

# **James Cook Boys** **Technology High School** **Year 7 Orientation Booklet**

---

2023

800 Princes Highway  
Kogarah NSW 2217  
Phone: 9587 1770

[jamescookb-h.schools.nsw.gov.au](http://jamescookb-h.schools.nsw.gov.au)  
[jamescookb-h.school@det.nsw.edu.au](mailto:jamescookb-h.school@det.nsw.edu.au)



# Contents

02	Contents
03	School Context
04	Key Dates - Term dates 2023
05	Vision and Mission
06	Staff List
07	Curriculum - curriculum choice, Student involvement, SRC & Peer Support & Clubs and After school activities
08	Clubs and After school activities (cont.), Reporting to Parents & Weekly Routine
09	Weekly Routine (cont.), Absences, Riding Bicycles to school & Lost Property
10	Travelling to and from school, Train & Bus passes, School and PE Uniforms
11	Footwear, Library, Students who are unwell & Students with Medical Conditions
12	Sport, Canteen Food, Community Involvement, School Information & Homework
13	School Expectation Matrix
14	Year 7 School Contributions
15	Parent Online Payments (POP)
16	Parent Online Payments (POP) continued
17	Bell Times
18	School Map
19	Technology Transition Program - Laptop Loan Charter
20	Laptop Loan Charter Policy
24	Canteen Prices





**Mr Mark Marciniak**

Principal

“

## School Context

James Cook Boys Technology High School was established in 1956 on the site of the old Moorefield Racecourse. It is a multicultural school with about 86% of the students coming from a non-English speaking background. The school motto, Ignorantia Quaerite means 'seek the unknown' or in simpler terms, always takes the opportunity to discover and learn about new things. In addition to its academic record the school has a proud tradition in sport, providing many CHS, NSW and Australian representatives over the years, particularly in rugby league, rugby union, water polo, athletics and soccer. The school is located at Kogarah and consists of expansive grounds that include a full-size rugby/soccer field, tennis courts, basketball courts and indoor squash courts.

As a technology high school, we have a strong focus on STEM (Science, Technology, Engineering and Mathematics) offering STEM subjects for students in Stage 4 and 5. All students in Years 7 and 8 are provided with their own laptops as part of the Technology Transition Program (TTP). The school is committed to providing students with the necessary technology skills to enable them to be competent and collaborative digital citizens. The school has developed and maintained community and learning partnerships with local organisations that include the St George Illawarra Rugby League Club and other local sporting groups to support the physical wellbeing of the young people in the local community. James Cook Boys Technology High School is a proud member of the Bayside Learning Community (BLC). The BLC includes Carlton South Public School, Brighton Le Sands Public School, Ramsgate Public School, Arncliffe Public School, Rockdale Public School, Kyeemagh Public School and Moorefield Girls High School. BLC focuses on providing all students and teachers extended learning opportunities across the community of schools and has developed integrated learning experiences between primary and high school to assist students in effective transition.

James Cook Boys Technology High School offers many exciting and challenging alternatives, and any student who is prepared to participate fully in the life of the school will be rewarded with success.

”

## Our vision and mission

James Cook Boys Technology High School is committed to successfully educating young men to be ethically guided critical thinkers who are innovative lifelong learners empowered to contribute responsibly as informed citizens.

Each student is challenged to achieve his personal best through authentic learning opportunities within an inclusive, caring and supportive environment.

# Staff List 2023



**Mr M Marciniak**  
**Mr J Mallios**

Principal  
Deputy Principal

## English

Ms S Plibersek  
Ms C Kazas  
Ms R Mehdi  
Ms D Roditis  
Ms Z Mustapha  
Mr J Dmoch  
Ms M Rix  
Ms A Kyriakidis

## HSIE

Ms M Atzemis

Ms H King  
Mr J Bulfon  
Ms J Mason  
Ms L Smith  
Mr M Moukaddem (Mon/Tue/Thu/Fri)  
Mrs H Elboss

## Maths

Mr R Mansour  
Ms L Axiotis  
Ms M Lagoudakis  
Mr D McGeary  
Mr G Dawood  
Mr G Woo  
Mr N Hedges

Mr J Hedges (Mon/Tue)

## Science

Dr J Bowles  
Ms K Diwakar  
Ms S Cvetkovska

## Head Teacher

Year 8 Advisor  
School Learning Support Officer  
Intensive Learning Support

## Head Teacher

Year 11 Advisor

## Head Teacher

ICT Teacher  
School Chaplain & School Learning Support Officer  
School Learning Support Officer

