

PROSPECTUS

Richmond High School

Providing quality education where all
can maximise their potential



Richmond High School is a comprehensive community high school committed to delivering innovative Teaching & Learning programs, which provide our students with the opportunities to develop as life-long learners. Our innovative learning and leadership initiatives promote excellence, social responsibility, resilience, confidence, self-esteem and students who are motivated to reach their full potential and contribute positively to society beyond school.

Primary links program ensures smooth transition

Strong partnerships with Richmond Learning Community primary schools provide outstanding transition programs from primary to high school so that students feel confident and welcome when they start. This includes mini lessons for Years 5 & 6, experiences in performing arts, a shared approach to teaching literacy and numeracy, extensive peer support programs and individual transition programs for students with special needs.

Exceptional opportunities for all

We promote academic achievement and offer opportunities for all students to succeed in their area of interest, whether that be Sport, Dance,

Drama, Art, Music or Agriculture. Our dedicated Learning Centre assists and extends students of all abilities. We have support classes for students with intellectual disabilities staffed by specialist teachers offering individual programs. We are particularly proud of their achievements. For Years 7 & 8 we offer focus classes. Students that are identified with particular gifts and talents are directed into appropriate programs. Enrichment programs are also offered, as well as after hours Mathematics and English tutoring.

Wide range of extra-curricular activities

Our outstanding Creative and Performing Arts Program is highly regarded and we are able to offer opportunities in school musicals, African Drumming Ensemble and Choir as well as participation in a wide range of displays and competitions.



Dedicated and experienced staff incorporate the latest technology in their teaching and we offer a comprehensive curriculum...

All students have the opportunity to participate in an extensive range of competitive and recreational sport activities. Our Outdoor Education Program is popular and the Duke of Edinburgh Award Program is highly acclaimed.

We have close links with our Chinese sister school offering students opportunities for cultural exchange.

Our multi-award winning Agricultural Show Team and Coffee Club demonstrate the variety of choice students have to further their interests and talents.

Safe, Respectful Learners

Richmond High School is a committed Positive Behaviour for Learning School (PBL) where students are recognised for good behaviour and their positive contribution to our school.

We encourage students to become safe, respectful learners, to participate in all aspects of school life and to reach their potential through achieving their "personal best".

Award winning leadership programs

Our SRC has been nationally recognised for their contribution to Red Nose and community service is embedded in our school culture.



Student leadership is promoted through inclusion in the decision making processes at the school.

We have strong peer tutoring, mentoring and peer mediation programs and our SECA (Students Embracing Cultural Awareness) group runs multicultural programs to promote intercultural understanding.

Preparing students for career success

Our on-site Trade Training Centre has state-of-the-art facilities for Metalwork and Hospitality, including two commercial kitchens and a modern function centre that provides students with industry standard training and qualifications in Hospitality.

Flexible senior curriculum options allow students to include work with school-based apprenticeships and our school-based vocational courses develop essential skills through our close links with TAFE and University. Students are also able to access TAFE delivered Vocational Courses.

We maintain strong partnerships with local businesses which not only provide on-the-job training but important links to future employment.

Together, with our careers program, students are guided in the important transition from school to further study, training or work.





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Welcome to our School

A warm welcome to Richmond High School

Welcome to Richmond High School, the first high school in the historic Macquarie Towns Region. Our classrooms are situated in spacious, leafy grounds of 11 hectares, providing a parkland setting with established gardens, sweeping lawns and shady trees. Our agricultural paddocks are a link with our surrounding rural community. By sending your child to Richmond High School, you can be assured that you have chosen a wonderful school with excellent teaching and learning programs supported by a wide variety of extra curricular activities. We offer each student the opportunity to excel academically and personally by continually striving to achieve their "personal best".

A member of a cohesive learning community

Richmond High School is the largest member of the Richmond Learning Community consisting of Richmond High School, Hobartville Public School, Bligh Park Public School, Richmond Public School, Londonderry Public School, and Castlereagh Public School, a group of schools committed to working together to provide the best possible education for all students.



Strong links with the community

Richmond High School has fostered strong links with the local community through its P&C, scholarships, youth contests, welfare donations and work experience programs. Students assist in charity collections and fundraising ventures such as Red Nose Day, Cancer Council, Pink Stumps Day, 40 Hour Famine and Red Shield Appeal.

Keeping parents informed

Richmond High School's software system "Sentral"

includes a Parent Portal. School communications rely heavily on email and this portal and parents have the additional advantage of being able to access attendance, timetabling and reporting information for their child/children in addition to a newsletter mailed to them three times per term (Weeks 3, 6 & 9). Hard copies of the newsletter are available from the Front Office upon request and the newsletter is also always available on our school website and through the School App. The Richmond High School newsletter provides the latest news and events, faculty news and community announcements.

Our custom designed School App gives our school the capacity to create and send instant push alerts to our school community keeping parents/caregivers well informed of important messages from our school. Parents can download the app and subscribe to receive email alerts from the links on our school website.

Richmond High School also has an official social media presence within the popular social networking site Facebook.

Direct contact from staff, regular Parent-Teacher evenings, the school noticeboard and our regularly updated website provide parents with the most up-to-date information regarding their child or our school.

P&C meetings

We are supported by a highly active parent community. We value our strong links with parents, local businesses and organisations. P&C meetings are held on the second Tuesday of each month from 6.00pm in our Staff Common Room.

The P&C work in partnership with our teachers to ensure quality education and welfare outcomes for our students. All parents are invited to attend.

We would like to hear from you

Thank you for taking an interest in Richmond High School. We value your comments and are happy to assist with any enquiries about the school or your child.

Cliff Ralph - PRINCIPAL





Staff List

Mr Cliff Ralph
Principal

English

Miss Elise Lewis (Rel HT) (G & T)
Mr Morguhn Baxley
Ms Mandy Dahu (Rel HT Teacher & Learning)
Ms Ashlea Dale
Mrs Ashlee Koller
Ms Sophie Laupama (W, Th, F)
Mrs Rebecca Palin (M, Tu)
Mrs Crystal Skinner (Leave)

Mathematics

Ms Cheryl Kinsey (Rel HT)
Ms Alison Dilley (M, Tu, W, Th)
Ms Christine Fisher (Yr 8 Adv)
Ms Anu Prakash
Mr Kamlesh Prasad
Ms Sheridan Parsons (M, F)

Languages

Ms Sophie Badiu (Tu, Th, F)

Science

Ms Beth Middleton (HT)
Mr Ian Anderson
Mrs Monica Bergan
Mrs Jenny (Gulshan) Bhatia (Leave)
Mrs Sian Gray (Th, F)
Mrs Sue Hoeflake (M, Tu, W)
Ms Sheridan Parsons (Tu, W, Th)
Mrs Sharryn Suter
Ms Hayley Young
Assistant: Mrs Jane MacCormick

HSIE

Ms Alex Garcia (HT)
Ms Kelly Bow (Rel HT Welfare) (W, Th, F)
Mr Matthew Grigg
Ms Sally Haythornthwaite
Mr Ian Pollard (Computer Coordinator & SRC)
Mrs Renee Smith (M, Tu)
Ms Jessica Taylor (Yr 11 Adv)

