, unclaimed items will be donated to charity.

Mobile Phone and Other Portable Electronic Devices

Mobile Phones, iPods, MP3's, iPads etc are generally very valuable and should only be brought to school if used for learning or absolutely necessary. As with other personal belongings, the school will not accept responsibility for these items.

If they are brought to school, they need to be used appropriately for a learning environment. There are laws which govern the recording of sound and vision and students are not to record at any time whilst on the school premises or on a school activity without permission of a teacher.

BYOD @ CCWTC

Bring Your Own Device is a world-wide trend in education. The staff at Callaghan College Waratah Technology Campus have embraced the use of mobile devices as a significant component of learning processes.



The purchasing of devices can be a confusing process. The school has provided a guide via our Website to assist you in ensuring your device is suited to the needs of the learner and is compatible with our infrastructure.

Students who wish to participate in the BYOD program must have read the FAQ and agreed to the conditions outlined in the User Agreement. These agreements must be returned to Mr B Peters before use within the school. Upon return of the User Agreement students will be advised on their best method of connection to the school's wireless network.

Lockers



Storage spaces are provided to students for the purpose of storing personal items such as laptops, electronic devices, clothing and learning resources. Priority will be given to our Stage 5 students, students participating in the Bring Your Own Device program and students with specific support needs.

Students and parents will be asked to sign a User Agreement that outlines the cost and responsibilities that are attached to this resource.

School Bags

All students are expected to have a bag large enough to carry their books and required equipment. In general, bags are to be taken into regular classrooms for lessons. Some practical subject rooms and the library have specific areas where student bags are to be left. Students should not leave money or items of value in their unattended bags. If there is a need to have a large sum of money at school, students should take it to the Administration Office for safekeeping.



Year 7 School Packs



A special Year 7 'School Pack' is available for purchase online through Stuart & Dunn. This pack has been prepared in consultation with faculty head teachers and contains basic equipment students need in Year 7 (and following years) at CCWTC. The pack includes items such as a calculator, Visual Arts / D&T books, apron, calculators etc. It is a convenient way to purchase essential equipment. Instructions for online purchasing is included within this handbook.

Finding My Way Around School?

School Hours

School commences at **8:45am** Monday to Friday with a warning bell which signals to students to walk to roll call. A second bell rings at 8:50am when all students are expected to be in roll call (usually in the hall but may be relocated to the COLA or classrooms at times when the hall is unavailable). Lessons conclude at 2:10pm on Mondays and 2:55pm Tuesday - Friday.

Timetable Structure

The campus timetable operates on a ten day two-week cycle – Week A (Day 1-5) & Week B (Day 6-10). Each school day is broken up into 5 lessons. Each day begins with a warning bell at 8:45am. Recess and Lunch are 30 minute breaks.

The structure of Monday is unique as there is a whole-school assembly at the beginning of the day immediately after roll call and staff attend Professional Learning meetings at the end of the day.

Staff You Should Know in 2018

College Principal	Mr Graham Eather
Principal	Mr Dana Fuller
Deputy Principal Years 9 & 10	Ms Nicole Avard
Deputy Principal Years 7 & 8	Mr James Ostermann
Head Teacher English	Ms Wendy Davis
Head Teacher Mathematics	Mr Tristan Densham
Head Teacher Science (Relieving)	Mr Shane Saxby
Head Teacher HSIE (History / Geography)	Mrs Yvette McShane
Head Teacher PDHPE	Mr Michael Derry
Head Teacher TAS	Mr Lindsay Morrow
Head Teacher Special Education	Mr Jeff Bull
Head Teacher CAPA	TBA
Head Teacher Administration	TBA
Head Teacher Wellbeing	Mrs Louise Payne
Head Teacher Teaching and Learning	Mrs Allison Blight
Careers Adviser & Transition Coordinator	Ms Anne Grieve
Learning and Support Teachers	Mrs Brooke Fyfe, Ms Eunice Hsu and Ms Megan Bayly
School Administrative Manager	Mrs Gaye Coleman
Campus Canteen Supervisor	Mrs Kerrie MacIntyre

Year Advisers 2018

Year 7	Ms Eunice Hsu
Year 8	Ms Jessica Rose / Ms Ashlea Boswell
Year 9	Mr Ian Andrew
Year 10	Mrs Sheena Roberts
SRC Coordinator	Ms Anne Grieve

How Do I Get To And From School?

Transport To and From School

Students who attend our campus travel to school by many different methods. Eligibility information is enclosed in the information pack.

Application forms are online at transportnsw.info/school-students

Bus Travel

Student Opal cards may only be used when travelling to and from school. All students travelling by bus must follow the *Code of Conduct for Students on Buses*.



The school senior executive and head teachers are rostered onto bus duty each afternoon at the campus Young Street Bus Bay and Turton Road. Students are expected to remain at the bus bay area until their bus arrives. When their bus arrives they should have their Opal Cards out ready to line up in single file to enter their bus. Students must obey the instructions of the bus driver and staff on bus duty at all times. Misconduct may result in campus consequences and Opal Cards and travel privileges being withdrawn by the bus company.

Not all buses that our students travel to and from school on stop at our school bus bay in Young Street. Students also access bus stops along Turton Road and High Street in Waratah, at Waratah Rail Station, as well as Georgetown Road in Georgetown. Supervision is provided at Young Street and Turton Road only.

It is important to note that our campus is serviced by public, private and special school bus routes. Students may be dropped off at school in the morning at a different location to where they will board the bus again in the afternoon. This is something our school is continually trying to work on with the private and public bus companies.

Train Travel

Students who travel by train should walk directly to the school grounds via the pathway through Waratah Park immediately after disembarking their train and should walk directly to the train station and wait quietly for their train in the afternoon.



Car Travel

Due to the congestion along Turton Road at the front of the school, it is requested that students who travel by car are dropped off and picked up either in Young Street or Harris Street ends of the school or at the back of the school near Waratah Park.

Bicycles

Bicycles must be left in the campus bicycle lock up located near the Science Staffroom throughout the school day. This 'cage' is locked after 9.00 am and unlocked at the end of the school day. It is strongly recommended that students using these racks ensure the safety of their bicycles by locking them with a chain and padlock. Bicycles should be walked in and out of the school grounds, not ridden.



Skateboards and Scooters

If a student must use these as transport to and from school they are to be taken to the bicycle lock up area. They are not to be ridden on campus.



Looking after our students...

Fences and Gates

Our campus is surrounded by high fences and gates which are locked after the first lesson has commenced and reopened again at the end of the school day. These fences serve the purpose of keeping our students safe from intruders during the day and to minimise vandalism and graffiti out of school hours. The only gates that will allow access during the school day are located at the school's main entrance. Students who are late to school and parents visiting during the school day should report to the Administration Office.

Duty of Care

Accidents / Incidents

Accidents involving students and teachers must be reported to the Deputy Principals or Principal immediately and first aid sought at the Administration Office. Parents will be contacted by the school Administration Staff.

Supervision

Students should not be on campus grounds before 8:15am. From this time if students need assistance they should consult the roving staff member on duty (from 8:15am) or report to the Administration Office.

Campus teaching staff provide supervision during lesson times and teachers are rostered onto playground duty during break times. Students should remain in the areas directly supervised by teachers. If students are out of class during lesson times, they should have a note from their teacher or the Deputy Principals.

Students should leave the school buildings and grounds as soon as possible at the end of the day unless attending after-school detentions or homework centres.

Toilets

Student toilet blocks are located near the multi-purpose hall.

Students are allocated two 30 minute breaks in which to use the toilet facilities and organise themselves for their next class.

Students should **not be** in toilets between periods or during lessons without a Toilet Pass / Permission Note from their teacher. Students are not to loiter in toilets during break times.

“Out of class ... need a pass”

Who Can Support Me At School?

Year Advisers

Year Advisers are responsible for the general wellbeing of a specific year group of students. Generally, they stay with the year group until they graduate from our campus. They liaise with students, parents/carers and staff to provide additional support and understanding to students. Parents are encouraged to contact their child's Year Adviser (in confidence) should there be a concern with their child or a change in family circumstances (accident, illness, death, separation etc) that may have an effect on their child or their child's wellbeing or ability to complete set class work and /or assignments.

School Counsellors

Qualified School Counsellors are at the campus throughout the week. They are available to talk to both parents and students, providing advice in coping with personal, family and academic problems. Students who want to see either School Counsellor should visit the School Counsellor's Office near the Administration Office. If the door is closed, leave your name with the Administration Office staff and the School Counsellor will contact you.

Careers Adviser

The Careers Adviser assists students and parents with information on career planning, selection of electives to be studied and assists in transition onto the senior campus, further training or work. They also organise Work Experience and Workplace Learning placements and arrange talks by various industry representatives and other careers-related excursions and events. Students may also apply for a Tax File Number (any age) through the Careers Adviser. Students can 'drop in' to the Careers Room during their breaks or make an appointment to see the Careers Adviser at other times.

Chaplain

Our School Chaplain is available to assist students at our campus. They are involved in various wellbeing programs and provide assistance to support students and families in need.