## Head Teacher

Year 9 Advisor

## Science (cont.)

Mr E Gerdes  
Mr S Murillo  
Ms K Zhuang  
Mr L Dang (Science & PDHPE)  
Mrs F Calnan  
Ms A Geldard  
Mrs F Huber

## PDHPE & TAS

Mr B Yelavich  
Mr R Sawford  
Mr L McConaghy  
Mr G Srinivasalu

## CAPA

Mr N Heiler  
Mr D Van Ruth  
Mrs J Blatchford  
Ms L Cantrill  
Mr T Welfare (Tue/Thu)  
Ms H Cork Rappell (Mon/Tue/Thu/Fri)

## School Administration Staff

Mrs M Maggs  
Mrs N Orsaris  
Mrs A Monogios  
Mrs L Aranjio (Tue/Thu/Fri)  
Ms J Herbert  
Mr G Bobeldyk  
Business Manager  
Administrative Manager (Relieving)  
Front Office  
Front Office  
Student Services Room  
General Assistant

Special Education  
Science/Library Assistant  
School Learning Support Officer

## Head Teacher + Well-Being

Coordinator  
Year 12 Advisor  
Sports Coordinator + Year 7 Advisor

## Head Teacher Teaching and Learning

Music  
Careers Advisor - Year 10 Advisor  
Visual Arts  
Visual Arts





# JAMES COOK BOYS TECHNOLOGY HIGH SCHOOL

## Key Dates – Term dates 2023

### **TERM 1**

Friday 27 January to Thursday 6 April

School Development Days - Friday 27 January and Monday 30 January

Tuesday 31 January - Years 7, 11,12 Students return

Wednesday 1 February - all students return

Autumn Vacation - Monday 10 April to Friday 21 April

### **TERM 2**

Monday 24 April to Friday 30 June

School Development Day – Monday 24th April

All students return Wednesday 26 April - note Tuesday 25 April is a Public Holiday