Industrial Arts

Mr David Bernays (Rel HT Admin)
Mr Ben Hupalo (Yr 9 Adv)

Home Economics

Mrs Pamela Misius (HT)
Ms Tracey Parsons
Mrs Viveka Vaz
Assistant: Mrs Natalie Busfield

Mrs Tara Cullen
Deputy Principal

Computing (H Ec Faculty)

Ms Naomi Rosso

Creative & Performing Arts

Mr Scott Turner (HT)
Ms Leanne Moxon
Ms Sue Veigel
Mr Simon Wyatt

PD-Health-PE

Mr Anthony Jack (HT)
Mrs Joanne Gibbs (Yr 9 Adv)
Mr Nathan Hando
Mr David Harkins (Yr 12 Adv)
Mr Garth Pereira (Federation Rep)
Ms Katherine Profilio (HT Wel) (M, Tu)
Mrs Jodie Zavone (M, Tu, Th)

Special Education

Mrs Jennifer Herring (HT)
Mrs Jan Farley
Ms Sally Fisher
Mrs Lalita Lal
Ms Fiona Nixon

Librarian

Ms Michelle Stanford

Assistants:

Mrs Amity Giles (M, Tu, W, Th)
Mrs Joanne Portelli (F)

Careers Advisor

Ms Vanessa Hyde

Learning Centre

Mrs Annie Farmer (W, Th)
Ms Sophie Laupama (M, Tu)
Ms Laura Pedersen (Yr 7 Adv)
In-Class Tutor
Mrs Karen Dolan (M, Tu, W, Th)

AEO

Ms Jennifer Flood (M, Tu, W, Th)

Technical Support Officer

Mr Bruce Dunmore (Tu, W, Th, F)

Counsellors

Ms Jennifer Gibson (Leave)
Ms Sarah Evenden (M, Tu)
Ms Nina Chakavan (Th)
Ms Leanne Benson (Support Th)

Mr Phil Gordon
Deputy Principal

Chaplain

Mr Hormiz Atoory (M, W)
Ms Rachael Chapple (M, Tu)

Administration & Support Staff

Mrs Glenys Scott (SAM)
Mrs Natalie Busfield
Mrs Kaylene Butler
Mrs Zoe Hobbs
Mrs Karen Lees (W, Th, F)
Mrs Margy Lewis
Mrs Jane MacCormick
Mrs Caroline McDonagh
Mrs Nicole Masters (M, Tu, W)
Mrs June Northen (M, W, F)
Mrs Sharnie Pascoli (Tu, W, Th)

General Assistant

Mr Josh Garth

Farm Assistants

Mr John Downie (Tu)
Mr Trevor Joseph (M, F)

Special Education Assistants

Mrs Jodie Black (F)
Mrs Rhonda Donaldson (Leave)
Mr Denis Farrar
Ms Sharyn Rawlings
Mrs Margaret Morales (M, Tu, W, Th)
Mrs Jacqueline Rietdijk
Mrs Raylene Sexton

Learning Centre

Ms Emma Banks
Ms Renee Hodgson
Mrs Sharyn Krywinski
Mrs Kathie Medley (W, Th, F)
Mrs Joanne Portelli (M, Tu, W, Th)
Mrs Gabrielle Wyatt

Canteen

Mrs Cathy James (M, Tu, F)
Mrs Annette Cassar (M, W, Th, F)
Mrs Kathleen Gatt (W)
Mrs Karen Worrell (Tu, Th)

Cleaning Staff

Ms Kym Bushell
Ms Leonie Forder
Mr Daud Malky
Ms Jannette Todd
Ms Debbie Walker (AM only)





School Facilities

Air Conditioning

All learning spaces are air conditioned to maximise learning in extreme weather conditions.

Dance Studio

A specialist Dance Studio was completed in 2009 and has been used for dance classes from the start of 2010.

Drama

The drama room has its own performance space with tiered seating for a small audience. The props room provides students with a range of costumes and items for practical lessons. In 2008, a projector was installed which provides students with an excellent tool to view, critique and analyse their own drama performances and professional performances.

Gymnasium

A separate gymnasium offers students access to specialist gymnastics equipment. The gymnasium also provides an air-conditioned space for senior students to sit exams.

Industry Standard Kitchens

The Kitchens in the Home Economics Department have had a major refurbishment. Food Technology and Hospitality students have their lessons in commercial standard kitchens. Teaching and learning in such an outstanding facility allows

students to experience an industry setting within the school preparing them for the workforce. In 2010 a Function Centre was built to enable Hospitality Courses of all levels to be delivered.

Learning Centre

Our Learning Centre provides support for students who require access to specialist facilities and specialist staff, whether talented extension students or those with specific learning needs. It is fully equipped with the latest on-line technology.

Library Resources

The Library has a special place at Richmond High School. We offer a variety of excellent learning tools such as books, computers, internet, magazines, newspapers and videos. It provides a safe environment where students not only research and study but can also relax by reading and/or playing games such as Othello, Chess, Mastermind, Battleship and UNO.

Music

Specialist Music rooms are fitted out with keyboards so all students can be actively involved in Music lessons. Additional smaller rooms allow space for small groups and student bands to rehearse. The sound and lighting team also have access to modern equipment to support the showcase of high quality student performance.





School Facilities (Continued)

Science

Five of the seven Science Laboratories have been totally remodelled. Each of the Labs has new flooring, including carpet in seating areas and new benches, tables, chairs and ceiling insulation.

All the new Labs have Data Projectors installed and Wifi access. Teaching and learning is much enhanced in a better environment, allowing for use of computer technology and modern facilities.

Technology

Richmond High School has several technology laboratories throughout the school and many rooms are set up with interactive whiteboards and data projectors.

There is also a connected classroom giving students access to video conferences with other schools and guest speakers.

All classrooms now have data projectors and sound systems fitted.

Fitness Centre

This room caters for the various fitness needs of all of our students. Students can develop their strength, power and cardiovascular endurance using modern fitness equipment. The room is also used for circuit training. The Fitness Centre is the place to get in shape.





Our Curriculum - Years 7-10

Years 7 & 8

The junior school is organised according to the NSW Education Standards Authority (NESA) curriculum requirements. Year 7 and 8 students experience a broad range of subjects including English, Mathematics, Science, Geography, History, Visual Arts, Languages, Music, Technology and PDHPE. Technology in Years 7 and 8 incorporates Home Economics, Industrial Arts, Agriculture and Information & Digital Technology. Students gain a range of technology experiences during these courses.

Years 9 & 10

Year 9 and 10 students follow a compulsory core grouping of subjects which is set by the Board of Studies. A wide range of elective subjects are offered in Years 9 and 10.

Compulsory Core

* Personal Development, Health & Physical Education (PDHPE)

* English * Mathematics * Science

* Australian History * Australian Geography



Three Electives in Year 9 and Two Electives in Year 10

- ◇ Agriculture
- ◇ Child Studies
- ◇ Commerce
- ◇ Dance
- ◇ Drama
- ◇ Media Industry Studies
- ◇ Food Technology
- ◇ History (Elective)
- ◇ Industrial Technology (Metal)
- ◇ Industrial Technology (Timber)
- ◇ Information & Software Technology
- ◇ Music
- ◇ Outdoor Education
- ◇ Photography & Digital Media
- ◇ Physical Activity & Sport Studies
- ◇ Textiles Technology
- ◇ Visual Arts
- ◇ Visual Design
- ◇ Work Education
- ◇ Robotics & Tech Services

Some elective courses have combined groups of Year 9 and 10 students to provide access to wider choices and allow some students to extend their talents.