Wesley Mission

The school has had the privilege of working with the Wesley Mission for the last three years. They provide a youth worker who engages with referred students and also runs a Lunchtime program that provides time for students to meet with friends and discuss topical youth issues.

Community Engagement Officer

Marcelle Powell is our campus Community Engagement Officer and works to improve school-home-community links and engagement in our campus.

Special Learning Support Officer for Aboriginal Students

Darren Woodhouse supports students in class and coordinates programs that benefit our Aboriginal students and provides cultural links across the college and community.

BELL TIMES 2018

Monday Whole School Assembly / iLearn / Meetings

Item	Time
Roll Call Assembly in Hall	8:45 am
Start of Roll Call	8:50 am
Start of Weekly Assembly (No Bell)	8:55 am
Period 1 (No Bell)	9:20 am
Period 2 - iLearn	10:10 am
RECESS (30 min)	10:40 am
Period 3	11:10 am
Late to Class	11:14 am
Period 4	12:00 pm
LUNCH (30 min)	12:50 pm
Period 5	1:20 pm
Late to Class	1:24 pm
FINISH	2:10 pm
Staff Meetings	2:20 pm

Tuesday / Wednesday / Thursday / Friday

Item	Time
Roll Call Assembly in Hall	8:45 am
Start of Roll Call and Assembly	8:50 am
Period 1	9:00 am
Period 2	10:00 am
RECESS (30 min)	11:00 am
Period 3	11:30 am
Late to Class	11:34 am
Period 4	12:30 pm
LUNCH (30 min)	1:30 pm
Period 5	2:00 pm
Late to Class	2:04 pm
FINISH	2:55 pm

Note: When the Hall is unavailable, Roll Call will occur in allocated rooms.

Bell Codes

1 Bell = Warning bell, change of period, start / end of lunch etc

3 Bell = Whole school assembly in COLA

1 Short = 1 Long x 3 = LOCKDOWN

1 Bell for 1 minute = FIRE or EMERGENCY, EVACUATE THE SCHOOL



What Do I Need To Know About Learning at WTC?

CURRICULUM

Working Towards Completing Year 10

CCWTC provides an extensive range of courses catering for all abilities and interests from Year 7 until the completion of Year 10. Students work towards the RoSA (Record of School Achievement), a credential for students who leave school prior to completing their Higher School Certificate in Year 12. Students enrolling in Year 7 continue their learning towards this new credential and then to the Higher School Certificate when they progress to the Jesmond Senior Campus. It is important to remember that students actually start their journey towards these qualifications from Years 7. Students must maintain a sound record of achievement and effort.

In **Stage 4 (Years 7 and 8)** students undertake study in the following areas:

- English
- Mathematics
- Science
- Languages Other Than English (LOTE)
- Human Society and its Environment (History & Geography)
- Creative & Performance Arts – Music and Visual Arts
- Technology and Applied Studies
- Personal Development, Health, Physical Education (PDHPE)
- Sport
- In Year 8 students also study two elective subjects (one per Semester)
- Project based learning/iLearn

Examples of elective subjects offered for Year 8 students at CCWTC include: Computing, Computer Games Design, Hospitality Enrichment, Design & Technology, HSIE Enrichment, Japanese, Enrichment Creative Arts, Visual Design, Music, Dance, Drama, PDHPE – CrossFit and Active Outdoor.

In **Stage 5 (Years 9 and 10)** students will have an opportunity to select elective subjects to study in addition to the following subjects:

- Mathematics
- English
- Science
- Human Society and its Environment - Australian History and Geography
- Personal Development Health Physical Education (PDHPE)
- Information Software Technologies (IST)
- Sport
- In Years 9 and 10, students study 3 elective subjects.

Examples of elective subjects offered for Years 9 and 10 at CCWTC include: Physical Activity & Sports Studies – General & CrossFit, Childhood Studies, Food Design, Industrial Technology Timber, Textiles, Information Processes & Software Technology, Accelerated Computing, German, Music, Graphics Technology/Multimedia, Photographic & Digital Media, Dance, Drama, Visual Arts and Skills for Work.

Students may also apply to start HSC VET (Vocational Education and Training) Industry Curriculum Framework Courses: Hospitality and Metals & Engineering in Year 10 and in some circumstances students may study a subject at TAFE as part of their Year 10 curriculum.

Students in the Accelerated Technology Class will complete the HSC Preliminary Information Processes and Technology Course by the end of Year 10.

Stage 5 iLearn

Stage 5 iLearn at our school is an initiative to support students in all aspects of their learning. Students are organised into small class groups with a mentor teacher to build an inclusive learning environment. All students work to develop reflective practice to recognise personal qualities and achievements, understand themselves as learners and set goals for academic improvement.

iLearn fosters the development of future learning skills for the workplace and beyond. Teachers and students collaborate together to empower all learners. Throughout the year, students' attendance will be closely monitored and important wellbeing issues will be addressed. Students will be coached and monitored in their personal learning portfolio preparation and presentation, which is a major area of emphasis for all students in Years 9 & 10 during the iLearn class. As they develop skills and understanding this time will develop into personalised learning projects.

Stage 4 Future Learning

This innovative course requires students to investigate areas of personal interest through the design and completion of authentic, technology-rich projects. This course starts with all the scaffolding, knowledge and skills of how to achieve cognitive, social and emotional growth leading to enhancing personality traits, goals, motivations and preferences which are valued in the workforce or further education environments. Students will have more ownership over the content and direction of their learning as the course progresses.

Presentation of Portfolios

At CCWTC all students are required to participate in the authentic learning process of the oral presentation of portfolios to demonstrate their achievements in learning, reflect on areas on strength and development and competence building of future learning skills.

What is the portfolio?

The portfolio is a folder/efolio displaying the student's class work and assessment tasks for each subject. Students are required to collect and organise their work for display in their portfolio. During Stage 5 iLearn and Stage 4 Future Learning lessons, the teacher will assist the student to connect their work in class and in assessment tasks to the concepts of learning, quality work and future learning skills. Students will reflect on these connections to prepare for the oral presentation.

What is portfolio presentation?

A student discusses the achievements demonstrated in their portfolio/efolio with a panel consisting of a teacher, student peers and sometimes a community member. The panel uses marking criteria to determine a grade for the presentation.

How are the presentation and portfolio reported?

A grade for the presentation and portfolio is reported on the student's Yearly Report.

When do I present my portfolio?

Years 7 and 8 student presentation of portfolios occur during Term 4. Years 9 and 10 student presentation of portfolios occur during Term 3.

Community Study Centre

WTC operates a Community Homework Centre every school Monday afternoon in the Library from 2:10pm – 3:30pm. The centre is supervised by school staff to assist students with their class homework or school assignments. Parents and carers are most welcome to attend the centre as well.

TECHNOLOGY

WTC and the World of Technology

Waratah Technology Campus is dedicated to the use and integration of technology in the teaching and learning process. Each student who attends our school has access to computers as well as classrooms with Smartboards and Data Projectors. Digital technology is part of our students' everyday life, providing learning experiences that connect them with the rest of the world. Students have the ability to bring their own device once they have signed up through the technology team. (See *BYOD* information under the heading of "Students' Personal Belongings" Page 6)

How Is My Learning Assessed and Reported?

Assessment Policy

Early in Term 1, each student will receive an **Assessment Booklet** which outlines the campus Examination and Assessment Policy in detail and includes each faculty's assessment schedule for the year. It is a student's responsibility to check their assessment schedule. The schedule will contain:

- How they will be assessed
- What term and week they will be assessed
- The weighting system applicable to components of each course

State and National Assessments

Students' progress is also assessed by external examinations set and marked outside the campus. The exams are:

- Years 7 and 9 – NAPLAN (Numeracy & Literacy)
- Year 8 – ESSA (Science)

The results of these assessments are analysed carefully and used to plan programs and strategies to assist students in areas of need. Parents receive a copy of their child's results.

Reporting

Students are regularly assessed in many different ways. However, reporting on assessments are completed on a Semester (half-yearly) basis. Student assessments are progressive assessments. Class work, assignments, assessment tasks, bookwork, homework and tests may all contribute to the final results.

Reports indicate how students perform in relation to the outcomes for the course. Reports are issued at the end of each Semester. Grades, marks and comments are determined over the whole Semester period. Semester reports are usually issued at the end of Term 2 and Term 4.



How Is My Success At School Recognised?



