



**CALLAGHAN
COLLEGE**

Jesmond Senior Campus



Welcome to Jesmond Senior Campus

Year 11 Orientation Handbook
for students and their families

Collaborating to empower learners



Cover image: 2023 Jesmond graduate, Labella, 2023 "Make A Difference" Leadership Award winner.

Principals' Welcome



It is my pleasure to welcome you to Callaghan College Jesmond

We have a wonderful and vibrant learning environment for our senior students here at Jesmond Senior Campus.

Our mission is to support each of our senior students to achieve your personal best in the HSC and to complete high school as an active and involved member of our wider community.

There are many reasons to be excited about the move from Year 10 into Year 11 and I encourage you all to make the most of all the opportunities available here at Jesmond.

Our team of experienced staff who are experts in HSC learning, will be here to support you through the transition and to help you realise your academic goals and career pathways over the next two years.

I look forward to meeting you personally and following your journey as you step up into senior learning.

Hayley Macdonald
Principal, Jesmond Senior Campus



What it means to be part of Callaghan College at Jesmond

Welcome to Callaghan College's senior learning community. For our students who have come from our sister campuses, Wallsend and Waratah, you will already know that our College motto is Collaborating to Empower Learners, as all three campuses work together to provide you with your future learning pathway.

Every student at Callaghan is known, valued and cared for. There are a world of opportunities which await you at Callaghan Jesmond and the Jesmond staff will continue to enhance your learning experience with a personalised approach to see you thrive in your senior learning.

Our expert staff are excited to welcome you and share their passion for learning along with you.

We are proud to continue to partner with you as a student of Callaghan College and look forward to supporting you in your final two years of high school.

Kylee Owen
College Principal, Callaghan College

Contents



Key dates.....	3
Getting started.....	3
Session times.....	4
Travelling safely.....	5
Our uniform.....	6
Our executive team	7
Campus facilities	8
Senior learning	10
Subject choices	13
An inclusive campus.....	15
Getting involved.....	16
Student leadership	17
Support for learning	18
Frequently asked questions	20
Communication channels.....	24
Campus map	25

Administration Details

Our school office is open 8am to 3.30pm

Ph: 02 4952 3922

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

Deputy Principal's Welcome

Welcome to our Year 11 students and their families to Callaghan College Jesmond Senior Campus! This is an exciting place to learn and grow as a student and take an increasingly active role in our community.

There are a lot of high expectations for senior students - it comes with challenges, numerous possibilities and lots of opportunities to solidify your future career pathways as you complete your HSC and final years of high school.

We respect that you are all becoming young adults, and we are here to support you as you build strong positive relationships in an active learning community.

I know there will be many familiar faces for me but I am looking forward to meeting you all in person for Year 11.

Christopher Lee, Year 11 Deputy Principal



Getting started



Year Advisors' Welcome

As the 2024 Year Advisors, we want to welcome you to your first day of senior learning on Thursday 1st February 2024 and supporting you on your transition from Year 10 into Year 11.

Our aim is to make the transition from junior campus to senior learning as smooth as possible for every student.

We have enjoyed getting to know some of you already, through our transition program that has been running throughout Year 10 for Wallsend and Waratah students.

The purpose of this booklet is to support you to get used to the new campus routine and help you make the most of your commencement here at Jesmond Senior Campus.

Please contact the school if you have any further questions (see page 7 for our key contact list).

Welcome to Year 11!

Sam Riddell
Year 11 Advisor, PDHPE Teacher

Tim Foster
Year 11 Advisor, HSIE Teacher

Key Dates

Term 1

1st Feb	Day 1 for Year 11 and 12
5th Feb	School Photo Day (order online at www.msp.com.au)
16th Feb	Elevate Study Senei for Year 11
Early Feb	College Swimming Carnival for competitive swimmers
Feb	SRF nominations for Year 11 participants
Apr	Student Leadership Conference for CEP

Term 2

Apr	ANZAC Ceremony
May	University of Newcastle Orientation Days
16th May	Careers Expo
Jul	NAIDOC Celebration

Term 3

Sept	Year 11 Preliminary HSC Exams
Sept	Major Works exhibition
Sept	Year 12 graduation ceremony

Term 4

14th Oct	2025 HSC course work commences
15th Oct	2024 HSC written exams start
23rd Oct	Year 11 grades and Life Skills outcomes to be submitted
5th Nov	2025 HSC student entries open