Courses on offer for Years 11 & 12 in 2020

Ancient History	Geography	Retail Services
Biology	Hospitality	Society & Culture
Business Studies	Industrial Technology	Software Design & Development
Business Services (Administration)	Information Technology	Sports Lifestyle & Recreation
Chemistry	Investigating Science	School based p/time Traineeships
Community & Family Studies	Legal Studies	TAFE Courses
Computer Applications	Mathematics, General, Ext	Textiles & Design
Construction	Applied Mathematics	Visual Arts
Drama	Metals & Engineering	Visual Design
Engineering Studies	Modern History	
English Advanced, Standard, Studies & Ext 1	Music	
Entertainment	PD/HEALTH/PE	
Exploring Early Childhood	Physics	
Food Technology	Primary Industries	

Some courses may be accessed through our neighbouring Hawkesbury Cluster of Secondary Schools called Hawkesbury Schools Connect. All students must complete at least 12 Preliminary Units.

Sports Activities at Richmond High School

Richmond High School is a comprehensive secondary school. We offer a balanced curriculum which includes Sport and Physical Activity. Sport for year 7 - 10 is integrated into their timetable throughout the week and students participate in a variety of activities. Students have the opportunity to play in state wide 'Knock Out Sport' organised by NSW Combined High Schools, Sydney West and the Macquarie Zone Secondary School Sport Association.

Skills associated with a variety of sporting activities are taught through Physical Education classes. Students also experience lessons in Personal Development and Health. In years 9 and 10, courses including Physical Activity and Sports Studies, Dance

and Outdoor Education are offered for selection. In years 11 and 12, subject options include Personal Development, Health and Physical Education in addition to Sport, Lifestyle and Recreation.

In terms of participation in school sport, many senior students elect to involve themselves in the numerous sporting opportunities on offer at Richmond High School. Across the school, sport participation rates are high and many of our students progress into elite competitions. Richmond High has a proud and successful sporting tradition that has been built on qualities of participations, effort and teamwork..



Agriculture

Richmond High School was the first school in the Hawkesbury District to offer programs in Agriculture.

We have long prided ourselves in the quality of our Agriculture programs. We possess a substantial agriculture plot where a variety of plants and vegetable crops are grown, and stock yards where steers are prepared for showing. A number of sheep, chickens, and cattle are raised.

The Agricultural Show Team has a strong reputation in school competitions with many awards to its name from throughout NSW.

It is one of the State's highest performing school show teams.

- ◇ Participation in the Agricultural Show Team is open to students in Years 7-12 and is offered as a school activity.
- ◇ Students in Years 7 and 8 undertake units of work in Agriculture.
- ◇ Agriculture is offered in Years 9 and 10.
- ◇ Agriculture is offered (according to demand) in Years 11 and 12.





Creative & Performing Arts

Providing opportunities in music, drama and dance through a band program, concerts, programs and drama performances.

African Drumming Ensemble

This is an exciting large ensemble that is open to all students. This ensemble encourages the development of creativity, teamwork, musicality and commitment. Students play authentic African percussion instruments including djembes, dun duns, and shakers. This ensemble utilises and performs traditional African rhythms as well as original compositions. Richmond High School's African Drumming ensemble diligently rehearses every week and frequently presents inspiring and entertaining performances at a wide range of events.

Choir

This ensemble is open to any interested students who wish to work with a vocal ensemble and a wide range of repertoire. The choir is developing and building repertoire in preparation for performances including official ceremonies, assemblies and events. We are fortunate to be part of the Western Sydney Regional Massed Choir. We annually perform at the Sydney Opera House for the talent showcase PULSE.

Concert Band & Jazz Ensemble

Our Concert Band meets weekly on a Monday morning prior to school and the Jazz Ensemble every Friday afternoon after school. These ensembles are open for audition to interested students upon application to our Music faculty.

Dance

The School has Dance elective classes for Years 9 and 10 and in the senior school. Students may choose to do Dance for sport in Years 7 - 10. There are Dance competitions and ensemble

auditions. The Dance students participate in performance and choreography at Sydney Dance Festival. HSC Dance courses are offered externally by arrangement.

Drama

The school offers Drama in Years 9 and 10 and is also offering Senior Drama in 2018. Drama performances are held each year, featuring performances by selected drama Groups. The drama classes regularly make short movies to support the school's PBL (Positive Behaviour for Learning) program to teach students community expected behaviours.

Music

All students participate in music lessons in Years 7-8 and may then elect to study Music as an elective in Years 9-10 and Years 11-12. The school has a choir which has performed for PULSE at the Sydney Opera House and many students and staff perform in the Sydney West Music Festival.

We conduct weekly rehearsals for our choir, jazz ensemble, and African Drumming ensemble. All three ensembles have regular performance opportunities including school based and external official events and ceremonies, festivals, state and regional productions and community based performances.





Creative & Performing Arts (Continued)

Our rehearsals take place in one of our music rooms on the following days:

Choir: Wednesday lunch time.

Jazz Ensemble: Friday afternoon, 3pm-5pm.

African Drumming Ensemble: Friday lunch time.

Advanced Percussion: Thursday, 7.30am - 8.30am.

Concert Band: Wednesday, 3:30pm - 4:30pm.

Performances by visiting bands and ensembles

Visiting school bands and performers are regular visitors to the school. We also have guest artists perform for the students.

School Musical

This is a wonderful collaboration with Richmond Players held every year with members of the staff, parents and community members all contributing their particular skills to ensure a successful production for our talented students.

Students from Richmond High School and our local feeder primary schools have the opportunity of entertaining many on the school's stage accompanied by music produced by our students and staff, creating a talented orchestra and displaying a wide range of talent within the school.

Sound & Lighting

This team of committed, reliable and skilled students is a hardworking group of students who support every event that requires public address. They are proficient in facilitating events and ceremonies that require lighting.

Visual Arts and Visual Design

Visual Arts and Visual Design students have the opportunity to participate in many school based, regional and state programs. These include: CAPA Tea (Stage 5 exhibition), Senior CAPA Evening (Stage 6 exhibition), Hawkesbury Show, Regional Visual Art Camp, Operation Art, and the Dobell Drawing School.





Student Leadership

Richmond High School has a proud record of student leadership and achievement in the Richmond community

Student leadership skills are developed to encourage confident, mature and responsible members of the school and its community. **Students at Richmond High School are offered a wide range of leadership opportunities from Years 7-12:**

- ◇ Student Representative Council members are elected from each year group.
- ◇ Captains are elected each year to lead the school.
- ◇ House Captains lead school sports houses at carnivals.
- ◇ Year 11 Peer Mentors offer guidance and support to Year 7 students.
- ◇ Senior SRC students act as leaders for junior leaders each year.
- ◇ Day camps in Years 7, 9 and 11 develop leadership qualities.
- ◇ SRC students lead the school at regular school assemblies.
- ◇ Students enter Lions Youth and Rotary Competitions and represent school in debating, mock trials and Tournament of the Mind Teams.
- ◇ Students attend state and local leadership courses.
- ◇ Students visit partner primary schools to speak to students and demonstrate Science experiments.
- ◇ National Young Leaders' Day, State and District SRC training and leadership courses

attended by Richmond High School student leaders.