COMMENDATION SYSTEM

To receive award student must achieve:



WTC GREAT START AWARD - ONLY AWARDED TERM 1

- ATTENDANCE AWARD 95%*
- 3+** TEACHER NOMINATION END OF TERM CLASSROOM EXPECTATION
- MAJOR SENTRAL REFERRAL FREE



WTC BRONZE AWARD - ONLY AWARDED TERM 2-4

- ATTENDANCE AWARD 95%*
- 3+** TEACHER NOMINATION END OF TERM CLASSROOM EXPECTATION
- MAJOR SENTRAL REFERRAL FREE



WTC SILVER AWARD - ONLY AWARDED TERM 2-4

- ATTENDANCE AWARD 95%*
- 5+** TEACHER NOMINATION END OF TERM CLASSROOM EXPECTATION
- MAJOR SENTRAL REFERRAL FREE



WTC GOLD AWARD - ONLY AWARDED TERM 2-4

- ATTENDANCE AWARD 95%*
- 7+** TEACHER NOMINATION END OF TERM CLASSROOM EXPECTATION
- MAJOR SENTRAL REFERRAL FREE



WTC PLATINUM AWARD - ONLY AWARDED TERM 2-4

- ATTENDANCE AWARD 95%*
- 10+** TEACHER NOMINATION END OF TERM CLASSROOM EXPECTATION
- MAJOR SENTRAL REFERRAL FREE



THE WARATAH AWARD - ONLY AWARDED TO YEAR 10

STUDENTS WHO HAVE DISPLAYED LEADERSHIP AND SUSTAINED/ REPEATED GOLD AWARD ACHIEVEMENT OR HIGHER EACH YEAR OF ATTENDANCE AT CAMPUS, CAN BE NOMINATED FOR AWARD.

*Conditions apply

STUDENT RECOGNITION

FACULTY EXCELLENCE AWARD

Student is identified by a faculty as outstanding / consistent academic performance in subject area. Presentation on weekly assembly by nominated faculty.

RECOGNITION OF PARTICIPATION

Student Represents Waratah Technology Campus and/or Callaghan College with excellence, respect and responsibility in a school sanctioned event. Recognition by event coordinator.

PBL CLASSROOM EXPECTATIONS

Recognition each term by classroom teacher of students who consistently display our school expectations in the classroom. Recorded on Sentral database.

ATTENDANCE AWARD

Recognition each term determined by student having 95% or greater whole day attendance, has no recorded late pattern and student has no truancy record.

POSITIVE POST-CARD

Positive communication post card sent home by a teacher or team recognising quality work or positive behaviour demonstrating excellence, respect or responsibility.

GOTCHA

Received on the spot for meeting school expectations at a particular moment in time. Gotchas drawn from year group for weekly assembly prize.

What Are The Expectations For My Behaviour?

Code of Conduct

All students and staff at Waratah Technology Campus have the right to be treated fairly and with dignity, in an environment that promotes respect, responsibility and excellence. At Waratah Technology Campus, we believe that positive relationships and attitudes are essential to maximise student learning. WTC is committed to a physically and emotionally safe environment that provides a productive learning atmosphere.

WTC implements a school-wide approach to student management known as Positive Behaviour for Learning (PBL). The main focus of PBL is to provide a clear system for expected behaviours in all school settings. Through PBL we work together to create and maintain a school culture in which all school community members have clear expectations and understandings of their role in the educational process.

The purpose of implementing PBL at WTC is to:

- create a positive school culture
- create consistency of consequence (positive and negative)
- strengthen family and community partnerships
- identify students in need of more support
- reduce office discipline referrals

Behavioural expectations are defined in collaboration with our whole school community, a small number of clearly defined behavioural expectations guide WTC's code of conduct. At WTC we expect all members of our school community to display Excellence, Respect and Responsibility.



Schoolwide Expectations Matrix



EXCELLENCE

RESPECT

RESPONSIBILITY

<i>Everyone. Everywhere. All the time.</i>	Participate	Care for all Use Manners	Right Time- Right Way Follow procedures Own your actions
Classroom	Ready to learn Complete work		
Assemblies	Be proud and prompt	Face front	Sit alphabetically in roll line
Examinations	Use all the time		Sit alphabetically
Active Playground	Fair play	Use appropriate language	Keep it clean
Canteen	Bag free zone	Beg free zone	Buy for self only
Passive Playground	Calm	Use appropriate language	Ball free Keep it clean
Corridors	Calm		Keep left

CLASSROOM EXPECTATIONS

EXCELLENCE

- Correct Equipment Out
- Participate & complete all work

RESPECT

- Use Manners
- Hand up for teacher attention
- Care for equipment and learning space

RESPONSIBILITY

- Personal Electronic devices in your bag* (unless instructed by teacher)
- Follow procedures
- Own your actions

CLASSROOM ROUTINES

EXCELLENCE

RESPECT

RESPONSIBILITY

CLASSROOM ENTRY

- Stand quietly against wall - left side
- Enter with teacher direction
- Personal electronic devices on silent & in your bag
- Bags in designated area
- Be seated with all equipment

ROLL

- Sit quietly
- Answer when your name is called

WORKING IN CLASS

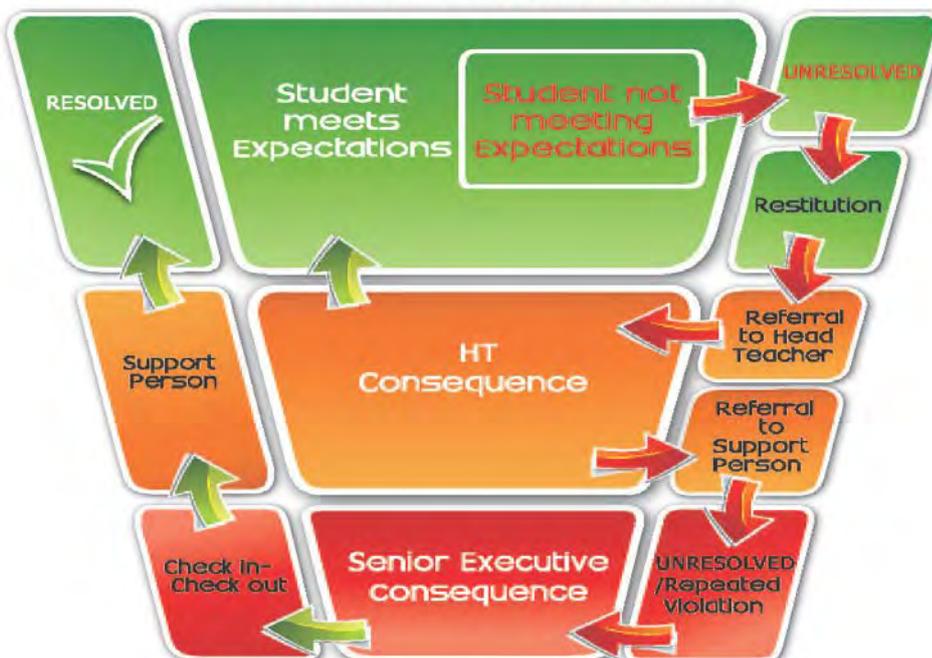
- Stay on task & work to the best of your ability
- Listen carefully to instructions
- Good manners & be polite

ASKING FOR HELP

- Try first
- Raise hand for assistance
- Wait patiently for response

CONSEQUENCE FLOW CHART

EVERYONE. EVERYWHERE. ALL THE TIME



Banned Items

For the safety of all staff and students, under no circumstances are the following items to be brought onto school grounds:

- Chewing Gum
- High caffeine or energy drinks
- Permanent markers
- Aerosol cans / deodorants
- Laser lights / cap guns or caps
- Medication of any kind that is not registered with the Administration Office
- Inappropriate or offensive material
- Lighters / matches
- Cigarettes / e-cigarettes, and the like
- Illegal items eg weapons, drugs, drug paraphernalia
- Weapons, replicas of weapons



What Do I Do If I Am Absent From School Or Miss Some Classes?

Absences

If a student is marked absent, an SMS can be sent to the parent's mobile phone to alert parents that an absence has been recorded. Absences must be explained and it is recommended that the parent/carer replies to a SMS and provides a note when the student returns after the absence. For unforeseen or prolonged absences it is recommended that parents /carers phone to inform the school.

Late To School

Students who are late to school should enter the school via the Administration Office and swipe in using their Student ID Card with the Administration Staff. This requires a reason to be entered. Persistent lateness can be viewed as a disciplinary issue.

Late To Class

Students who are late to class should have a note. If they are late without a valid reason they will be asked to make up that time during their recess or lunch break supervised by their class teacher.

Leaving School Grounds

No student is to leave the school grounds during the school day without the permission of the Principal or a Deputy Principal.

Early Leavers

Students who need to leave school early for medical appointments, etc must provide a written explanation to the Administration Staff before school. They will be issued with a pass to leave school at the required time.

Fractional Truancy

As a general rule, students who truant from classes will make up the lost time during lunchtime detention and the parent will receive a SMS. For repeated incidents of truancy, students may be placed on attendance agreement, monitoring cards, in-school withdrawal or receive a formal caution for persistent disobedience. Parents will be notified and students could be excluded from some school activities eg excursions and representative teams.

What Do I Do If I Am Feeling Sick, Have An Accident Or Need To Take Medication At School?

Illness at School

Students who become ill during the day should report to the Administration Office with a note from the class teacher. If parental contact can be made, students who are unfit to remain at school will be sent home and attendance records adjusted accordingly.