Session Times

Monday, Thursday, Friday

SESSION	TIMES
Session 1	8.24 - 9.30
Session 2	9.30 - 10.30
Break 1	10.30 - 11.00
Session 3	11.00 - 12.00
Session 4	12.00 - 1.00
Break 2	1.00 - 1.30
Session 5	1.30 - 2.30

Wednesday

SESSION	TIMES
Session 1	8.24 - 9.25
Session 2	9.25 - 10.20
Break 1	10.20 - 10.45
Session 3	10.45 - 11.40
Session 4	11.40 - 12.35
Break 2	12.35 - 1.05
Session 5	1.05 - 3.15

Tuesday

SESSION	TIMES
Session 1	8.24 - 9.25
Session 2	9.25 - 10.20
Assembly	10.20 - 10.45
Break 1	10.45 - 11.15
Session 3	11.15 - 12.10
Session 4	12.10 - 1.05
Break 2	1.05 - 1.35
Session 5	1.35 - 2.30
Meetings	2.30 - 3.30

Bell Codes

One short bell: change of period, start end of lunch/recess, roll call and end of school day.

One short bell, one long ring (repeated 3 times): Lock down.

Continuous bell for 1 minute: evacuation, follow the directions of your teacher.



Travelling safely

School Travel Route

You can find information to plan your route to school at transportnsw.info/school-students

Apply for a school Opal card if travelling by bus or train. Go to transportnsw.info/school-travel-apply or phone 131500.

Obey transport rules and our public transport code of conduct and present as a positive Callaghan College citizen.

Bikes, scooters and skateboards can be secured in the Science block.

Transport to School Activities

Written permission of a parent/carer is required when you are being transported to and from a school activity by a person other than your parent/carer. The parent/carer(s) of a student driver must also have parent/carer permission to transport another student to attend a school activity.

The driver must be licenced, the vehicle registered and the number of passengers must not exceed the number of seatbelts. Drivers with a provisional licence must comply with any relevant peer passenger conditions.

A permission note must be returned to the school and a current driver's licence and car registration details sighted before permission will be granted.

Cars and Motorbikes

For students who drive their car or motorbike to and from school, you can park in the designated student car park at the western end of the campus.

When parking on streets around the school, students must obey all parking signs and not restrict residents access to driveways.

You are expected to be a safe and responsible driver.

The school is not responsible for any damage to cars or property in cars while parked on school grounds.



Our uniform

School Uniform is Compulsary

Whichever uniform you choose, take pride in your appearance in your school uniform every day as a Callaghan College student.

We are excited to announce that Jesmond Senior Campus will commence wearing the Callaghan College uniform from 2024.

Our Callaghan College school uniform, introduced for Year 7 in 2022 is rolling out into our other year groups as part of a 3-year transition period.

You can now wear a number of uniform items from your junior campuses (which you may have already bought), including the button-up white collared shirt, long pants or shorts in ink, Callaghan's tartan skirt and the Callaghan College shell jacket (or the HSC memento jacket).

Note you cannot wear junior campus polo shirts.

Sports uniform is only to be worn by students representing the school at sport, or taking a sport course. Your PDHPE teacher or sport coach will advise you of your specific sport uniform requirements.



Every Day Uniform

- Button up white shirt (short or long sleeve) with any combination of the following:
- Shorts (in ink or black)
- Long pants (in ink or black)
- Callaghan skirt (wrap around, in tartan)
- Campus blazer or Year group jacket
- Callaghan softshell jacket
- Black or white socks
- Black leather shoes (must have solid soles and fully enclosed solid uppers to meet Workplace Health and Safety standards)

Optional accessories include Jesmond Senior Campus tie and Callaghan scarf (for hijab or other).

Any undershirts than can be seen must be white, ink or similar. Jewellery and makeup worn must be safe and discreet.

Purchasing your uniform

Jesmond Senior Campus uniforms can be purchased from either of our Junior Campus Uniform shops (onsite at Wallsend and Waratah Campuses or at the School Locker University of Newcastle store).

Order online at <https://www.countryfeelinguniforms.com.au/shop/callaghan> or <https://theschoollocker.com.au/schools/callaghan-college-waratah/uniforms>

We sell the button up shirts and the school jackets from our Administration Office at Jesmond Senior Campus. You can also purchase second hand uniforms from our Office.