- ◇ Senior students coach Year 7 & 8 in sport and help run carnivals.
- ◇ Students organise community fund-raising and community functions each year for Red Nose Day and other activities.
- ◇ Students represent the school at peer mediation, community functions, ANZAC day and civic functions.

School Leaders 2020

School Captains:



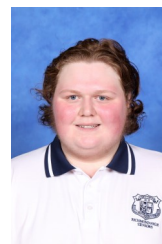
Hannah Cooper



Timothy Arthur

Vice Captains: Tyler England & Amy O'Donnell

Senior Leaders: Caleb Dries & Jacob Keys





Our 2019 Student Representative Council



Enriching the Curriculum

- ◇ Mathematics, English, Science & Computer competitions
- ◇ After-school English & Mathematics tuition
- ◇ Lions Youth of the Year Competitions
- ◇ Students Embracing Cultural Awareness (SECA)
- ◇ Study skills programs, including after hours study programs
- ◇ Education Week Concerts
- ◇ Red Nose Day Concert and fundraising
- ◇ School welfare initiative camps in Yrs 7, 9 & 11
- ◇ Participation in Sydney West Music & Dance Festivals
- ◇ Senior Art and Design & Technology Exhibition
- ◇ Peer Mediation program
- ◇ Student Representative Council (*meets daily*)
- ◇ Peer Tutoring, Literacy & Numeracy roll classes
- ◇ Tournament of the Minds
- ◇ Boys Education Programs
- ◇ Agriculture Show Team
- ◇ Choir and Beginner's Concert Band
- ◇ Chess Club
- ◇ VIP programs
- ◇ Participation in School Spectacular
- ◇ Safer Celebrations Competition
- ◇ Gifted & Talented Programs
- ◇ Public Speaking
- ◇ Peer Support
- ◇ Rotary Scholarships
- ◇ International tours
- ◇ Sister school activities
- ◇ STEM (Science, Technology, Engineering & Maths) elective
- ◇ Journalism elective
- ◇ English Enrichment Program
- ◇ Duke of Edinburgh's Program



Enriching the Curriculum (Continued)

International Competition and Assessment for Schools (ICAS)

As part of our school policy to encourage students to extend themselves and accept new challenges it is expected that students in graded classes take the opportunity to participate in ICAS - **The International Competition and Assessment for Schools**. Students in mixed ability classes are also encouraged to take part. The subject areas are: English, Mathematics, Science, Computer Skills, Writing and Spelling.

Every student receives detailed diagnostic paper

and online reports measuring their progress from previous years and a UNSW Certificate acknowledging their level of achievement. There is a cost involved and the tests take place between March and June. There are also opportunities to be involved in Debating, Public Speaking and Tournament of Minds throughout the year.

International Tours

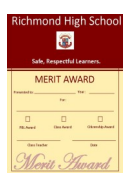
In 2011 students and staff toured parts of Italy and Greece for the Ancient History course and in 2012 and again in 2014 visited our sister school in Shanghai - Dajing Junior Middle School.

Awards

All students of Richmond High School willing to abide by the school rules and code of behaviour have an opportunity to be formally recognised in their pursuit of excellence through both classroom and school based Extra-Curricular activities. This recognition may be achieved through the **Richmond High School Award system**.

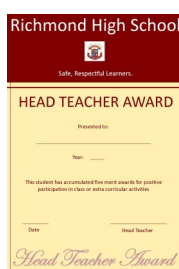
Merit Awards

The Merit Awards structure offers the opportunity for students to earn a number of awards for positive behaviour, citizenship or class effort & participation.



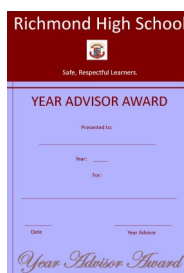
Head Teacher Awards

Any 5 Merit Awards handed to any Head Teacher earns a Head Teacher Award.



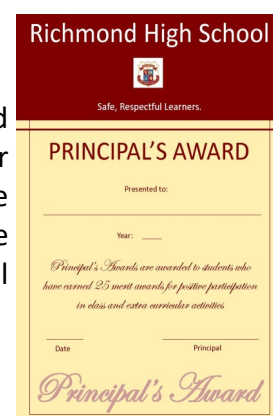
Year Advisor Award

These are awarded by the Year Advisor each term for attendance, behaviour and outstanding school reports.



Principal's Awards

Students who have received 5 Head Teacher or Year Advisor Awards are eligible for a Principal's Award to be presented at our formal Weekly Assemblies.



Bronze, Silver & Gold Awards

These special awards are earned by achieving Principal Awards (Bronze - 5, Silver - 10 or Gold - 15). Bronze and Silver Awards will be presented at Semester 1 and 2 Formal Recognition Assemblies with the Gold Award to be presented at Presentation Night held in December.





Awards (Continued)

Richmond Medal

Students who have earned one or more Gold Awards may be eligible to receive the prestigious Richmond Medal awarded at Presentation Night in December of each year.

Awards have been simplified across the entire school with a consistent style applied overall, resulting in professional looking Certificates for student resumes. A flowchart of our Award System structure is available to view on our school website.

Vocational Education

Vocational Education and Training (VET)

The role of secondary schools has been broadened to include VET, as students, parents, teachers and employers all want schooling that better prepares students for work as well as providing them with a sound general education.

There are now more opportunities for students to mix senior secondary school studies and workplace learning, so they are better prepared for their working lives when they leave school.

VET in Schools programs are based directly on national industry/enterprise frameworks which include competency standards, involve substantial amounts of real work (70 hours over Years 11 and 12) and result in a nationally recognised qualification.

Students may also be able to enter into a training agreement as a trainee or apprentice while

continuing to study at school. New Apprenticeships (including apprenticeships and traineeships) are available, so it is possible for students to start their training before they leave school and complete the Higher School Certificate at the same time. There have never been so many opportunities for students to obtain skills for work while at school.

In broadening the ways students can prepare themselves for work, the school also:

- ◇ helps students explore possible areas of interest which can inform further study and work choices
- ◇ encourages students to stay at school longer
- ◇ helps young people acquire the skills that enterprises need and increase their opportunities for employment





Vocational Education (Continued)

- ◇ fosters an increasing acceptance of continuous learning and develops the skills students need after they leave school.

At Richmond High School students can study Hospitality, Construction and Business Services. Students can also access Vocational Education & Training (VET) courses at local TAFE campuses.

Trade Training Centre

Richmond High School is a member of *The Hawkesbury Trade Training Centres in Schools*. A 120 seat purpose-built Hospitality Function Centre is now located at Richmond High School.

Four schools of the Hawkesbury Cluster (Richmond HS, Windsor HS, Hawkesbury HS and Colo HS) have worked together for many years to improve student access to VET opportunities. This includes

courses such as Primary Industries, Metal Engineering, Retail and Entertainment.

This cooperation has seen the shared delivery of VET courses in the region since 2001, which maximises the staff expertise and facilities available at each site. School timetables are aligned to facilitate this delivery, along with TAFE-delivered VET in NSW Schools (TVET).