Winter Vacation - Monday 3 July to Friday 14 July

### **TERM 3**

Monday 17 July to Friday 22 September

Staff Development Day - Monday 17 July

All students return Tuesday 18 July

Spring Vacation – Monday 25 September to Friday 6 October

### **TERM 4**

Monday 9 October to Tuesday 19 December

All students return Monday 9 October

Students last day Friday 15 December

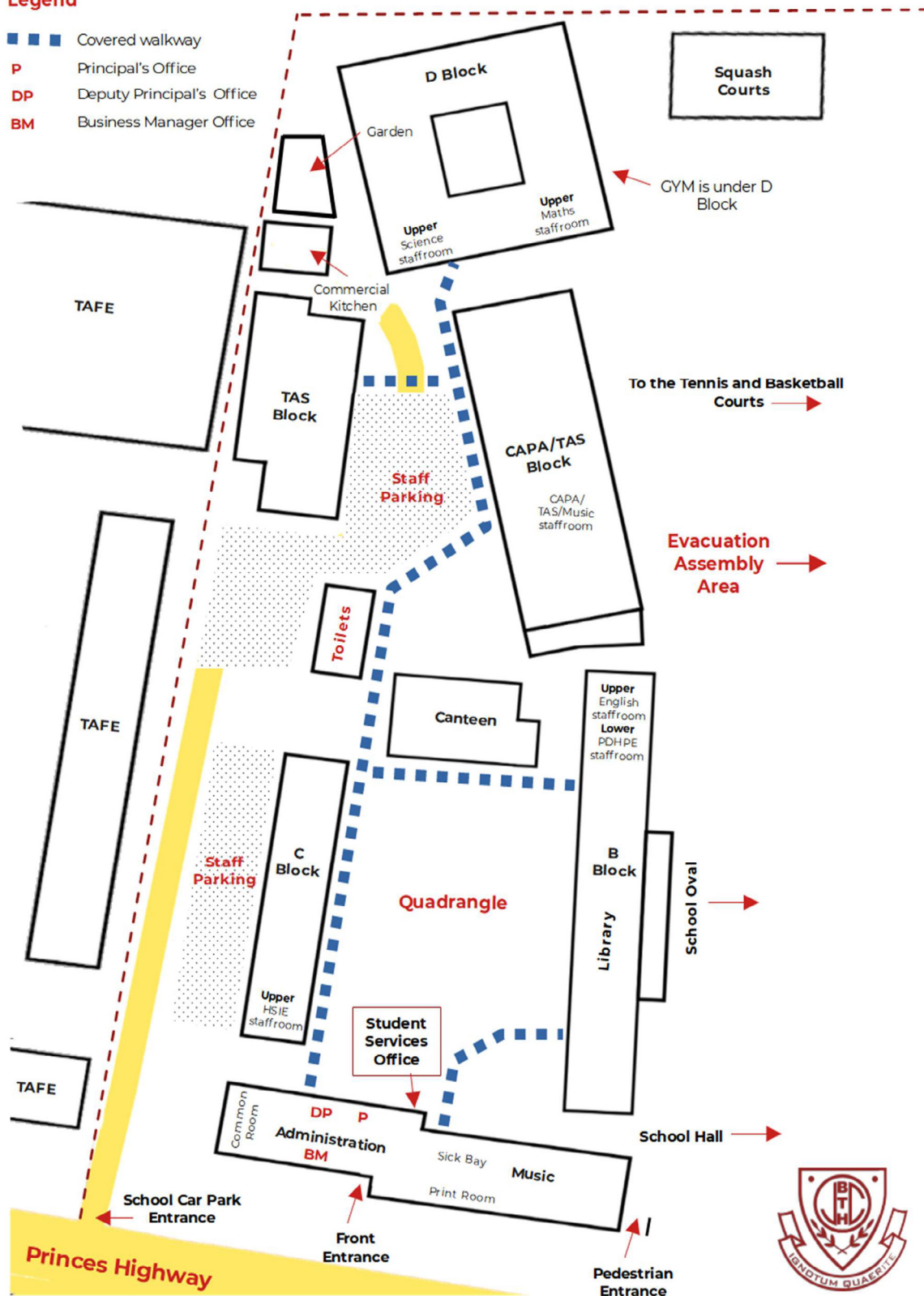
Staff Development Days - Monday 18 December and Tuesday 19 December

Summer Vacation – Wednesday 20 December to Monday 29 January 2024

# James Cook Boys Technology High School

### Legend

- ■ ■ Covered walkway
- P Principal's Office
- DP Deputy Principal's Office
- BM Business Manager Office



# Curriculum



## Curriculum Choice

The school offers a comprehensive curriculum within the structure of a six-period day, with recess after period two and lunch at the end of period four. Recess and lunch breaks are for 30 minutes each.

### Year 7 Courses (Stage 4)

Subjects are studied in each of the eight Key Learning Areas – English, Mathematics, Science, Human Society and its Environment, Languages other than English, Creative Arts and Personal Development/Health/Physical Education, as well as STEM which is integrated across Year 7 and 8.



## Student Involvement

There is a high expectation that all students will make the effort to become a part of James Cook Boys Technology High School community. There are many opportunities for students to develop a strong sense of belonging through our co-curricular programs to our community events and open days.

There are many extra-curricular activities that occur after school. If your son is participating in an after-school program parental consent will need to be given, and parents will need to organise transport for their sons at the end of the program.



## Student Representative Council (SRC) and Peer Support

Each year group elects a number of representatives for the SRC from all years. The SRC meets regularly and will bring before the school administration any suggestions made for improving the school. Two School Captains are elected every year by the Student Representative Council, their current cohort and by the Teaching staff.

As many students as possible should be involved in the Student Representative Council. The Student Representative Council plays a very important role in the school, making many important decisions about many aspects of school life.

The SRC meet every week and participate in school based and external leadership opportunities. The SRC are elected every year and form an important part of student voice across the school.

Peer Support is a system whereby selected Year 10 students are responsible for a group of, Year 7, students. The Year 7 students then have the advantage of being involved in small group activities, and it is hoped that the organisation of this will improve friendships, self-esteem and the transition to high school. The elected Year 10 Peer Support Leaders attend the Year 7 camp in Term 1.



## Clubs and After school activities

**Gym Club:** Runs 2 days a week in school weights gym located below block D. Gym Club is normally for students in Years 9, 10, 11, 12, and run by the PDHPE teacher.