Executive team

Senior Executive Team

Hayley Macdonald
Principal

Craig Clinton
Deputy Principal, Inclusion and Support

Megan Bond
Year 12 Deputy Principal

Christopher Lee
Year 11 Deputy Principal

Year 11 Advisors

Sam Riddell
PDHPE

Tim Foster
HSIE Teacher

Faculty Head Teachers

Jamie Mitchell
Creative and Performing Arts

Barbara Davis
English & Languages

Bruce Killen
Home Economics

Lucas Winter
Human Society and its Environment (HSIE)

Neil Wright
Mathematics

Paul Colla
Personal Development, Health & Physical Education (PDHPE)

Jivvel Kilham
Science

Jeff Riley
Special Education

Clint Johns
Technological & Applied Studies (TAS)

Additional support for students and staff

Suzie Rich
Head Teacher, Student Services

Sara Pendergast
Head Teacher, Administration (timetabling, staff)

Jennifer Pickard
Head Teacher, Teaching & Learning

Nasya Clarke
Aboriginal Learning Officer

Pam Long
Head Teacher, Careers

Vanessa De Laurentis
EAL/D support for students with English as an additional language or dialect (EAL/D), teacher

Jay Fairweather
Student Representative Forum (SRF) Coordinator, Teacher

Melanie York
College Sport Coordinator, Teacher

Campus facilities

Our campus

Orientating yourself to any new environment takes time, but there's lots of people on hand to help you find your way. The campus is well signposted, and there is a map on the inside back cover of this booklet.

If you're not sure where you should be, just ask a teacher or another student!

Here are some of our common areas that you will become familiar with over the coming few weeks.

Cafeteria

Our cafeteria sells a variety of hot and cold meals as well as drinks and snacks at reasonable prices.

You have the option of pre-ordering before school or making a purchase during recess and lunch breaks.

EFTPOS is available for purchases over \$5. Our cafeteria caters to most dietary needs and we operate under Healthy Canteen Guidelines.

Library & Learning Centre

The Hive Learning Centre includes our library and other learning support resources, including access to our Learning and Support team members, the careers advisor and a mezzanine floor for our Year 12 students.

The Library is open every school day between 8:30am-3:00pm, with students welcome during recess and lunch. All resources are available to the students, including the library computers (with internet access via your student login), books, audio visual resources (bring your own headphones), cards and board games. You can also access Oliver (My Library) catalogue from any networked computer using your Department of Education student login.

Our library provides students the opportunity to access a free online homework assistance program, My Tutor and other free services through Newcastle Regional Public Library system (you'll need to fill out and return the Newcastle Library Membership application if you haven't done this already). Printing services are available from library computers for a small cost.



CALLI'S COFFEE VAN

Calli's is available for snacks and drinks. This is a student-run business on campus.

Creative & Performing Arts

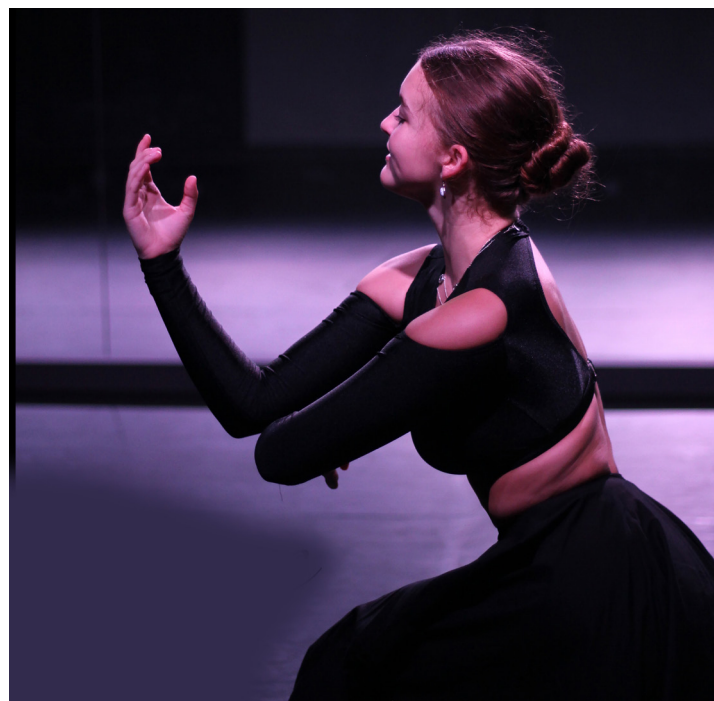
This new learning space opened in 2021, and includes a number of extraordinary facilities, including a black box theatre; a dance studio with suspension flooring; and a large multipurpose auditorium with retractable tiered seating for performances and whole of school assemblies, that also doubles as a sports centre with indoor basketball, volleyball and other sports. The gym is also situated in this centre, along with a number of classrooms.