The benefits to students of this successful cluster arrangement extend far beyond VET delivery, providing them with access to more subject choices across the four schools than they would otherwise have in their own.

Ms Vanessa Hyde
Careers Advisor/VET Coordinator





Term & Enrolment Dates 2020

TERM DATES - 2020

Term 1: Tuesday 28 January 2020 to Thursday 9 April 2020

Term 2: Monday 27 April 2020 to Friday 3 July 2020

Term 3: Monday 20 July 2020 to Friday 25 September 2020

Term 4: Monday 12 October 2020 to Friday 18 December 2020

***** School Development days occur at the beginning of Terms 1, 2 and 3 and the last two days of the school year.**

ENROLMENT DATES - 2020

Wednesday 29 January 2020: Year 7 Enrolments

Wednesday 29 January 2020: Years 11 & 12 continuing students

Thursday 30 January 2020: Years 8, 9 & 10 continuing students

All Year 7 students will start school for 2020 on Wednesday, 29th January with a Welcome Assembly in the MPC at 8:30am.

Bell Times

8.30am	Warning Bell
8.35am	Roll Call
8.55am	Period 1
9.45am	Period 2
10.35am	Recess
11.05am	Period 3
11.55am	Period 4
12.45pm	Lunch
1.15pm	Period 5
2.05pm	Period 6
2.55pm	End of Day



Students who arrive late to school should come directly to the front office for a late pass.



Bus Timetables

Richmond High School Bus timetables can be accessed from the following link at the Busways website:

<https://www.busways.com.au/travelling-with-us/timetable-search>

(Copies of timetables are also available from the Front Office).

If a student loses their Opal Card they need to call 13 67 25 (13 OPAL). If a card is reported lost or stolen and it is found, it cannot be reused. A new card will be mailed to the student's home address and may take five to seven working days.

Parent & Community participation

P&C Association

The education of your child and the ongoing improvement of conditions within the school are assisted greatly by the efforts of the P&C. Your support will guarantee continued improvement.

Meetings are held on the **Second Tuesday** each month in the Staff Common Room (Administration building) commencing at 6.00pm. All parents are cordially invited to attend.

Parents are actively involved in fundraising and consulted on matters of school policy.

Parents are represented on the school's uniform committee, staff selection committees, enrolment placement committee, finance committee and other committees established to review policies such as welfare and discipline, as required.

Special Parent and Subject Information evenings are also supported throughout the year.

P&C Committee

President:	Amanda Peters
Vice President (s):	Sam de Araugo
Secretary:	Alison Webster
Treasurer (s):	Karen Worrell

Email address: rhspc60@gmail.com

Breakfast Club

Richmond High School hosts a Breakfast Club from 8:00am every Tuesday outside the Chaplain's Office (near the canteen). The Breakfast Club was instigated and is coordinated by our School Chaplains and proudly supported by our P&C and SRC.

The other days of the week, Breakfast Club is run from our Canteen & is proudly sponsored by Bendigo Bank.



Canteen Menu

Our Canteen is open every day and sells a wide variety of healthy beverages and foods. Our school complies with the Department of Education and Communities policies on nutrition and healthy eating. The profits from sales go straight back into equipment and resources for all students of the school. Please support our wonderful Canteen.

SANDWICHES/ROLLS/WRAPS

RHS Sandwich and Salad Bar: From
You create/We Make \$3.50

Lean Ham, Lean Diced Chicken Breast, Tuna, Lettuce, Tomato, Cucumber, Egg, Capsicum, Celery, Pineapple, Avocado, Beetroot, Sauces (toasted optional)

SALADS/FRUIT (PRE ORDER BY 9:30am AS MADE FRESH DAILY)

Small Salad Box \$3.50

Salad plate with choice of meat \$6.00

Fresh Fruit Salad Box (Seasonal Fruit) \$5.00

Fresh Fruit Salad Cups (Seasonal Fruit) \$2.00

The Mond \$3.50

Hollowed out bread roll filled with choice of salad and meat

HOT FOODS

Baked Bean Jaffle \$2.50

Spaghetti Jaffle \$2.50

Half Apple Jaffle \$1.50

Richmond Burger \$5.50

Angel Bay Lite Beef Pattie, lettuce, tomato beetroot, cheese & sauce

Cheese Burger \$4.00

Angel Bay Lite Beef Pattie, cheese & sauce

Chicken Fillet Burger \$4.00

Flamed grilled breast fillet, lettuce & mayo

Chicken Fillet Burger \$4.00

Flamed grilled breast fillet, cheese & sauce

Chicken Fillet Piece \$2.50

Hot Chicken Wrap \$4.00

Diced chicken breast, grated cheese & chilli or bbq sauce

Cheese Toastie \$2.00

HOT FOOD cont.

Falafel Wrap
Falafel & salad wrap (hummus optional) \$4.00

Chciken Goujons (5 pieces) \$2.50

Spinach & Ricotta Roll 90g \$3.00

Mamee Express Cup of Noodles 63g
Chicken/Beef \$3.00

GoGo Garlic Breads 75g \$1.50

Mini Steamed Chicken/Beef Dim Sims (5) (Monday Only) \$2.50

Gluten Free Chicken Tenders \$1.50

Homemade cups of soup
Pumpkin/Chicken & corn \$3.00

Good Food Hero Meals 320g \$5.00

Butter Chicken with Rice / Macaroni & Cheese / Bolognaise Pasta Bake / Chicken Thai Green Curry with Rice (Winter Only - Term 2 & 3)

Good Food Hero Meal 220g \$5.00

Fried Rice with Chicken - (Winter Only - Term 2 & 3)

Mini Cheese Tortillas (Friday only) \$1.50

Turkish Bread Pizza \$2.00

Tomato Paste, Cheese

Turkish Bread Pizza \$2.50

Tomato Paste, Lean Ham, Pineapple, Cheese

Turkish Bread Pizza \$3.00

Tomato Paste, Lean Ham, Pineapple, Cheese

Turkish Bread Toasties \$3.50

Lean Chicken, Avocado, Cheese, Sweet Chilli Sauce

The Mac \$2.00

Lean meat balls in pasta sauce on a roll with optional grated cheese (Thursday only)

CHECK FOR DAILY SPECIALS!





Canteen Menu (Continued)

HOT FOOD cont.