**STEM Club:** Develops students' skills in coding and logic-based problem solving. STEM Club provides the opportunity for students to engage in new technologies, such as robotics, video editing and programming. Stem Club runs weekly, Tuesday 3:00pm – 4:00pm

**Homework Club:** Is provided for students after school to support their learning in all subjects. Homework club runs weekly Monday 3:00pm – 4:00pm

**Breakfast Club:** Breakfast club is open to everyone on Tuesday, Wednesday, Thursday from 8:15am



## Clubs and After school activities - continued

**After school activities:** There is the opportunity for students to participate in external programs provided through our community users

**St George Martial Arts Academy:** St George Martial Arts Academy, provide Taekwondo lessons, for further information, please see their website <https://www.sgmaa.com.au>

**DPN\_23 Soccer School:** DPN\_23 Soccer School is an elite football school that provide young athletes the opportunity to develop their skills, for further information please see their website <https://dpn23.com.au>



## Reporting to Parents

It is very important for parents to be continually informed of the progress of their son. We will report to all parents through a Half Yearly and Yearly School Report. These reports are distributed at Parent/Teacher evenings and after Presentation day each year.

Parents are free to contact the school by phone or email at any other time to arrange an with interview with the Year Advisor, Classroom Teacher, Head Teacher, Deputy Principal or Principal.



## Weekly Routine

The school is organised on six periods per day.

Wednesday afternoon is Sport, Sport runs between 1:00pm and 2:20pm for students year 7-10.

- Non-grade recreational sport finishes at 2.20 pm
- Grade sport may finish earlier than this (if early game) or much later on some occasions.

On Thursdays, students finish school at 2.08pm (Period 6 is the Staff Meeting afternoon).

Some senior students will have an extended day, starting earlier or finishing later than junior students.

**Assembly:** This takes place every, Monday morning weather permitting. At the assembly students are provided with information regarding upcoming events.

**Roll Call:** Roll Call is taken in Period 1 classes. At this time students are marked present or absent for the day. Rolls are then subsequently marked every lesson by the classroom teacher.

**Late Arrival:** If a student arrives during Period 1 he must go straight to class and his class teacher will record his late arrival. If a student arrives after Period 1 he must sign in at the Front Office and his time of arrival is recorded.

**Note:** Any boy who arrives late must have a note from his parent or guardian explaining his lateness.

### Early Departures

If a student wishes to leave school early, he must present a note to the Deputy Principal or Wellbeing Coordinator.

This note must also detail:

- name and class of student (PRINTED)
- reason for leaving early and the time of departure
- signature of parent/guardian and contact phone number

This note should be written and signed by the parent or guardian and state the reason for, and the time of, your early departure. If permission is granted, you may pick up an early leave pass from the office at recess or lunchtime.

**Note:** On Wednesday the Sport Coordinator will interview any student wishing to leave early. Sport is an integral part of the school curriculum and should not be used for medical appointments etc.





## Weekly Routine - continued

### Absences

If a student is to be absent for more than 2 days the parent/guardian should inform the office. For all absences, a written explanation from a parent or guardian must be presented on the first day of return to school. If a note is not received within one week of an absence, then that absence will remain on school records as unexplained.

This note must also detail:

- student's name and year
- reason for the absence
- dates of the absence
- signature of the parent/guardian

Notes are to be handed into the Front Office. Parents and students should be aware that if a note is not given, then this "unexplained" absence will be indicated on the school reports (which are issued at parent/teacher evenings). Text messages are sent to parents/carers when their son is absent from school.

### Lost Property

Please ensure that all clothing and equipment is clearly labelled with student's name as lost property is returned to the Front Office in the Administration Block.

Again, we cannot be responsible for items which are not clearly labelled or secured where possible.

### Riding Bicycles to school

We encourage students to ride their bikes to school if possible, please ensure your son is wearing a helmet at all times and please ensure you chain lock your bike or scooter, once at school. Please note: Any personal object is the responsibility of the owner and the school cannot take responsibility for any lost, stolen or damaged items. For safety reasons, bicycles and scooters are not to be ridden in the school grounds.