The CAPA Auditorium also includes soundproof music booths, recording studio and meeting rooms. For access to the facilities outside scheduled class time, speak to the Head Teacher, CAPA.

The Gym

Located in our Creative and Performing Arts Centre, the gym is available for students to use during breaks.

Please ensure you follow the WHS instructions for equipment and talk to the PDHPE staff if you would like assistance with a personalised gym program.



Senior learning

Attendance is key to the HSC

You are expected to attend every lesson on every school day. An electronic roll is marked at the beginning of every session. When arriving late, for any reason, you must first go to the Administration Office and use your ID swipe card to 'swipe in'. If you are away for any period of time, or if you need to arrive late or leave early on a particular day, you must provide a letter from a parent/carer outlining the reason for the absence, or a medical certificate.

Unless you have pre-arranged flexible leave, or have a valid reason for a partial absence, you will stay on campus during school hours. If you feel sick during class, the Administration office will contact your parent or carer to receive permission for you to leave.

What to bring

- Check you have all the materials you need for each of your classes each day
- Bring a drink bottle, recess and lunch, or money to purchase food from the cafeteria
- Consider using a diary to record assessment tasks and other important information
- Bring a laptop for learning
- Yondr Pouch to secure your phone during school hours.

Important Documents

A School Assessment, Procedure and Schedules booklet is provided to all students. This includes information on all your assessments, due dates, and how each course is assessed.

NESA HSC: All My Own Work program must be completed by Year 11 and 12 students. Plagiarism can lead to students receiving zero marks for a task or examination.

Sentral online is your portal

Jesmond students use Sentral to access timetables, attendance, calendars, daily notices, messaging, school reports and for booking of parent teacher interviews.

The portal is accessed from Jesmond's website front page: <https://jesmondcc-h.schools.nsw.gov.au/>

Sentral is available for families to help support learning

Callaghan College uses Sentral Parent Portal to assist families remain actively engaged in their child's learning.

As a parent or carer, this gives you access to your child's school reports, view your child's timetable and book formal parent teacher interviews.

Go to Jesmond Senior Campus website to log on: <https://jesmondcc-h.schools.nsw.gov.au/>

Expectations of all our learners:

- Allow every student to have the opportunity to learn
- Respect the rights and privacy of all students
- Help promote a positive school image
- Work cooperatively with all members of the school community
- Attend all lessons
- Be prepared for and make a diligent effort in all learning activities
- Abide by Department of Education and school rules, policies and expectations
- Ensure that you understand all course requirements
- Make a genuine effort in all areas of study
- Wear the school uniform
- Work towards achieving the preparation needed for your future.

Smoking is not permitted. Students identified smoking and/or vaping will be referred to Senior Executive for disciplinary action.



Laptops for Learning

All Year 11 students need to bring a laptop to school to support your learning*. It doesn't need to be fancy. It just needs to meet these requirements:

- Wireless connectivity (must be able to connect to a 5 ghz dual band wireless network, which is 802.11ac)
- Most recent operating system available (or the preceding version)
- Apple or PC
- A minimum 4GB RAM (8GB preferred) and 250GB hard drive

- 9.7 inch screen or above, with sturdy keyboard for continuous use throughout the day

- Minimum 6 hours battery life (you are responsible for charging your own device)

- Sturdy case and consider weight of device as you will have to carry it around all day.

We will sign you up to the campus wireless network once you have signed and returned the Laptops for Learning User Agreement. Then, free software from the Department of Education is available for you to download.

**We also have a number of laptops and computers that you can access on campus if you are not able to bring one from home.*



Senior Learning

Our education philosophy

Our goal is for you to leave high school with results that you are proud of. All our Faculty Head Teachers and classroom teachers are dedicated to helping you achieve this.

You will commence the year with a program of study you have chosen based on your interests and career goals. Now you must make choices about your level of commitment and dedication to the task of achieving your personal best.

Proven strategies that will help you achieve this:

- Know what you want to achieve – set clear goals so you stay focused
- Have excellent attendance and bring the correct equipment to class
- Consistently apply effort to class work – participate in class activities including discussions. Interaction and discussion are one of the most effective learning tools
- Ask questions. Never leave a lesson thinking that you don't understand the work
- Regularly revise classwork and complete homework tasks
- Organise and prioritise your time, not leaving assessment task preparation to the last minute
- Hand in assessment drafts to be checked by your classroom teacher well before the due date – teachers are happy to provide feedback to help you improve your final submissions
- Complete all assessment tasks to the best of your ability and on time
- Have a “can do” positive approach and seek help at the earliest opportunity, not as a last resort.