Mini Party Pie (Tuesday only)	\$2.00
Corn on the Cob (seasonal)	TBA
Sauce	30c

SNACKS

Fruit Bun (un-iced)	\$1.50
Boiled Egg	\$1.00
Cheese & Dip with wholegrain crackers	\$2.00
Celery & Carrot sticks	\$1.00
Vaalia Low fat Tub 160g—French Vanilla / Strawberry & Raspberry	\$2.50
Quelch Icy Tubes—Apple/Blackcurrent/RaspberryStrawberry	50c
Tasman Bay Icy Tubes—Apple/Blackcurrent/Tropical/Wildberry	\$1.50
Apples (Pink Lady)	\$1.00
Watermelon (slice)	50c
Custard Cups	\$1.00
Raisin Toast	50c/slice
Assorted Chips 28g	\$1.20
Sunbrite Sour Cream & chives Grain Waves 28g	\$1.20
Cheese Roll	\$1.50
Vegemite & Cheese Bread Scroll	\$1.50

DRINKS

Peats Ridge Pure Water 600ml	\$2.00
Pure Pump Water 750ml	\$3.50
Mount Franklin Lightly Sparkling Water 450ml	\$2.00
Glee Sparkling Fruit Juice 250ml	\$2.00
Oak Thick 425ml - Chocolate/Strawberry	\$3.50
Harvey Fresh Poppers 250ml	\$1.50
Up & Go 250ml Chocolate & Vanilla	\$2.50
Oak UHT 250ml - Coffee	\$2.00
Hot Milo	\$2.00
Ice Break Regular Strength 500ml	\$3.50
Oak Mini Shake 250ml	\$2.00

- ⇒ Pre-Order so you don't miss out!
- ⇒ Speak to our canteen ladies if you have any dietary requirements.
- ⇒ We are always happy to try new things so suggestions are welcome.
- ⇒ Due to new DET policies regarding safe food preparation, the Canteen Staff are no longer able to reheat student lunches.
- ⇒ Prices are subject to change due to seasonality and price increases and new varieties of foods and drinks are updated regularly.
- ⇒ Please place lunch orders in the morning to avoid disappointment. All lunch orders need to be placed before 9.00am.
- ⇒ Canteen closes 10 minutes before Recess and 10 minutes before Lunch due to preparation work.





Uniform

Our school uniform is strongly supported by parents, students and staff.

We believe the uniform fosters a sense of belonging and pride in our school amongst the students and shows a sense of commitment to our school community. It helps create the idea that school is a place of work and success.

Parents are asked to assist the school by ensuring their son/daughter wears the correct school uniform. If a student is unable to wear the uniform, he/she must have a note from their parents.

The school can assist families in need with uniform requirements.

Clothing Pool

A school uniform clothing pool is maintained for both junior/senior boys and girls. Donations are always welcome. Please contact the Office for further details.

Junior Girls

- ◇ Grey/maroon/sky blue pleated tartan skirt and/or tailored shorts. (Material No. 9032), **No tracksuit pants, tights or leggings.**
- ◇ Shorts and skirts should be no more than 7cm from the ground when kneeling.
- ◇ Sky blue blouse or polo shirt.
- ◇ Unisex navy micro-fibre sports pants and jacket.
- ◇ Black closed in leather/leather like shoes with white socks.

In Winter

- ◇ Black, grey or flesh coloured stockings may be worn with the skirt.
- ◇ Maroon slacks.
- ◇ Maroon pullover, sweatshirt or tactel zip-up jacket. The tactel jackets bearing the school

badge may be purchased from Brynorms Richmond - 2/328 Windsor Street, Richmond (phone: 4501 1143 or fax 4578 2860).

Junior Boys

- ◇ School blue shirt or sky blue polo shirt.
- ◇ Grey trousers or grey shorts - King Gee type pants in correct school colours. **No tracksuit pants.**
- ◇ Unisex navy micro-fibre sports pants and jacket.
- ◇ Maroon pullover, sweatshirt or tactel zip-up jacket - as for Junior Girls.
- ◇ Black closed in leather/leather like shoes with white or grey socks.

PE/Sports

- ◇ Polo shirt - sky blue with maroon collar, school emblem on left side. Shorts - black.

Senior Girls

- ◇ Navy pleated skirt, tailored shorts or tailored slacks. **No sports shorts, tracksuit pants, tights or leggings.**
- ◇ Navy and white school polo shirt.
- ◇ Navy pullover/sweatshirt/jacket. A senior jacket is available (Years 11 and 12 only).
- ◇ Unisex navy micro-fibre sports pants and jacket.
- ◇ Black closed in leather / leather like shoes with white socks or appropriate stockings.
- ◇ Year 11 and 12 ONLY - Senior Jersey.

Senior Boys

- ◇ Navy & white school polo shirt.
- ◇ Navy blue trousers or shorts. **No sports shorts or tracksuit pants.**



Uniform (Continued)

- ◇ Navy pullover/sweatshirt/jacket - as for Senior Girls.
- ◇ Unisex navy micro-fibre sports pants and jacket.
- ◇ Black closed in leather/leather like shoes with white socks.
- ◇ Year 11 & 12 **ONLY** - Senior Jersey.

Footwear

- ◇ The wearing of closed in black leather/leather like shoes is required to meet Occupational Health and Safety requirements and to meet workplace requirements for personal presentation. Joggers are acceptable for playing sport and for PE lessons.

Please note:

Students not in uniform must carry a dated note with an explanation from a parent to verify the reason for a lack of uniform. Please arrange for uniforms to be washed at weekends if a second set is not available.

Jewellery/Makeup

- ◇ Jewellery should be kept to a minimum for safety reasons, except sleepers, studs, watches and plain rings.
- ◇ We would encourage students not to wear makeup or to keep makeup worn to a minimum.

Industrial Arts

All students **MUST** wear a full-length apron at all times in practical rooms.

CLOSED in footwear (only leather or leather like) is required in practical classes.

Home Economics

All students **MUST** wear a white apron and white bakers cap during cooking. Aprons and caps may be purchased from the Home Economics Department for the total cost of \$10.

CLOSED in footwear (only leather or leather like) is required in practical classes.

A tea-towel & dish cloth are also required.



In accordance with OH&S Safety Regulations - All students must wear black leather or leather-like enclosed shoes (see page 25 for more examples)



Boys 7-10 Uniforms



Sports



Girls 7-10 Uniforms



Senior 11-12 Uniforms

Uniform - Be in it





Richmond High School Uniform Requirements

Acceptable Uniform

Juniors:

- Blue Polo Shirt
- Grey Shorts/Trousers (Boys)
- RHS Check Pleated Skirts/Shorts (Girls)
- Maroon RHS Jacket
- Navy RHS Sports Tracksuit

Seniors:

- Navy & White RHS Seniors Polo Shirt
- Navy RHS Sports Tracksuit
- Navy Shorts/Pleated Skirt
- Maroon Blazer

Sports (Juniors):

Students are to bring their Sports clothes/shoes to change into

- RHS Sport Polo Shirt
- Black Sports Shorts
- Joggers

All Years Footwear:

- White socks
- Black leather (or leather-like) enclosed shoes





Richmond High School Uniform Requirements

Examples of acceptable footwear





School Organisation, Services and Routines

Accidents on school premises, excursions, school activities or sport

The school has a small number of staff qualified in First Aid. They will treat minor cuts, abrasions and assess the needs of each child prior to calling parents. Parents are requested to ensure that an emergency contact number and the name of their child's General Practitioner is provided on enrolment and updated during the course of a student's time at the school. A mobile number for instant contact is appreciated. Parents are requested to ensure any vital medical information is updated with the school, e.g. allergies, diabetes, prescription drugs to be regularly taken.

Ambulance

The school pays a subscription to the NSW Ambulance Service. This allows free ambulance travel for students who meet with an accident at school, on a school excursion, or participating in a school sport event. If you inadvertently receive an account for such an ambulance service, please forward it to the school. Office Staff will notify parents when their child is taken to hospital or a casualty department as soon as practicable.