## Bell times 2022

Bell Times	Monday	Tuesday	Wednesday	Thursday	Friday
Warning Bell	8:43am	8:43am	8:43am	8:43am	8:43am
Period 1	8:45am	8:45am	8:45am	8:45am	8:45am
Period 2	9:38am	9:38am	9:40am	9:38am	9:38am
Recess	10:25am (Yrs. 7 & 8) 10:31am (Yrs. 9-12)	10:25am (Yrs. 7 & 8) 10:31am (Yrs. 9-12)	10:25am (Yrs. 7-12)	10:25am (Yrs. 7 & 8) 10:31am (Yrs. 9-12)	10:25am (Yrs. 7 & 8) 10:31am (Yrs. 9-12)
Period 3	11:00am	11:00am	10:45am	11:00am	11:00am
Period 4	11:53am	11:53am	11:30am	11:53am	11:53am
Lunch	12:40pm (Yrs. 7 & 8) 12:46pm (Yrs. 9-12)	12:40pm (Yrs. 7 & 8) 12:46pm (Yrs. 9-12)	12:15pm (Sport Bell) 12:45pm	12:40pm (Yrs. 7 & 8) 12:46pm (Yrs. 9-12)	12:40pm (Yrs. 7 & 8) 12:46pm (Yrs. 9-12)
Period 5	1:16pm	1:16pm	1:00pm	1:16pm	1:16pm
Period 6	2:08pm	2:08pm	1:40pm		2:08pm
End of School Day	2:55pm (Yrs. 10, 11 & 12) 3:00pm (Yrs. 7, 8 & 9)	2:55pm (Yrs. 10, 11 & 12) 3:00pm (Yrs. 7, 8 & 9)	2:20pm (Yrs. 7 - 10)	2:00pm (Yrs. 9-12) 2:08pm (Yrs. 7 & 8)	2:55pm (Yrs. 10, 11 & 12) 3:00pm (Yrs. 7, 8 & 9)

In use from 28/2/2022



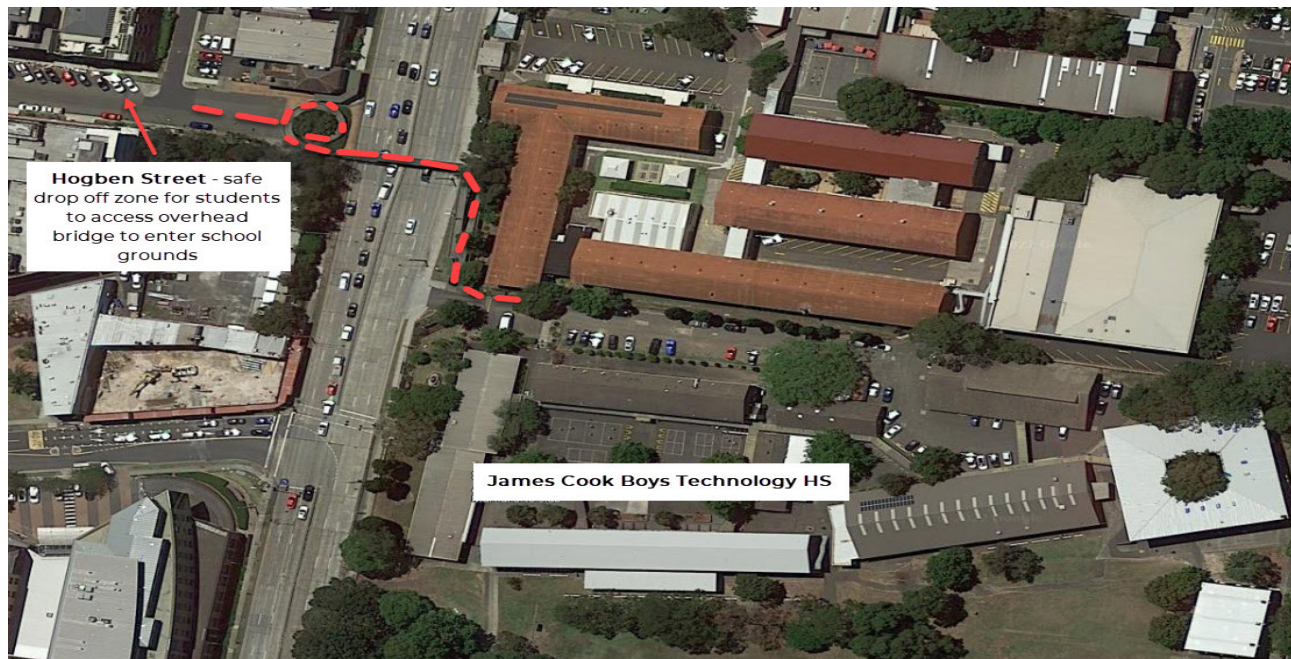


## Travelling to and from school

Due to the position of our school site, we are unable to accommodate students being dropped off in our car park. There is no entry into the carpark for dropping off or collecting students. The only exception being if your son is unwell or injured and needs to be collected.

