

TURRAMURRA

HIGH SCHOOL

Responsibilities and Procedures for Students in Year 12 in 2024

Dear Students and Parents of the 2024 HSC Cohort,

The beginning of Term 4 marks the commencement of the HSC 'year'. As such there are some key messages for the students as outlined below. Please keep the following information for your records.

1. Changing/ Dropping Subjects

As the requirements for the number of units studied is greater for the Preliminary than the HSC year, students may want to consider dropping a subject. There have also been expressions of interest made for extension courses, which may prompt students to change their patterns of study for the HSC year. In choosing whether to undertake the minimum number of units required, students should carefully consider their abilities and the effective use of the additional study time.

2. Study Periods

Study periods appear as blank spaces in the student timetables. Students may choose to undertake study or relaxation activities during this time, but are required to sign in at the library and include their location (e.g. library, art room etc) on school grounds for that period, unless the period is at the start or end of the school day.

Study periods are not 'free periods' and should not be used for any other activity (such as playing basketball, etc.) which may interrupt the learning of other students. Students may not use their mobile phones or listen to music during study periods.

3. Attendance and Procedures for late sign-in/early departure

All students are expected to attend all scheduled classes and aim for the highest attendance rate. Family holidays should be planned to avoid students missing any school time. This is critical as content covered in classes and Assessment Tasks is examinable in the Higher School Certificate.

Commencing in Term 4, students may begin their school day later than the normal 8:40 am starting time IF their first scheduled period begins later in the day or depart early if they have no more scheduled classes that day.

Students are reminded that they MUST sign-in/sign-out at the Rolls Office. This is a legal requirement of the school and the Department of Education. **Under no circumstances is a student permitted to leave school grounds if their Study Period occurs in between scheduled classes.**

The late sign-in/early departure procedures will not commence until the Acknowledgement of Responsibilities and Procedures form (below) has been completed and returned to the front office.

4. Thursday Sport

As Year 12 students, they may continue to participate in Thursday afternoon sport, but it is not a compulsory curriculum requirement. Any student who elects to play in a grade team MUST attend all games and commit to the team for the entire season. Students who elect to do sport must follow the same expectations for travel, attendance etc as for the rest of the school. Students are encouraged to consider the value of exercise and the positive social aspects of participation in sport as part of their health and wellbeing routines during Year 12 but may choose to maintain a healthy balance for themselves by participating in activities at or outside of school.

5. HSC Assessment Information

Students and parents are reminded that the first HSC assessments occur during Term 4. Strict NSW Educational Standards Authority (NESA) rules apply in the HSC year. Any student who misses an assessment task due to illness or misadventure must obtain a doctor's certificate and complete an Illness/Misadventure form, which is available on the THS website, within the specified time period.

It is essential that parents/caregivers contact the relevant subject head teacher and inform them of the student's non-attendance for the assessment task/examination.

On the student's return to school, they must see the relevant subject head teacher to submit the Illness/Misadventure form. The head teacher will then make a decision about completion of an alternate assessment/examination or other appropriate arrangement.

The HSC Assessment Schedule Booklet is an important document which has been emailed to all students. Like the Preliminary Assessment Booklet, it details the number of assessments tasks for each course, as well as the weighting, task type and the due date/timing of each assessment task. **The HSC Assessment Schedule Booklet should be read in conjunction with the THS Assessment Policy (currently under review).** Both booklets are also available on the school's website in the Year 12 section under the Parents and Students tab.

6. **Year 12 School Uniform and Jerseys**

As leaders of the school, Year 12 students are expected to wear the full and correct school uniform every day. For those students that ordered a Year 12 jersey, they will be distributed later this term. The wearing of the Year 12 jersey is a privilege traditionally given to Year 12 students.

The school wishes to foster a sense of identity and community amongst our Year 12 students and to strengthen their identity with the school. The wearing of the jersey is a privilege that we hope will contribute to that sense of community.

7. **Mentor Program**

The Turrumurra High School Mentor Program is run by teaching staff. It is an opt in program which offers the opportunity to access personalised mentoring, with the aim of the program being to support each student in their individual areas of need.

The role of the mentor teacher is not that of a tutor. Rather, mentors assist students in a number of ways, such as, evaluating study habits, identifying impediments to the learning and study process, mediating discussion with classroom teachers, providing resources around health and wellbeing etc. Involvement in the Mentoring Program does not constitute a promise of improved marks. Students can meet with Ms Lusher-Main if they would like to organise a mentor.

Due to the importance of the information contained in this letter, and to ensure that every student and parent or caregiver has received and read this information, students and parents or caregivers are asked to complete the Acknowledgement form attached and return it to the front office.



Mr David Arblaster
PRINCIPAL

Mrs Megan Pollard
YEAR 12 DEPUTY PRINCIPAL

Ms Melissa Waugh
YEAR ADVISER

TURRAMURRA

HIGH SCHOOL

Acknowledgement of Responsibilities and Procedures for Year 12, 2024

I have **read and understood** the information regarding:

1. Changing Subjects
2. Study periods
3. Attendance and Procedures for late sign-in/early departure
4. Thursday Sport
5. HSC Assessment Information
6. Year 12 Uniform and Jerseys
7. Mentor Program

Note: Parents and students are asked not to book driving tests during school hours.

Student's Name (please print)

Student's Signature

Student's Mobile Number

Date

Parent's/Caregiver's Name (please print)

Parent/Caregiver Signature

Please return this page to the Front Office

Remember to keep the Responsibilities and Procedures paperwork for your information.