Accidents / Incidents

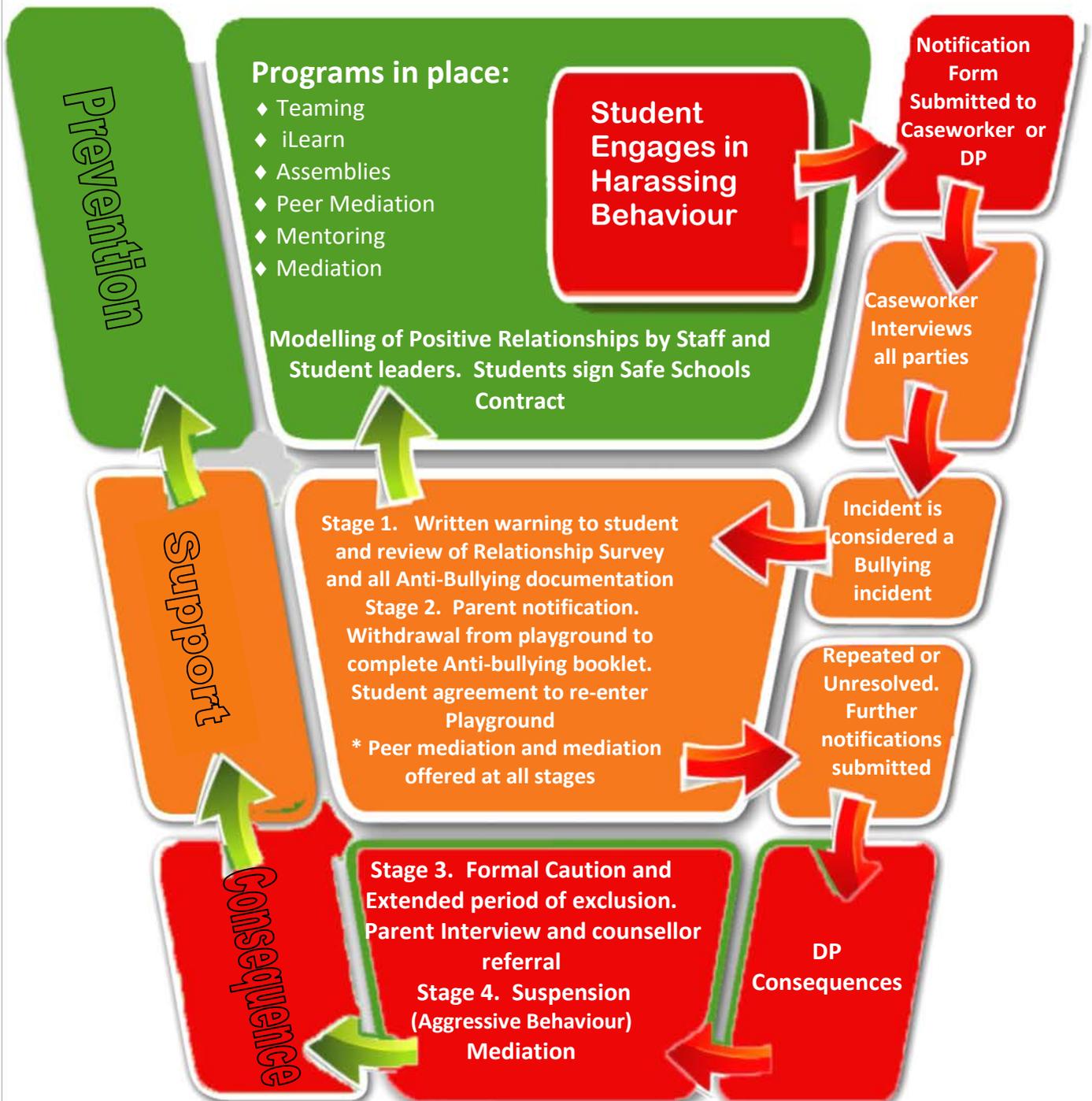
Accidents involving students and teachers must be reported to the Deputy Principals or Principal immediately and first aid sought at the Administration Office. Parents will be contacted by the school Administration Staff.

Medications

If a student requires medication during the school day, the medication is to be brought to the Administration Office with a note detailing the dosage and times to be administered. Paracetamol or any other analgesics cannot be dispensed at school.

Anti-Bullying and Harassment Flow Chart

WHAT THE SCHOOL DOES!



How Do My Family And I Find Out About What Is Happening At School?

COMMUNICATION

Communication in any organisation is never perfect but we try! The statement “If you’re happy, tell everyone. If you’re unhappy, tell us. Together we can work on the solution” is appropriate for our campus. Many avenues of regular communication are available at our campus.

Communication with individual staff members is possible by:

- Calling the school on 02 4968 1939, whereby the office staff will take a message and pass any information on to the staff member; or by
- Using the Skoolbag e-Forms and/or Request Call back form. Your message will be sent on to the relevant staff member.

Staff will attempt to return communications promptly via phone between the times of 7:30am – 6:00pm. Emails and Parent Portal can be used for any communications after 6:00pm, if pre-organised.

In addition to written letters, phone calls and mobile phone messages (SMS), we communicate to our school community in the following ways:

Assemblies

Each Monday there will be a whole school assembly for all students. This is generally held in the multi-purpose hall. These assemblies are usually led by the student leaders.

Formal Assemblies and Year Assemblies also take place throughout the year and are published on the school calendar. At times, special purpose assemblies may be called by the school executive if the need arises.

Coordinator: Year Advisers / Executive

Student Daily Notices

Each morning during roll call students are read the Daily Notices which inform them about important events, information and reminders. This is the main form of regular communication with all students. Students also have access to Daily Notices through the Student Portal.

Campus Newsletter

The campus newsletter is posted at least once each term. The newsletter details past and future events as well as achievements of our students and campus. It also contains important dates and community announcements.

Coordinator: Mrs R Wyse

Parent Portal

This can be accessed from the website. Parents will need to ensure that the school has your current email address and that links have been created. This site allows parents access to student timetables, attendance and teacher contact information.

Coordinator: Individual Teachers



Canvas

Canvas is the College's new online learning environment that allows staff, students and parents to access teaching and learning activities inside and outside the face-to-face world of the classroom. Staff are continually involved in professional learning on "best practice" applications of this program and are gradually building the capacity of students to work online.

In 2017, staff initiated the uploading of all assessment tasks to CANVAS for students to access and then submit online. In the future, more of the daily classroom teaching and learning will be available through CANVAS. Parents can log in through the school website.

Media

Our school often promotes our achievements and activities in the media. Photos of the students, their names, and/or samples of their work are used. Prior to any of these activities taking place, the consent of parents must be obtained through the enrolment form or with a signed Media Consent Form.

Facebook

Our school has an official Facebook page <http://www.facebook.com/pages/Callaghan-College-Waratah-Technology-Campus/181451588578146> or simply search for **Callaghan College Waratah Technology Campus**. Our school community members can join by 'liking' our page and they can receive notifications of upcoming campus events, good news stories and important updates ie excursion buses returning late etc.

Coordinator: Mrs Y McShane



www.facebook.com/cc

Twitter



Images and text are directly linked from Facebook and provide good news stories which are staff, teaching, education and community related. It keeps you informed with notifications of upcoming events and is shared with primary school networks. @CCwaratah

Coordinator: Mr D Fuller

Instagram

Provides student centred images and good news in the form of visuals.

Coordinator: Ms A Boswell



@CCwaratah

Skoolbag, iPhone and Android App

Our school now has our own **Skoolbag iPhone and Android App** and we are asking parents and students to install our app. Simply search for our school name "Callaghan College Waratah Technology Campus" in either the Apple App Store, or Google Play Store.

Skoolbag is constantly updated with information in the form of ALERTS.



The most utilised section of the Skoolbag app is the E-FORMS. This area allows parents and carers the opportunity to access:

- ABSENTEE FORMS (to send in explanations for absences)
- CHANGE OF CONTACT DETAILS (including email addresses), and
- REQUEST CALL BACK

Events are also updated from the school's calendar and provide a current reflection of activities within the school. These are available on our school website and contain important information concerning upcoming events, and information about our school and staff.

Coordinator: Mrs Y McShane

What Do I Need To Know About The Library?

Information for Students

The library aims to work with all users to provide access to a range of resources to support quality teaching and learning. We also cater to the social and recreational information needs of our clients, and aim to provide these resources in a welcoming and user-friendly environment. Resources include fiction, non-fiction and audio-visual items in a range of formats, including both print (books) and digital (DVDs).

Library Staff

Teacher Librarian: Mrs Brody Seferovic Library Assistant: Mrs Kathryn Minns



Hours

Before School

The library is open from 8.15am every morning.

Recess and Lunch

The library is open to all students every day during these breaks so they can use its resources (which includes 25 computers) for recreation or for study. During this time, students are expected to conduct themselves in a responsible manner to ensure all users have equal resources.



Borrowing

Students may borrow up to any **4 items** (DVDs / books / magazines...)

For your convenience, there is a link to the library catalogue on the school website.