Attendance and monitoring

Parents are reminded of the following:

- ◇ School attendance is **compulsory** until a student reaches the age of 17 years.
- ◇ Parents must provide documentation to the school for all their child's absences.
- ◇ Parents who are **aware** that their children are going to be **absent from school** are asked to phone Richmond High School Office staff on 4578 1177 **prior** to the start of the school day to inform the office of their child's absence.
- ◇ Parents who do not inform the school of their child's absence on a particular day will receive an SMS message. The SMS system operates in the following way:

- ◆ Parents whose children are absent from school without explanation will receive an SMS message informing them of their child's absence.
- ◆ Parents are to respond to this message by following the prompts – the return message is paid for by Richmond High School.

Bring your own device (BYOD)

Following consultation with our school community and research into the benefits of utilising technology in teaching and learning, Richmond High School will be introducing a program of BYOD with Year 7 in 2019. Students in Year 7 will be required to bring their own device to school each day so that they can utilise it in lessons to access, complete and organise their classwork. The BYOD that students will be required to bring will be any laptop that utilises Windows 10 or above as the operating system. The selection for the device will be at the discretion of the parent(s) of the students however parents can download the [BYOD \(Bring your own device\) specification sheet](#) for more information on device requirements at Richmond High School.

Canteen

The school operates a canteen five days a week providing healthy lunches, drinks and fresh fruit. Students are welcome to bring packed lunches, but the purchase of food and drink on the way to school and after school is discouraged. Students must not use local retail shops during the school day. All funds raised by the school canteen are used to buy resources for your child.

Careers Advisor

The Careers Advisor is available to help any student in the choice of their career and can be contacted in the Careers Room. Parents seeking information about their child's career choices, TAFE courses, or other tertiary education are most welcome to contact the school for an appointment.



School Organisation, Services and Routines (Continued)

Community use of school facilities

The schools facilities are available to be used for community events by prior arrangement. Enquiries regarding the use of Richmond High School facilities should be directed to our Administration office during school hours.

Early Leavers

If students **must** leave school early for urgent or important matters, bring a signed note from your parents. Take the note to the Deputy Principals for approval in the morning before roll call. The students will then be issued with a leave pass from the Front Office. Parents must come and collect their students from the Front Office.

Late Arrivals

Parents need to provide an explanation to the school either in writing or by phone for all late arriving students. SMS messages are also sent for all unexplained late arrivals.

Evacuation Procedure

The school has its own evacuation procedures in the event of fire, flood or other critical incident. A long evacuation siren will be heard, students with their teacher will evacuate the building as quickly and calmly as possible and assemble on the playing field. Students are requested to communicate via the teaching staff, rather than use personal mobiles to contact family members and cause unnecessary alarm. Parents are requested to contact the office and not student mobiles, in the event of such an emergency.

Lost Property

Items of lost property can be claimed from the office. To minimise loss, all items of clothing should be labelled. Do not leave wallets and calculators in bags. Do not bring valuable items to school.

Medication

Students who need medication administered either by mouth or injection at school **must** notify the office via parental contact. A medication form will be issued and must be signed by the parent/guardian.

All medications are securely stored in the Administration building.

Medical or Accident Insurance

Neither the Department of Education and Training nor the P&C has an insurance policy to cover school-based accidents. This is a parent's responsibility. If you feel you do not have sufficient medical cover to meet such expenses, then we suggest you take out a private insurance policy.

Mobile Phones

Electronic devices are to be used in an appropriate manner at all times. The following is a list of appropriate uses of electronic devices.

- Video, photography and audio recordings may only be used for educational purposes with teacher permission. Any breaches of the Privacy Act or the possession of inappropriate images or video on an electronic device will be taken seriously.
- Social media may only be used with teacher permission. Social media may be used as an educational tool at the discretion of the teacher. The posting of inappropriate material of students or staff past or present will be taken seriously.
- All contact must be made through the front office. Receiving or making calls in the playground will lead to the device being confiscated. This includes the sending of SMS messages during school hours or accessing social media in order to contact another person.
- Listening to music during recess or lunch is permitted.
- Playing games is permitted during recess and lunch.
- Using an electronic device to send emails over the DEC intranet is permitted with teacher permission.
- Note taking on an electronic device where appropriate with permission from the teacher.

Electronic devices should be turned off and out of sight during lesson time, unless the teacher allows them to be used as a learning resource. Students who use their electronic device during class time, without





School Organisation, Services and Routines (Continued)

permission will have their device confiscated. All confiscated electronic devices will be available for collection after 2.55pm or before roll call the following day. If an electronic device is confiscated a second time a parent will be required to collect it.

School Chaplains

Our School Chaplains are available to provide pastoral care and personal assistance for students in coordination with the School Counsellor and other support staff. They are available three days each week and are contactable via the Learning Centre.

School Counsellor

Appointments may be made through the office or directly through a counsellor at recess or lunchtime. The counsellor is located in the Library building and is here to help anyone who may be having difficulties either at home, at school, or with other students. Parents may wish to make individual contact with the counsellors. Counsellors for 2018 are Ms Jennifer Gibson (**Mondays and Tuesdays**) and Ms Christine Roever - Support Unit (**Thursday Week B**). Students can make a self-referral using counsellor referral slips available at the Front Office and Library.

Set Down and Pickup

The police regularly enforces parking and speed restrictions around the school. In the interest of student safety parents are asked not to drive vehicles into school grounds when dropping or picking up students. Parents in cars are asked to observe the traffic signs (parking and speed limit) and keep the pedestrian crossing and gateways clear.

The School internal bus road is one way at morning and afternoon pick up times - from West Market Street to Lennox Street.

Student Drivers

Students wishing to drive to school may only do so with permission of the Principal. The correct forms are available at the Front Office.

Students may not park in the front car parks.

They may park in the student car park (entered from West Market Street), providing they abide by school rules for driving on school premises and keep the area clean.

Support Teacher - Learning Assistance

The Support Teachers (Learning Assistance) at Richmond High School assists in the identification and assessment of students with learning difficulties; works with school executive, teachers and parents to plan and design appropriate programs for students with learning difficulties; works with class teachers in a team-teaching role within classrooms on the implementation of these programs; assists school executive and class teachers; monitors and evaluates programs for students with learning difficulties and withdraws some students from class for individual assistance.

The Support Teacher - Learning Assistance works in the School's Learning Centre.

Technical Support Officer

Student with laptops can gain technical and maintenance support from the School's Technical Support Officer (TSO) located in the Library.

Home & School Communication

Appointments

Parents and caregivers are encouraged to call and make appointments for meetings with staff to ensure staff availability and relevant information is readily at hand.

School hours: 8.35am to 2.55pm every day.

Access to the Administration Office is via Lennox Street.

Assembly

Weekly assemblies are held at Richmond High School in the MAC each Monday during Period 2. Year assemblies are held fortnightly on Tuesdays during Roll Call.

Our aim for our assemblies: -

- ◇ Build school morale.
- ◇ Develop and extend student leadership opportunities.



Home & School Communication (Continued)

- ◇ Deepen and broaden pupil interest.
- ◇ Recognise, reward and celebrate commendable achievements.
- ◇ Provide an avenue for student performance.

Communicating with our Parents

Direct contact from staff, regular Parent-Teacher evenings, the Sentral Parent Portal and the school noticeboard are all utilised to provide parents with the most up-to-date information regarding their child or our school.