Assessments

Students will receive and sign for an Assessment Schedule at the beginning of each course detailing how the course will be assessed.

Details of an assessment task will be distributed at least two weeks before the due date. All hand-in tasks are due for submission BEFORE 8.30am on the due date, unless they are able to be completed as a discreet task in a scheduled lesson on the prescribed day.

Always refer to the Assessment Procedures and Schedules booklet for assessment information.

Major Works

Many academic courses include a major task or work (some in Year 11, as well as Year 12). These are carried out over an extended period.

Success in major works requires planning, setting short term and long-term goals, time organisation, access to resources, equipment and tools, regular feedback from your teacher and reflection on your work as you progress.

Formal Examinations

There are two formal examination periods before students sit the HSC at the end of Year 12.

The End of Course Examinations for the Preliminary HSC Year (Year 11) are held during the last two weeks of Term 3. The Trial HSC is held during Weeks 5 and 6 of Term 3 during Year 12. The HSC written exams start in October.

During timetabled examination periods there are no scheduled classes. Students will be given an examination timetable and procedures at least two weeks prior to the exam period. This includes information on requirements for Illness and Misadventure application forms that must be completed if you are not able to attend an exam.



Faculties & Subjects

CAPA

The Creative and Performing Arts (CAPA) faculty provides students with the opportunity to sharpen skills and explore new and intriguing areas of self-expression. Whether your passion lies in Music, Art, Dance or Drama, our courses attract students from a range of academic abilities and backgrounds, and our experienced staff take pride in assisting each student reach their individual potential.

Courses include: Dance, Drama, Music (1 and 2), Music Industry (VET), Visual Arts, Photography, Video and Digital Imaging, Entertainment Industry (VET), Creative Arts, Visual Design, Life Skills.

Home Economics

We have a range of subjects to choose from in Home Economics Faculty, including Food Technology, Textiles and Design, Hospitality Kitchen Operations (VET), Food and Beverages (VET), Hospitality Specialisation (VET) and Exploring Early Childhood. There are also a number of Life Skills options.

English and Languages

English provides wonderful opportunities to develop skills in communication and thinking through the experience of literature, poetry, film and other communication media. Every student does English, and the skills acquired help define us and make meaning out of what we encounter in every aspect of our lives.

Courses include: English Advanced, Extension (Preliminary), English Extension 1, Extension 2, English Standard, English Studies, English as an Additional Language or Dialect, English Life Skills, French Beginners, German Beginners, Japanese Beginners.

Mathematics

Our Mathematics courses include Mathematics Extension 1 and 2; Mathematics Standard (1 and 2); Maths in Trade, Numeracy and Mathematics Life Skills.

The key to being a successful maths student, at any level, is to ask questions and practice!



Faculties & Subjects

Science

Investigation work and secondary research is part of all our science courses. At Jesmond, you can choose from a range of science classes, including Biology, Chemistry, Physics, Investigating Science, Earth and Environmental Science, as well as a range of Life Skills courses including Earth and Space, Living World, Physical World and Investigating Science Life Skills.

There are excursions and field trips included in most of our science courses to experience real world learning environments in person.

Vocational Education and Training

Choosing a VET course allows you to continue studying at our Campus while working towards certification for a specific trade or skill. It can count towards a HSC program of study; as well as lead to nationally recognised AQF qualifications. VET courses are also recognised by Industry and other RTOs.

VET courses involve competency-based assessment of skills and knowledge and include work placement. At the completion of the HSC course NESAs will issue students a Certificate III, II, I or Statement of Attainment, listing the units of competency achieved. 2 units are eligible for inclusion in the ATAR as a category B course if you sit the optional HSC written examination. The examination is independent of the competency-based assessment undertaken during VET courses.

We also offer School Based Trainees and Apprentices (SBATs) at Jesmond. You will study a VET course either at school, or through an external provider such as TAFE or another RTO AND have paid employment one day a week in the same industry area (working at least 100 days over a two-year period).

Industrial Arts and Computing

Our Industrial Arts and Computing Faculty is fully equipped with specialised machinery and computing facilities (including 3D animation, drones and latest software packages).