You are also able to access this facility and hence search the library catalogue from any networked computer in the school.

Some General Rules:

- Classes visiting the library must line up in an orderly fashion **outside the library** until your teacher arrives.
- **Bags are to be left on the bag racks provided inside the entrance to the library**
- As with classrooms in the school, mobile phones and portable music players are not welcome in the library. Items that are causing problems may be confiscated.
- Students wishing to listen to audio-visual items in the library, must provide their own headphones in order to minimise the disruption to other learners.

What Do I Need To Know About Sport?

Sport

In addition to practical Physical Education lessons each week, students are also allocated a sports period.

Years 7 and 8 participate on an integrated timetable in their PE classes. Many sports are offered throughout the two years with the emphasis on participation, fun, fitness and fairness.

Students in Years 9 and 10 have the opportunity to choose their sport each term. The variety of sports offered caters for all students. Students can choose a different sport each term or continue with a favourite.

Examples of sporting activities available to students at our campus include:

- * Striking games
- * Ultimate sports
- * Ball sports
- * Fitness body attack
- * Net and court games

CARNIVALS

College Carnivals

The College has a number of events per year to determine the best athletes across the three campuses. In early February, College swimming is held to get the best representation at Zone and Regional level. Similarly, College Cross Country is run in May at Wallsend. Athletics is run separately by each junior campus early in the year.

Aquatic Carnival

The 'Campus' have moved away from the traditional swimming carnival – to a more relaxed and enjoyable day of aquatics activities. With a light spread of 50m events, students are also encouraged to enter boogie board races, novelty relays and dress up in colours and costumes representing their House team.

Athletics Carnival

Newcastle Athletics Track is an ideal venue for our yearly carnival. A convoy of buses are driven to the Track, where all events are run in age groups. It is always a great day in the autumn sun and one which you should not miss.

House Groups

Students at CCWTC are allocated into one of four house groups for sporting and other competitions based on the first letter of their surname. The House names reflect the history of the region and the school and date back to the original school. Mascots were added a few years ago.

* Hunter Tigers	Yellow (Gold)	Surnames	A - D
* Shortland Vipers	Green	Surnames	E - K
* Hannell Devils	Red	Surnames	L - R
* Smith Sharks	Blue	Surnames	S – Z

How Can My Family Join The School Community?

Parent and Community Involvement

At CCWTC we strongly encourage parent/carers participation.

Parent Forum

A Parent Forum meet once a term at the school in the Library. All staff, parents and community members are most welcome to join and attend these meetings. The focus of these meetings is information sharing and collaboration. Dates are advertised in school newsletters and the calendar.

Parent-Teacher Interviews and Meetings

Interviews with school executive or teaching staff can be made anytime during the school year by contacting them and **making an appointment**. When arriving for your meeting, please report to the Administration Office and inform them of your arrival.

Two Parent/Teacher Meeting afternoons are held each year – one at the end of Term One and the other after the completion of the half-yearly examinations and reports. Students are also invited to attend with their parents. Parents are able to book appointments online. Details are issued prior to the event and there are alternative options offered for those families without the ability to book via electronic devices. Although it is highly recommended that appointments are made, parents are welcome to attend and wait to talk with their child's teachers when (and if) they have a time available.

Teaming Meetings

Parents of students in Years 7 and 8 can request to meet with their child's teachers during fortnightly teaming meetings (usually held on Tuesdays after school) to discuss their child's progress or, likewise, teachers may request an interview with parents during this meeting time also.

Aboriginal Education Team

Our Aboriginal Education Team invites school executive, staff, parents and community members to meet and discuss issues and plan strategies to improve the outcomes for our indigenous students. Meetings are held once a month.

Karabeen Room

Our Aboriginal community and student support staff are located in this room. Parents are welcome to call in for a chat and a cuppa.

Gunya Room

This Aboriginal Education space is set up in a classroom style for students to have guest speakers, workshops and classes. At break times, students may socialise and experience cultural activities. It is also a learning hub with student access to computers.

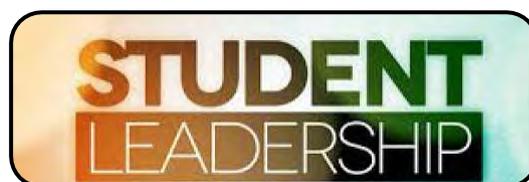


How Can I Become A Student Leader?

Student Leadership - Making a Difference (M.A.D.)

Student Leadership at CCWTC includes four **School Captains** in Year 10 who are elected by the students and staff. Our campus also has 'Making a Difference' **M.A.D. Teams** from each year group. Students are elected to represent their year group by their peers. The M.A.D. Teams meet each week during Stage 5 iLearn and Stage 4 Future Learning periods. M.A.D. Teams participate in various student leadership opportunities including conferences, representing the school, organising fundraising and other events such as campus dances.

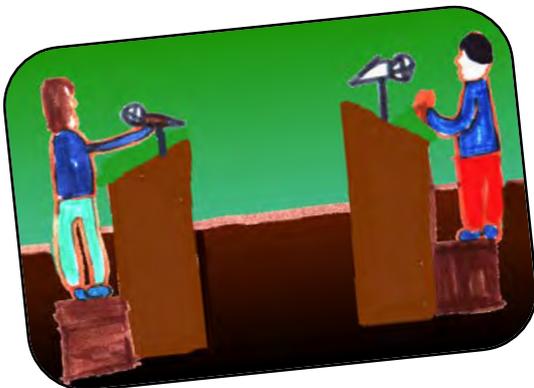
The campus also has an **SRC** (Student Representative Council), which consists of representatives from each year group's M.A.D. Team. This group also represents the Campus at College Council meetings each term.



What Activities Can I Become Involved In?

Students from our campus have the opportunity to be involved in many different extra-curricular activities including:

- StarStruck
- Dance & Band Festivals
- Competitions
- Public Speaking and Debating
- Chess Club
- Variety Night
- Premier's Reading Challenge
- Sporting Teams
- Lunchtime Programs
- Creative and Performance Arts Opportunities - Showcase Performance Troupes. **'On Site'**
- A showcase of creative work of students in various practical faculties near the end of Year 10. There is an exhibition of visual arts, wood and metal technology and performances of music, dance and drama. Parents and community members are invited to attend.



What Do I Need To Know About The Canteen?

The canteen provides an excellent service to both students and staff at the campus. A variety of fresh hot and cold foods are available as well as drinks and snacks.

The canteen operates as a self-serve operation. Students are not to take their bags inside the canteen and should leave them with friends, outside the canteen or they may place them on the shelf just inside the canteen door. Students line up outside the canteen and may only enter when the supervising staff indicate they are allowed in. Students should select their purchases quickly and return to the cashier to pay.

The canteen provides a pre-order service which is preferred to students simply buying what is available. Students should fill out their order before school and then report to the canteen's backdoor at recess or lunch to collect their order – this saves lining up and guarantees you get the food that you want.

The canteen generally stops serving a few minutes before the bell to go into lessons.

The canteen operates with a paid manager and assistant to provide adequate food preparation and efficient service during the busy recess and lunch periods. For more information, please contact the Canteen Supervisor, Kerrie MacIntyre on 4967 2985.

** The 2018 Canteen Price List is on Page 42*

Can I Go On Any Excursions?

Students at CCWTC are given the opportunity to attend various excursions and events outside of the campus which are designed to enhance the enjoyment of learning or to reward effort and achievement of students. Students must provide a permission note from a parent/carer before going on any excursion. Students are expected to conduct themselves in a manner that brings credit to CCWTC.

Payments should be paid by the due date to the Administration Office where a receipt will be issued as proof of payment. Refunds may not be possible if students are unable to attend on the day.

Any student who feels they are unable to participate in an excursion due to financial difficulty, should see their Year Adviser or Deputy Principal as the campus considers that no student should miss out on these educational experiences. Any discussions regarding this will be treated confidentially.

Some field work and site study excursions are determined as a compulsory part of a course by the Board of Studies and it is necessary for all students studying that course to attend the excursion or complete an alternative activity.



What Do I Need To Know About Financial Matters?

FINANCIAL MATTERS

General Contributions

Our community supports the payment of a small general contribution to support the programs offered at the campus for all students. The General Contribution funds are used to purchase library books, to offset the cost of printing and for materials like posters, charts, maps, computer software.

Compulsory Elective Subject Charges



Certain Elective Subjects attract additional charges. The faculties that set Elective Charges include Creative and Performing Arts, Home Economics, Industrial Arts and Computing Studies. Funds are used to buy food for cooking, paints, paper, wood/metal and ink cartridges etc.

Payment Options

Payment can be made by cash, cheque, EFTPOS or direct transfer through our school website. When making payments in person payments should be made at the campus' Administration Office. Cheques should be made payable to *Callaghan College Waratah Technology Campus*.



Financial Assistance



Parents who have difficulty paying their child/children's charges and contributions should speak with the School Administrative Manager or the Principal. All conversations are strictly confidential and no student is disadvantaged because of circumstances beyond their family's control. The school can offer a payment plan so school charges and contributions can be paid off throughout the year. Additionally, families can apply for Student Assistance to assist with payment of subject and elective charges and purchasing of school uniform. Forms are available from the Administration Office – Centrelink statements must accompany application forms.