Newsletter

Richmond High School distributes a newsletter in Weeks 3, 6 and 9 via email to all parents who have provided an email address to the Front Office or via their enrolment form. Paper copies are available from the Front Office upon request and the newsletter is also always available on our school website. The Richmond High School newsletter provides the latest news and events, faculty news and community announcements.

Parents and Citizens' Association (P&C)

Our Parents and Citizens' Association meetings are held on the 2nd Tuesday of each month, commencing at 6.30pm in the staffroom. All parents are invited to attend.

Social Media Sites

Richmond High School has an official social media presence across the popular social networking site Facebook. The purpose of this space is to inform parents and the school community about events and student achievements. This online space is maintained by the staff of Richmond High Schools. Check us out on: <http://www.facebook.com/richmondhighschool>

Students and parents should be aware of the DET policy "Online Communication Services: Acceptable Usage for School Students" when interacting on these official school social media sites.

School App

Parents/Caregivers are able to download our school app. This app has given the school the capacity to create and send instant push alerts to our school community keeping them well informed of important messages from our school. This custom designed app also provides parents with immediate access to newsletters, news items and calendar events. Instructions on how to download the free 'School Enews' App is available on the School Communication Tab on our School website.

Up-to-date contact details

In the school Office we maintain contact details for each student so that we have names and phone numbers of people to contact if the student is sick or has an accident. It is important that the school be advised immediately of change of address, phone numbers etc so that we can get in touch in case of sickness or any emergency.

Visitors

All visitors to the school are asked to report to the Office where they will be asked to sign-in and receive a visitor's pass. When you depart the school, please return to the office, sign-out and return the visitors pass.

Website

We have a wonderful website to which our newsletter, calendar and latest news is updated on a regular basis. Additionally much more information regarding our school organisation and achievements can be found here. Look us up at:

<https://richmond-h.schools.nsw.gov.au/>



Richmond High School

Safe Respectful Learners

Ph: (02) 4278 0777 Email: richmondh.school@det.nsw.edu.au





School Subject & Voluntary Contributions 2020

Years 7–8

- ◇ Voluntary School Contribution
- ◇ School Course Fees

Total

Year 7

100.00
100.00

\$200.00

Year 8

100.00
100.00

\$200.00

Years 9 – 10

- ◇ Voluntary School Contribution 100.00
- ◇ School Course Fees 100.00

Plus Electives chosen from the list as per below:

- ◇ Food Technology 60.00
- ◇ Textiles 60.00
- ◇ Child Studies 40.00
- ◇ Metal Technology 70.00
- ◇ Wood Technology 80.00
- ◇ Agriculture 40.00
- ◇ Information & Software Technology 20.00
- ◇ Graphics Technology 60.00
- ◇ Robotics & Tech Sciences 30.00
- ◇ Drama Studies 30.00
- ◇ Media Industry Studies 35.00
- ◇ Language 15.00
- ◇ Music 35.00
- ◇ Visual Arts 60.00
- ◇ Visual Design 60.00
- ◇ Photography 50.00
- ◇ Dance 30.00
- ◇ Physical Activity & Sport Studies 15.00
- ◇ Outdoor & Community Recreation 10.00
- ◇ Commerce 10.00
- ◇ Work Education 10.00
- ◇ Elective History 10.00

** Fees are subject to change*

Costs for elective subjects are **not** voluntary and every endeavour to pay should be made if the student is to undertake the subject. Generally, material costs for elective subjects in the Key Learning Areas should be paid for by the students prior to the issue of the materials.





School Subject & Voluntary Contributions 2020 (Continued)

Years 11 – 12

	Year 11	Year 12
◇ Voluntary School Contribution	100.00	100.00
Plus Electives chosen from the list as per below:		
◇ Hospitality	120.00	60.00
◇ Food Technology	80.00	40.00
◇ Textiles	80.00	60.00
◇ Community & Family Studies	20.00	20.00
◇ Exploring Early Childhood	60.00	45.00
◇ Engineering Science	50.00	50.00
◇ Industrial Technology	80.00	80.00
◇ Construction	100.00	90.00
◇ Design and Technology	40.00	40.00
◇ Agriculture	40.00	40.00
◇ Primary Industries	50.00	50.00
◇ Computer Applications	20.00	15.00
◇ Information Processes & Technology	20.00	15.00
◇ Software Design	20.00	15.00
◇ Drama	30.00	30.00
◇ Music	35.00	30.00
◇ Visual Arts	70.00	70.00
◇ Visual Design	60.00	60.00
◇ Photography	60.00	60.00
◇ Dance	30.00	30.00
◇ Biology	30.00	30.00
◇ Chemistry	30.00	30.00
◇ Physics	30.00	30.00
◇ Investigating Science	30.00	30.00
◇ Earth & Environmental Science	30.00	30.00
◇ Ancient History	15.00	15.00
◇ Modern History	15.00	15.00
◇ Society & Culture	15.00	15.00
◇ Economics Resources	15.00	15.00
◇ Business Services	15.00	15.00
◇ Business Studies	15.00	15.00
◇ Geography Resources	10.00	10.00
◇ Legal Studies Resources	10.00	10.00
◇ Work Studies Resources	10.00	10.00
◇ PDHPE Resources	10.00	10.00
◇ Sport, Lifestyle & Recreation	15.00	15.00
◇ Mathematics Resources	10.00	10.00

Costs for elective subjects are **not** voluntary and every endeavour to pay should be made if the student is to undertake the subject. Generally, material costs for elective subjects in the Key Learning Areas should be paid for by the students prior to the issue of the materials.

PLEASE NOTE: There is a textbook hire fee of \$75.00 in Year 11 and for any new enrolments in Years 11 and 12. This is refundable when all textbooks are returned on leaving.

HOSPITALITY: Students are required to purchase an Industry Standard Uniform which is approximately \$80.00. This will occur during the first few weeks of Term 1. This is a mandatory requirement.

It is also a mandatory requirement for students doing Hospitality to wear leather, **covered-in black shoes**.

TEXT BOOKS: Textbooks are not directly supplied by the Department of Education, although the Government Global Grant is of considerable assistance.

Because of rapid changes in the content of subjects studied and the consequent necessity of keeping up to date, the provision of textbooks will always be of budgetary importance. School contributions are partly used to purchase textbooks and to buy class sets of books for daily use.

Parents can help to keep textbook costs down by:

- ◇ Ensuring that textbooks are covered and not mistreated.
- ◇ Providing their children with firm cases in which books may be carried without damage.

N.B Damage and loss of textbooks must be covered by students responsible.

Tax Deductible Funds

Richmond High School offers two tax deductible funds to provide much needed resources.

The Library Fund will provide resources for books and resources for the School Library.

The Building Fund will be used to provide improved building facilities, air-conditioning and so on. Parents choosing to take advantage of tax concessions by donating money to these funds need to complete a separate form. Individual receipts will be issued with donations made to these funds (over \$2.00).





For more information about our wonderful school please contact:

Richmond High School

Lennox Street

Richmond NSW 2753

Tel: 45 78 1177

Fax: 45 88 5885

Email: richmond-h.school@det.nsw.edu.au

Website: <https://richmond-h.schools.nsw.gov.au/>