Courses include: Engineering Studies, Industrial Technology Graphics, Industrial Technology Multimedia, Industrial Technology Timber, Aviation – Remote Pilot (VET), Construction Pathways (VET), Furniture Making Pathways (VET) Information and Digital Technologies (VET), Information Processes and Technology, Software Design and Development. Life Skills also available in Information Processes and Technology and Industrial Technology.

PDHPE

Students can choose from Personal Development, Health and Physical Education (PDHPE); Community and Family Studies (CAF); Sport, Lifestyle and Recreation (SLR), Sport Coaching (VET), and Life Skills in CAF or PDHPE.

Students will access community facilities for some of our practical activities, including Newcastle University Forum and other sporting venues, and may be required to make their own travel arrangements at times.



An inclusive campus

Our Aboriginal Learning Team

Our Aboriginal Education Team is set up as a learning hub in our cultural centre (Block G, Level 2). Students can access:

- learning support from our Aboriginal Learning Support Officers and teachers
- guest speakers, workshops and classes
- cultural activities and links across the College and community.

Our Aboriginal Student Support staff work with students and families to develop Personalised Learning Pathways for each of our Aboriginal students. PLPs document your individual academic, cultural and personal goals.

We encourage our students to utilise their regular mentoring sessions to work towards these goals.

We have a close team of Aboriginal staff across the College, providing a continuum of connection for our families.

Our students and staff from across the College and our partner schools also get an opportunity to perform at significant events throughout the year, including NAIDOC and Surfest Opening Ceremony.

Supporting students transition to school and life in Australia

We welcome students from a variety of non-English speaking and culturally diverse backgrounds.

We work closely with external agencies to support our students. Whether they are international students or students from a refugee background, we develop individualised HSC pathway programming for students where English is not their first language or dialect.

We also have bilingual EAL/D teachers who work part time and speak Arabic, and can access support in other languages.

Support for learning includes immersive readers on our learning platform, Canvas, as well as iPads to support language acquisition across the curriculum.

We have strong links with Max Solutions for students with a refugee background and the Youth AMEP qualification. We also offer one-to-one tutoring every Wednesday afternoon.

Callaghan College is proud to support students and families in their transition to school and life in Australia.



Getting involved

Senior Study is All About Balance

We encourage you to participate in our school's extra activities – they help you to build personal confidence and foster friendships within our school community, and provide some great downtime from HSC assessments.

Throughout the school year, there are a number of activities that are available to get involved in.

These include:

- Student Leadership (via the SRF and Junior AECG)
- College representative sport
- Bands and vocal groups
- Creative arts and drama activities
- Musical theatre
- Debating and public speaking
- Aboriginal Cultural performance group
- RDA Defence Industry challenges
- Callaghan's Chess team
- Student Leadership Day for Callaghan Education Pathways students
- Newcastle and Combined Schools ANZAC Service
- NAIDOC activities
- Newcastle's Surfest partnership program.



Student leaders

Opportunities at Jesmond

Our Student Representative Forum (SRF) and Aboriginal Student Leadership team (part of the Junior AECG) are the main student representative bodies at our campus. The SRF is made up of our four Year 12 School Captains and representatives from both Year 11 and Year 12. Both Leadership teams consist of self-nominating students.

Our student leaders are responsible for working on projects across the school, leading school assemblies, representing the school at community events, providing peer support, visiting partner primary schools and putting forward views and ideas to influence school decision making.

If you have a passion for leadership, we encourage you to nominate yourself for a leadership role at the beginning of the year.

Representing the School

It is a privilege to represent the school, and students must be able to demonstrate that they are able to meet our code of conduct requirements.

Our Code of Conduct agreement must be signed before a student can participate.

This agreement includes a number of student responsibilities relating to attendance, behaviour and completion of school work.

Jesmond Senior Campus Honour Roll is for Year 12 students who demonstrate excellence in learning. This is demonstrated through high attendance, sustained and diligent efforts, and always striving to achieve one's best.

Students are nominated to the Honour Roll by teachers.



Support for learning

Support beyond the classroom

Our Learning and Support Team is a network of Jesmond staff who can help you with your learning and wellbeing needs. Wellbeing is important for all our students – if you feel supported, you are more likely to thrive in senior learning.

Our team work closely with teachers, students, families and outside professionals to cater for the individual support needs of students.

Working with you, our learning and support team can:

- Assess your learning needs and develop an individual learning plan with you
- Develop programs tailored to your needs, such as literacy and numeracy, organisational skills
- Provide advice on how to access internal and external professional support services
- Determine appropriate adjustments, including the modification of curriculum, assessment and exams
- Identify appropriate extension programs for high achieving students
- Assist in your transition into senior learning and your future career pathways.