Frequently Asked Questions

WHAT DO I DO IF.....



I am late to school?

You must have a good reason for being late. If you arrive after the bell at 8:45 am go straight to the Administration Office and swipe in with the Attendance Clerk – your Student ID Card will make this process easier. You will be given a late note which you take to your class. Parents are required to write a note to explain the reason for lateness.

I feel sick at school?

Inform your teacher and they will write you a note to go to the Administration Office. The administration staff will contact your parents to take you home.

I feel sick at home in the morning?

Do not come to school if you feel ill. We do not have facilities for students who are ill.

I lose my timetable?

Go to the school website and access your student portal. This will allow you access to your timetable.

I get lost?

Any teacher will help you, ask other students or go to the Administration Office for assistance.

I need to leave early?

Bring a note from your parents and take it to the Administration Office before school and the staff will give you an Early Leavers Pass to show your teacher when you need to leave.

I lose something at school?

Check to see if it has been handed in at the Administration Office. If something valuable has been lost or stolen, tell the Deputy Principal.



I am not in correct uniform?

Report to Uniform Check during Roll Call after your name is marked. If Roll Call is in the Hall, this will be at the back of the hall. If Roll Call is in a classroom, report to the Uniform Clinic that is near the Administration Office. You will be lent a school uniform for the day and expected to return it at the end of the day.

I am being bullied or picked on?

You do not have to put up with this treatment. Follow the advice held in the 4 PBL posters and review the supports and consequences in the flowchart. You may talk to your Peer Support Leader, Year Adviser or any staff member you feel comfortable talking to. If it continues, see the Deputy Principal.

I am late for class?

If you are delayed by a previous teacher, ask them for a note explaining your lateness. Unexplained lateness will result in time made up during break times.

I need to go to the toilet during class time?

Ask your class teacher for permission. If your teacher gives you permission, they will give you a note or 'Out of Class Pass'. **Try and go to the toilet during break times.**

I forget my lunch?

Go to the Administration Office to call your parents or see your Year Adviser or Deputy Principal.

I cannot do sport due to illness or injury?

Bring a note from your parent / carer and give it to your teacher at the beginning of the lesson.

I can't finish an assignment or homework task on time?

Do not wait until the task is due. Go and talk to your teacher with an explanation and you may be granted an extension. You should bring a note from your parent/carer explaining why you can't complete the task on time and requesting an extension preferably a few days before the task is due. The policy guidelines are outlined in the front of your Assessment Schedule Book.



TURTON ROAD AFTERNOON PICK UP

Government Buses -

- 705 (Mayfield East via Mayfield West) 3.25pm
- 706 (Warabrook) 3.25 pm
- 731 (CCWTC) 3.02 pm
- 774 (CCWTC) 3.00 pm
- 840 (CCWTC) 3.25 pm ONLY
- 845 (CCWTC) 3.09 pm

Hunter Valley Buses –

- 125 (CCWTC) via High Street to (Lemon Tree Passage) 3.02pm
- 5 (CCWTC) via High Street to (Lemon Tree Passage) 3.02pm
- 152 (CCWTC) 3.10 pm
- 222 (CCWTC) 3.10 pm

YOUNG STREET BUS BAY AFTERNOON PICK UP

Government Buses:

- 710 (Maryville) Monday Only 2.15 pm
- 710 (Maryville) Tuesday to Friday 3.00 pm
- 774 (Shortland) Monday Only 2.15 pm
- 774 (Shortland) Tuesday to Friday 3.05 pm

Hunter Valley Buses –

- 120 (CCWTC) Monday Only 2.49 pm
- 220 (CCWTC) Tuesday to Friday 3.33 pm
- 140 (CCWTC) Monday Only 3.37 pm
- 140 (CCWTC) Tuesday to Friday 3.37 pm
- 225 (Stockton) Monday Only 2.10 pm

School Bus Information



TURTON ROAD MORNING DROP OFF

Government Buses -

- 705 (Mayfield East, Mayfield West, Warabrook and Mayfield)
- 706 (Warabrook) 8.26 am
- 731 (Merewether Heights, The Junction, Adamstown New Lambton)
- 774 (Shortland) 8.28 am
- 841 (Charlestown, Garden Suburbs, New Lambton Hts & Lambton)
- 842 (Lakelands, Cardiff, Elermore Vale & Jesmond) 8.02 am
- 845 (Kotara, New Lambton)
- 849 (Charlestown, Kahibah, Kotara and New Lambton) 8.30 am

Hunter Valley Buses –

- 122 (Raymond Terrace) via High Street 8.13 am
- 125 (Seahampton to CCTWC) 7.50 am
- 134 (Lemon Tree Passage) via High Street 8.15 am
- 140 (Medowie, Fern Bay) via Turton Road 8.15 am
- 141 (Medowie) 8.10 am
- 143 (Stockton to CCWTC) 8.30 am
- 228 (Maryland to CCWTC) 7.58 am

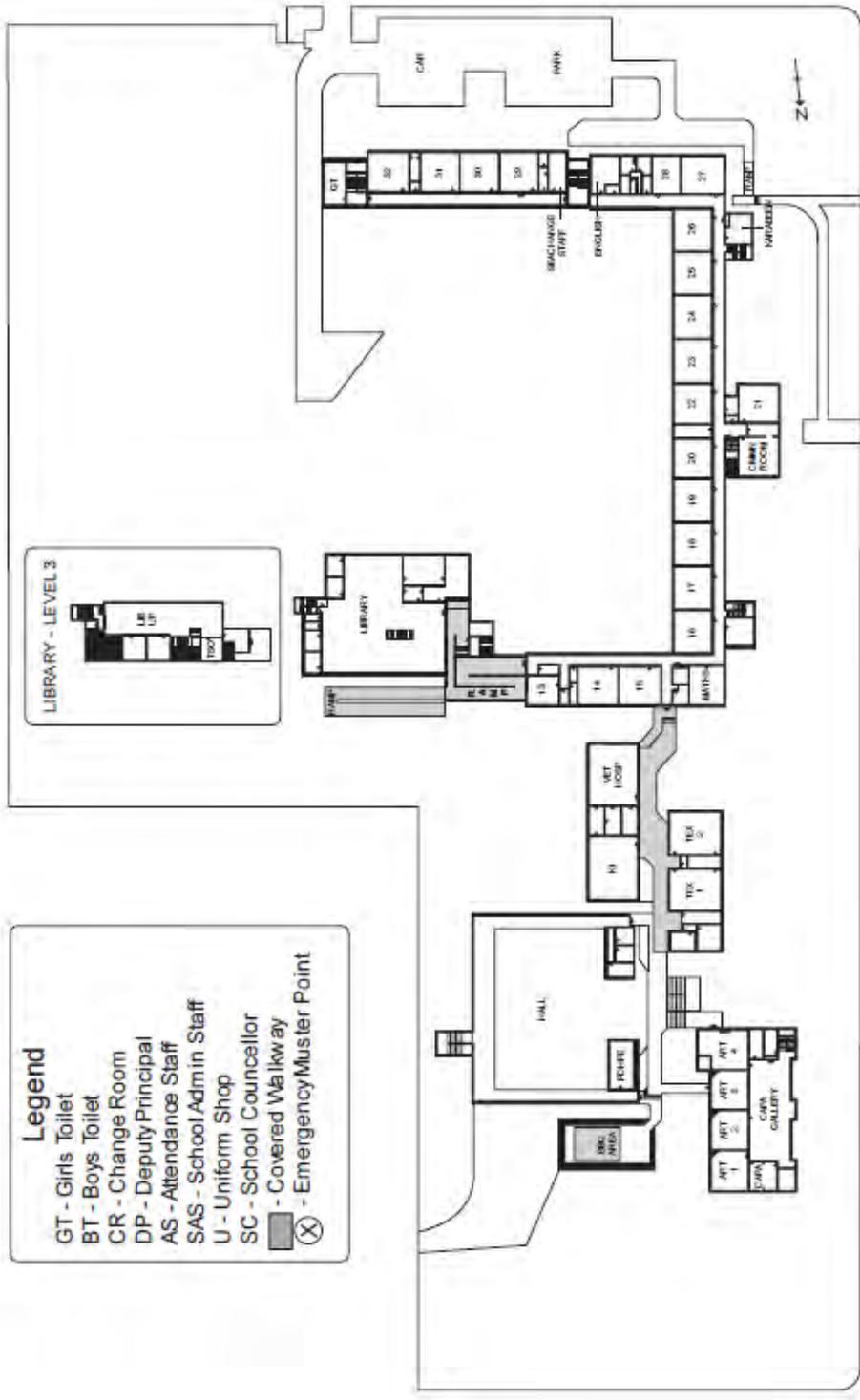
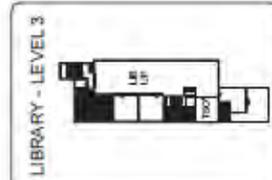
Busways –

- 8 (Raymond Terrace) Turton Rd, Morning
- 7 (CCWTC) Turton Rd, Afternoon



WARATAH TECHNOLOGY CAMPUS SCHOOL MAP - UPPER LEVEL

- Legend**
- GT - Girls Toilet
 - BT - Boys Toilet
 - CR - Change Room
 - DP - Deputy Principal
 - AS - Attendance Staff
 - SAS - School Admin Staff
 - U - Uniform Shop
 - SC - School Councillor
 - Covered Walkway
 - Emergency Muster Point



YEAR 7 STUDENTS 2018

The following books will be required for each subject:

All students must be ready to start school on **Tuesday, 30 January 2018** with their correct books and equipment.