Your Wellbeing is Important

Your wellbeing is important. If you feel supported you will be more resilient and thrive. The Learning and Support Team is a network of people who can help you with your learning and wellbeing needs:

Year Advisers

The year advisers are your first point of contact if you are experiencing problems at school. They interview students and refer to the relevant staff. Parents and carers concerned with any aspect of their child's wellbeing should contact the Year Advisers in the first instance.

Deputy Principals

Our Deputy Principal, Inclusion and Support, is located in the Administration block and is available to address issues affecting student's equitable access to learning and participating in activities at our senior campus. Working as part of our Executive team alongside our other two Deputy Principals and the Principal, families are encouraged to reach out regarding issues that may arise on a social, wellbeing or academic level.

Head Teacher Student Services

As Head Teacher of our Learning and Support Team, Mrs Suzie Rich ensures that all students are given voice and listened to. Families can contact her for any personal, social, financial, wellbeing or academic concerns.

School Counsellors

The Counsellors are available to discuss any problem you are experiencing. You can self-refer by going to the Counsellor Office located in the Staff House. The Head Teacher Student Services, your Year Advisers or other members of the Learning and Support Team can also refer you to a counsellor.



Careers & Future Pathways

Book an appointment with the Career Advisor to find out more about career opportunities that are relevant for you.

The Careers team can assist you align your program of study with your career goals, or provide suggestions and career resources if you are not sure about your career focus.

Book an appointment in the online calendar found in the Hive Learning Centre. Parents can also book an interview with the Career Advisor via our Administration Office.

The Careers team are also available to help you set up work experience placements, including VET and SBAT opportunities.

The team also organize excursions to Careers Expos and University open days, and other events related to potential future pathways.

They can also help you with early entry options to University and TAFE.



FAQs

How do I request leave from school?

NSW Government Legislation does not allow for absences during Term time. Applications for leave in exceptional circumstances should be made in advance to the Principal.

For unforeseen absences, it is recommended that Parents/Carers phone to inform the school.

Do I need permission to leave the campus during school hours?

Yes, you need to provide written permission from a parent or carer to the Administration Office.

Your parent or carer will also need to contact the school (via email or phone) if you are unable to attend on a school day.

Are there any school fees?

Parents and carers are asked to pay a general contribution to support the programs offered at the Campus. The general contribution funds are used to purchase library books, offset the cost of printing, and for additional learning resources. These can be paid in person at our Administration Office or online via our website.

How do I make school payments?

Payments can be made online via the school website, or in person at our Administration office.

What if I am experiencing financial issues?

Speak to our Administration Office or Head Teacher, Student Services, for a Student Assistance Form.

If you meet the criteria, there is financial assistance for school uniforms, the school fee package and some excursions.

Who do I give my health care plan to?

All students with a significant health problem will have a Health Care Plan (HCP) which usually includes an emergency plan. This plan is formulated with the parent/carer and student, and if appropriate, health personnel.

This should be provided to our Wellbeing team. All staff are trained annually, both online and face to face, in legal Health Care Procedures including Anaphylaxis, Asthma, Emergency Care and CPR. All school staff are informed of and have access to individual student's HCPs through Sentral.

Do I give my medications to the Administration Office?

Only the First Aid Officer, or staff trained by the First Aid Officer, administer medication to students. Medication is accessed in the SLSO staff room (12.08).

A registry is kept and audited of all medication administered. With the exception of puffers and EpiPen's, students must never bring medication to class and self-administer.

Families must inform the First Aid Officer (and any teacher supervising an excursion) regarding changes in medication(s).

Is Jesmond an inclusive school campus?

Yes, Jesmond is proud of its inclusive program of learning. We have a dedicated Special Education Faculty, and our Special Education classes cater for students with moderate to high learning and support needs who are likely to benefit from a small class size setting.

Students are placed by the NSW Department of Education, with each class taught by a dedicated teacher, as well as learning support staff.



FAQs

It is a highly supportive learning environment focused on assisting every student to make progress and reach their potential.

Students in our Special Education Program may be involved in our Life Skills program, that includes classes in Creative Arts, Mathematics, English, Technology, Work and Community, and Personal Health and Physical Education.

You can also participate in our community-access excursions and our campus's extra-curricular activities.

For more information about our Special Education classes please contact our Administration Office.

What student reports do I receive in Year 11?

Students will receive four school reports during Years 11 and 12.

TERM 2
Mid-Course Preliminary HSC Report

TERM 4
Final Preliminary HSC Report

TERM 1
Mid-Course HSC Report

TERM 3, GRADUATION CEREMONY
Final HSC Report

All student reports are available on the Student and Parent Portals. Final Year 12 Reports are provided in hard copy within the Graduation Portfolio.

Are there any parent/teacher interviews?

Our timing for parent/teacher evenings are currently under review. Families will receive information on this during Term 1.

Parents and carers can also check in with Faculty

Head Teachers for specific queries about the academic progress of your student at other times of the year, particularly if you have any concerns. For overall academic progress, you can also contact one of the Year Advisors.

Can I change to a different course or subject?

If you are thinking about changing courses, speak to the Deputy Principal. It can also be helpful to talk to your classroom teacher about the subject and assessment expectations, or one of the Year Advisors who can discuss your overall study plans.

Our Careers team also provide insight into how your learning can link with career choices and work experience opportunities.

Do you have support for independent learners?

Yes, if you meet the criteria to be living as an independent student, or would like to understand the requirements, please come and see the Head Teacher Student Services in the Administration building for an interview.

Can senior students use mobile phones at school?

Mobile Phones are not to be used on campus unless directed by a teacher.

In the event of an emergency, a phone is available in the Administration Office for students to use. Students can also use their phones in a designated area of the Library during break times, for work calls and emergencies.

DEVICES & THE LAW

There are laws that 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.

FAQs

What happens if I misplace a personal item on campus?

You are responsible for keeping your personal belongings, including laptops and phones, safe. The school does not accept responsibility for any personal items.

Check at the Administration Office if you have misplaced something, as this is where any items found are held.

Where are the toilets?

Student toilets are located next to the Canteen, at the bottom of I Block (Science) and in the Auditorium (next to the Dance studio).

Where is lost property?

Check with the Administration Office if you have misplaced something. Remember you are responsible for all your own items at school.

Can I wear the old uniform?

You can still wear the previous Jesmond uniform, which is black pants, shorts or skirt, with a white button up collared shirt, and black jumper (no hoodies or brands), available from Lowes Jesmond (aside from shirts, which are available from Jesmond's Administration Office).

Is there a second hand uniform shop?

We have a range of second hand uniforms that are available from our uniform shop on campus that is managed by our Administration team.



Notes

Keep up to date

Our school's communication channels to parents and carers

<p>Website</p> <p>Our website is a good point of access to all our communication channels for students and parents.</p> <p>View our school news, our calendar of school events, find out general information about the campus and make payments.</p> <p>jesmond-h.schools.nsw.gov.au</p>	<p>SMS</p> <p>We send SMS text messages to your primary contact number to communicate reminders or important notifications.</p> <p>SMS is also used for student attendance. You will receive an SMS from the school if your child is absent or running late for morning roll call. Simply reply to this message to explain their absence.</p>	<p>Social Media</p> <p>We regularly post highlights of student achievements and learning, and information about upcoming whole school events on our Facebook page. This page is monitored during school hours only.</p> <p>Our school Instagram page is currently under development.</p> <p>Facebook: ccjesmond</p>
<p>Newsletter</p> <p>Jesmond Senior Campus News is our Campus Newsletter. It is emailed to our whole school community once a term.</p> <p>You can also access it on our website.</p>	<p>Central Parent Portal</p> <p>Central Parent Portal is a secure online platform that provides parents with access to student timetables, attendance information, School Reports and daily notices from teachers.</p>	<p>Canvas</p> <p>This secure digital platform connects you to information about your child's learning, including task due dates, assessment grades and teacher feedback.</p>
<p>Face-to-Face</p> <p>There are many opportunities for parents and staff to meet throughout the year. These include information evenings and Parent Teacher Interviews. Parents are also welcome to phone the school to make an appointment with staff.</p>	<p>REMEMBER TO KEEP YOUR CONTACT DETAILS UP TO DATE</p> <p>Most of our communication to you is done initially via your nominated primary email address, so it is essential to keep this up to date. You can update your primary contact email at any time by emailing, or phoning our Front Office staff.</p> <p>Phone: 02 4952 3922 Email: jesmond-h.school@det.nsw.edu.au</p>	

We now send almost all our permission notes for excursions and sport activities via email (through School Bytes). Make sure you check your emails regularly so your child doesn't miss out on an excursion.







**CALLAGHAN
COLLEGE**

Jesmond Senior Campus

Collaborating to empower learners

Janet Street, Jesmond NSW 2299

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