<p style="text-align: center;">English</p> <p>1 x 128 page A4 book with margin 1 x 48 page exercise book 2 x Highlighters (different colours) <i>(included in School Pack)</i></p> <p style="text-align: center;">Maths</p> <p>2 x 96 page A4 Grid book 5mm 1 x Casio fx-82AU Plus2 Calculator 1 x 30cm Ruler <i>(included in School Pack)</i></p> <p style="text-align: center;">Science</p> <p>1 x 128 page A4 book with margin <i>(included in School Pack)</i></p> <p style="text-align: center;">History</p> <p>1 x 96 page A4 book 1 x Display Folder (20 pocket) <i>(included in School Pack)</i></p>	<p style="text-align: center;">Geography</p> <p>1 x 96 page A4 book 1 x Display Folder (20 pocket) 1 x Protractor 360° <i>(included in School Pack)</i></p> <p style="text-align: center;">PD/Health/PE</p> <p>1 x PD/H/PE Activity Workbook <i>(provided by PDHPE)</i> PE Shirt and Shorts <i>(from Lowes, Jesmond)</i> Lace Up Joggers Water bottle</p> <p style="text-align: center;">Design & Technology</p> <p>1 x 124 page A4 workbook with margin <i>(Home Economics)</i> 1 x A4 Display Folder (Black) <i>(Industrial Arts)</i> 1 x Apron 2 x Hair nets 1 x Safety glasses <i>(included in School Pack)</i></p>	<p style="text-align: center;">Language</p> <p>1 x 128 page A4 book with margin <i>(included in School Pack)</i></p> <p style="text-align: center;">Computing</p> <p>1 x 8GB USB Drive <i>(included in School Pack)</i></p> <p style="text-align: center;">Visual Arts</p> <p>1 x School VA Diary (White)</p> <p style="text-align: center;">Music</p> <p>1 x A4 48 page Music Book <i>(Included in School Pack)</i></p> <p style="text-align: center;">Portfolio</p> <p>1 x A4 3 ring binder (25mm spine width) with 40 plastic sleeves</p>
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The following stationery/equipment is to be carried to school each day in a school bag:

- | | |
|------------------------|-----------------------------|
| 1 x Calculator | 1 x 8GB USB |
| 1 x pencil case | 1 x 30 cm ruler |
| 2 x blue or black pens | 1 x scissors |
| 1 x red pen | 1 x pkt 12 coloured pencils |
| 2 x HB Pencil | 1 x glue stick 9 gm |
| 1 x 2B pencil | 1 x soft eraser |
| 1 x small sharpener | |



2018 Year 7 Book Pack Ordering Instructions

The easiest and most secure way to process your child's Year 7 Book Pack requirements!

1. Visit stuartanddunn.officechoice.com.au
2. Search for **CALCOLWARATAH** in the search bar
3. Add that item to your cart
4. Add any other items you'd like to purchase and click on the cart in the top right-hand corner
5. There is a note section under the item, please enter the students name here
6. Review your cart and click 'Continue to checkout'
7. If you wish to collect your pack from our office at 10 Babilla Close, Beresfield you will need to register first.

Once you've entered in some basic details you can then choose the 'Pickup' option and select Beresfield

Fulfilment Options

Delivery Pickup

Pickup Location(s)

Select Pickup Location *

Please select...
 Please select...
 Beresfield

8. If you wish to have your pack delivered, (a small fee will be charged), go straight to the 'Pay Now' option and put in your delivery and payment details.

We accept the following payments:



Your credit card payment will be processed directly via the Payment Express payments gateway. We do not store credit card information, or have access to your credit card details. Please visit our [privacy policy](#) and [terms & conditions](#), and Payment Express's [privacy policy](#).

Important information regarding your order

- Your card will be charged immediately from order placement.
- All orders being collected from our office in Beresfield will be ready to collect within 5 working days from order placement.
- All orders being delivered will be dispatched within 5 working days from order placement.
- All delivered orders will be delivered by Fastway Couriers. If nobody is available at time of delivery the driver may leave your order in a safe place at the address provided or a calling card.
- PO boxes will not be accepted.
- Please leave your contact number so we can reach you should we need to regarding your order.
- Missing item claims must be raised with us within 7 days from receipt of goods.
- If a product is unavailable at time of packing your order, we may substitute with a similar product of the same or greater value.
- Items unable to be substituted will be placed onto backorder and we will ship these items free-of-charge when they become available.

Please contact Stuart & Dunn Office Choice with any questions

Phone: (02) 4966 0554 Email: education@stuartanddunn.com.au





CALLAGHAN COLLEGE

WARATAH TECHNOLOGY CAMPUS

School Pack for Year 7 Students 2018

3 x 128 Page A4 Book with Margin (English, Science, Language)

1 x 48 Page Exercise Book (English)

2 x Highlighters (different colours) (English)

2 x 96 Page A4 Grid Book 5mm (Maths)

1 x Casio fx-82AU Plus2 Calculator

1 x 30cm Ruler

2 x 96 Page A4 Book (History, Geography)

3 x A4 Display Folder (20 pocket) (History, Geography, Design & Technology)

1 x Protractor 360°

1 x 124 Page A4 Workbook with Margin (Design & Technology)

1 x Apron

2 x Hair Nets

1 x Safety Glasses

1 x 8GB USB Drive

1 x School Visual Arts Diary (White Cover)

1 x 48 Page A4 Music Book

TOTAL

\$82.00

This pack will be available for purchase from Orientation Day
Tuesday, 5th December 2017 online through Stuart & Dunn.



Callaghan College Waratah Technology Campus

BOOK / EQUIPMENT REQUIREMENTS 2018				
	Year 7	Year 8	Year 9	Year 10
ENGLISH	1 x 128 page A4 book with margin 1 x 48 page Exercise Book 2 x highlighters (different colours) <i>(all included in School Pack)</i>	1 x 128 page A4 book with margin	1 x 128 page A4 book with margin	1 x 128 page A4 book with margin
MATHS	2 x 96 page A4 5mm Grid Book 1 x Casio fx-82AU Plus2 Calculator 1 x 30cm Ruler <i>(all included in School Pack)</i>	2 x 96 page A4 5mm Grid Book 1 x Casio fx-82AU Plus2 Calculator 1 x 30cm Ruler <i>(purchase at School)</i>	2 x 96 page A4 5mm Grid Book 1 x Casio fx-82AU Plus2 Calculator 1 x 30cm Ruler <i>(purchase at School)</i>	2 x 96 page A4 5mm Grid Book 1 x Casio fx-82AU Plus2 Calculator 1 x 30cm Ruler <i>(purchase at School)</i>
SCIENCE	1 x 128 pages A4 book with margin <i>(included in School Pack)</i>	1 x 128 pages A4 book with margin	1 x 128 pages A4 book with margin	1 x 128 pages A4 book with margin
GEOGRAPHY	1 x 96 page A4 book 1 x Display Folder (20 pocket) 1 x Protractor 360° <i>(all included in School Pack)</i>	1 x 96 page A4 book	1 x 96 page A4 book	1 x 96 page A4 book
HISTORY	1 x 96 page A4 book 1 x Display Folder (20 pocket) <i>(all included in School Pack)</i>	1 x 96 page A4 book	1 x 96 page A4 book	1 x 96 page A4 book

	Year 7	Year 8	Year 9	Year 10
GAME OF LIFE (Elective)			1 x 96 page A4 book 1 x Display Folder (20 pocket)	1 x 96 page A4 book 1 x Display Folder (20 pocket)
LANGUAGE	1 x 128 page A4 book with margin (included in School Pack)			
LANGUAGE (elective)		1 x 96 page A4 book	1 x 96 page A4 book	1 x 96 page A4 book
INFORMATION SOFTWARE & TECHNOLOGY	1 x 8GB or more USB Flash Drive (included in School Pack)	1 x 8GB or more USB Flash Drive (purchase at School)	1 x 8GB or more USB Flash Drive (purchase at School)	1 x 8GB or more USB Flash Drive (purchase at School)
PD/H/PE	1 x PD/H/PE Activity Workbook (provided by PDHPE) PE Shirt and Shorts (from Uniform Shop) Lace Up Joggers Water bottle	1 x PD/H/PE Activity Workbook (provided by PDHPE) PE Shirt and Shorts (from Uniform Shop) Lace Up Joggers Water bottle	1 x PD/H/PE Activity Workbook (provided by PDHPE) PE Shirt and Shorts (from Uniform Shop) Lace Up Joggers Water bottle	1 x PD/H/PE Activity Workbook (provided by PDHPE) PE Shirt and Shorts (from Uniform Shop) Lace Up Joggers Water bottle
PD/H/PE ELECTIVES		1 x Activity Workbook (provided by PDHPE)	1 x Activity Workbook (provided by PDHPE)	1 x Activity Workbook (provided by PDHPE)
MUSIC	1 x 48 page A4 Music Book (included in School Pack) 1 x Headphones 1 x Music Workbook (provided by School)	1 x 48 page A4 Music Book (purchase at School) 1 x Music Workbook (provided by School)	1 x 48 page A4 Music Book (purchase at School) 1 x Music Workbook (provided by School)	1 x 48 page A4 Music Book (purchase at School) 1 x Music Workbook (provided by School)
VISUAL ARTS	1 x A3 Visual Arts Diary (White) (included in School Pack)	1 x A3 Visual Arts Diary (White) (purchase at School)	1 x A3 Visual Arts Diary (White) (purchase at School) 1 x HB or 2B Lead Pencil	1 x A3 Visual Arts Diary (White) (purchase at School) 1 x HB or 2B Lead Pencil

	Year 7	Year 8	Year 9	Year 10
PHOTOGRAPHY (Elective)			1 x A4 Black & White Diary <i>(purchased at School)</i> 1 x 8GB USB Flash Drive <i>(purchase at School)</i>	1 x A4 Black & White Diary <i>(purchased at School)</i> 1 x 8GB USB Flash Drive <i>(purchase at School)</i>
DANCE (Elective)		1 x A4 Black & White Diary <i>(purchase at School)</i>	1 x A4 Black & White Diary <i>(purchase at School)</i>	1 x A4 Black & White Diary <i>(purchase at School)</i>
DESIGN & TECHNOLOGY (Home Economics)	1 x 124 page A4 workbook with margin 1 x Apron 2 x Hair nets 1 x Safety glasses <i>(both included in School Pack)</i>	1 x 124 page A4 workbook with margin 1 x Apron 2 x Hair nets 1 x Safety glasses <i>(purchase at School)</i>		
HOME ECONOMICS (Elective)		1 x A4 Black Folio Diary for Hospitality Enrichment <i>(included in Elective Charge)</i>	1 x A4 Black Folio Diary <i>(included in Elective Charge)</i>	1 x A4 Black Folio Diary <i>(included in Elective Charge)</i>
DESIGN & TECHNOLOGY (Industrial Arts)	1 x A4 Display Folder <i>(included in School Pack)</i>	1 x A4 Display Folder		1 x A4 Display Folder
INDUSTRIAL ARTS (Elective)		1 x A4 Display Folder	1 x A4 Display Folder	1 x A4 Display Folder
PORTFOLIO (for end of year presentation)	1 x A4 3 ring binder (25mm spine width) with 40 plastic sleeves	1 x A4 3 ring binder (25mm spine width) with 40 plastic sleeves	1 x A4 3 ring binder (25mm spine width) with 40 plastic sleeves	1 x A4 3 ring binder (25mm spine width) with 40 plastic sleeves

STATIONERY LIST

The following stationery is to be carried to School each day in a school bag:

Calculator	1 x pencil case	1 x HB pencil	1 x 2B pencil	1 x scissors
2 x blue or black pens	1 x red pen	1 x pkt 12 coloured pencils	1 x soft eraser	
1 x small sharpener	1 x 30 cm ruler	1 x 8GB USB Drive	1 x glue stick	



Canteen Price List 2018

Breakfast Only

Vegemite English Muffin	\$0.80
Grilled Cheese English Muffin	\$1.00
Fruit Toast/Margarine	\$0.80
Toasted Ham/Cheese & Tomato Sandwich	\$3.50
*Cheese & Bacon Bread Roll	\$1.20
Hot Milo (TERM 2 & 3 ONLY)	\$1.00

From the Fridge

Sandwiches (Multi-grain)

Vegemite	\$1.50
Cheese	\$2.00
Egg & Lettuce	\$3.00
Ham/Cheese & Tomato	\$3.50
Chicken/Lettuce & Mayo	\$3.50
Salad (Lettuce, Tomato, Beetroot, Cheese, Pineapple, Cucumber, Carrot)	\$3.00
Salad with Chicken, Ham, Egg or Tuna	\$4.00
Roll or Wrap ADD	\$0.50
*Chicken Caesar Wrap	\$4.20

Salad Tubs

Salad (same as sandwich plus 1/2 egg)	\$3.50
Chicken or Ham Salad	\$4.50
Greek Salad	\$3.50
Sweet Rice Salad	\$3.50
Chicken Pasta Salad	\$3.70

Drinks

350ml Water	\$1.20
600ml Water	\$2.00
600ml Sparkling Water	\$2.00
250ml Naturally Flavoured Sparkling Water - (Lime, Raspberry, Mango)	\$2.00
200ml 100% Poppa (Apple, Orange, Apple, Blackcurrant, Paradise Punch)	\$1.20
*500ml 100% Daily Orange Juice	\$3.00
300ml Plain Milk	\$1.50
600ml Plain Milk	\$2.50
Up & Go Breakfast Milk (Chocolate, Strawberry, Banana, Vanilla Ice)	\$2.00
300ml Flavoured Milk (Chocolate, Ice-Coffee)	\$3.00
500ml Flavoured Milk (Chocolate, Vanilla Malt)	\$4.20

Snacks

Whole Seasonal Fruit (subject to availability) - Apple, Orange, Banana, Mandarin, etc	\$1.00
Seasonal Fruit Tubs (subject to availability) - Watermelon, Pineapple, Rockmelon, Grapes, Kiwi Fruit, Strawberries etc	\$1.00
Dried Fruit Box (Sultanas, Sultana/Apple)	\$0.50
Yoghurt/Fruit & Trail Mix (Trail Mix contains NUTS)	\$2.00
Hommus/Carrot & Celery Sticks	\$2.00
Popcorn	\$0.80
*28g Red Rock Plain Chips	\$1.20
*28g Red Rock Honey Soy Chips	\$1.20
*Chicken JJ's Snacks	\$1.20
*Low-Fat Blueberry Muffin	\$2.00
*Low-Fat Chocolate Muffin	\$2.00

Hot Food

Home-Made Pizza -	
Vegetarian (Mushroom Capsicum, Cheese, Pineapple, Tomato Sauce)	\$2.00
Meatlovers (Lean Mince, Ham, Chicken, Cheese, Tomato Sauce)	\$2.00
BBQ Chicken (Chicken, Capsicum, Cheese, BBQ Sauce)	\$2.00
Hawaiian (Ham, Pineapple, Cheese, Tomato Sauce)	\$2.00

Burgers

Chicken Burger (Grilled Chicken Breast, Lettuce & Mayo)	\$3.50
Aussie Burger (Lean Beef Patty, Lettuce, Tomato, Tomato Sauce)	\$3.50
Cheese Burger (Lean Beef Patty, Cheese, Lettuce, Tomato, BBQ Sauce)	\$3.70
Hawaiian Burger (Grilled Chicken Breast, Cheese, Pineapple, Lettuce, S&S Sauce)	\$3.70
Mexican Burger (Lean Beef Patty, Cheese, Lettuce, Salsa)	\$3.70
Fish Burger (Grilled Whiting Fillet, Lettuce, Tartare Sauce) (Pre-order Only)	\$3.50
Vegetarian Burger (Veg Patty, Lettuce, Tomato, Sweet Chilli Sauce)(Pre-order Only)	\$3.50
Home-Made Fried Rice (Rice, Peas, Corn, Carrot, Shallots, Egg, Soy Sauce)	\$2.00

***Garlic Bread**

*Chicken Gougons (5 in bag)	\$2.50
*Lean Party Pie	\$1.80
*Lean Party Sausage Roll	\$1.20
*Party Spinach & Ricotta Roll	\$1.50
*Maggi Noodle Cup (Chicken & Beef) (TERMS 2 & 3 ONLY)	\$2.50

From The Freezer

99% Fruit Queich Sticks (Apple, Orange, Mango, Blackcurrant, Tropical)	\$0.50
Coconut Juices- Sorbet (Mango, Pineapple, Strawberry)	\$1.50
*Bulla Lite Vanilla Cups (Ice Cream)	\$1.20
*Twisted Frozen Yoghurt (Choc/Vanilla Bean, Watermelon/Mango)	\$2.00

Please check Board at the front of the Canteen for any Daily Special's (always home-made) including, but not limited to:

Sushi		\$3.50
Butter Chicken Rice	Small	\$3.00
	Large	\$5.00
Spagetti Bolognaise	Small	\$3.00
	Large	\$5.00

Everyday Food
***Occasional Food**



Prices effective immediately and may change without notice