Our car park is locked between 8:00am and 9:00am as well as 1:45 to 3:30pm to ensure all students safety as they enter and exit the school grounds. The safest place for drop off and pick up is on Hogben Street, where the students can then safely walk across the overhead bridge and enter the school grounds.

The safest way for students to enter the school is to use the overhead bridge to cross Princes Highway.



## Student travel

Railway and Bus passes are available to all eligible students. Eligible students will be issued with an Opal card for travel to and from school only. Students are required to have their own Opal card for excursions.



<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel>

### Types of school travel assistance available

Different subsidies or passes are available depending on where you live and the availability of public transport.



#### School Opal card or school travel passes

Eligible students can receive free travel to and from home and school/TAFE on approved metro, train, bus, ferry and light rail during term.

Apply for a school travel pass for the first time

Renew or update a school travel pass

Track a school travel pass application

Replace a lost, stolen or damaged school travel pass

Request a review of unsuccessful application



## School Uniform

### SUMMER AND WINTER

**Shirts** - Year 7 to 10 Ice Blue (long/short sleeves) with Emblem

**Trousers** - Grey Blocker Longs or Grey College Long Baggies

**Shorts** - Grey "Blockers" or Grey College Baggies

**Belt** - Grey or Black

**Shoes** - Black leather lace-up shoes ONLY

**Sloppy Joe** - Black V neck with Emblem

**Jacket** - Black with Emblem



## PE Uniform

**Polo Shirt** - Black/White/Maroon with School Emblem

**Shorts** - Black Microfibre Maroon/White piping with School Emblem

**Track Pants** - Black Microfibre Maroon/White piping

**Jacket** - Microfibre Sports Jacket with School Emblem

**Cap** - Black

**Socks** - White ankle



The school uniform is also available from [Lowes Online](https://www.lowes.co.uk).



## Footwear

An important uniform issue is correct footwear

The Department of Education requires all students to wear safe footwear at all times. Students without safe footwear will not be able to participate in practical classes such as Science or Woodwork. Unsafe shoes include those with openings, shoes made from open-weave materials such as canvas or cotton types of shoes.

School shoes are to be completely black (including the soles and the laces – no brandings) and the entire foot is to be enclosed by the shoe, including the upper section of the foot. The shoe is to have a stout sole, low heels and firm leather uppers.

Below is a selection of pictures to help guide you on what shoes are acceptable. When purchasing new shoes for next year please refer to the pictures below to ensure that an acceptable shoe is purchased that meets the requirements of the school.



Black leather lace-up shoes must be worn at all times other than sports days for safety reasons and active participation in practical lessons. **Students are allowed to wear sports uniform and joggers on Wednesdays only.**





## Students who are unwell

In line with current COVID-19 restrictions, any student that presents unwell must not attend school, or if at school will be sent home and require a COVID test before returning to school. The negative test results must be handed in to the office upon arrival to school. Students who become ill at school must report to either their class teacher or teacher on duty in the playground.

If there is any indication that a student is ill, it is preferable that they be kept at home.

It is important that we have a current emergency contact phone number in case of illness. If you change your phone or mobile number, please make sure you inform the school of the new number

## Students with Medical Conditions

If your son has a medical condition such as asthma, allergies, anaphylaxis or requires medication to be administered at school please ensure we have the up-to-date medical plans and any required medication e.g. Please contact the Front Office for any questions or concerns.

### Family Information Form and Medical Card

Each student is to complete these forms on enrolment, so that all relevant information can be placed in the computerised school administration system. Emergency contact numbers in case of an accident are essential. Please update all family information regularly – especially change of address or contact numbers.



## Sport

Wednesday afternoon is sport afternoon. All students are required to attend sport, which is a compulsory part of the curriculum. All sport students are required to pay a sport levy each year to assist in the purchase of new equipment and pay for transport costs. If a student is unable to participate in sport, a medical certificate must be presented to the Sports Organiser.

**NOTE:** Grade sports, Recreational sports and special carnivals are held at a variety of venues. Students are frequently dismissed at the venue (usually another school) and will be expected to find their own way home. This information will be relayed to parents via notes.



## Library

The School Library or learning centre, aims to provide students and staff with books and audio-visual materials for both academic and recreational purposes. Students are also encouraged to borrow books for leisure reading and parents are asked to reinforce the importance of reading at home. All junior students participate in a Wide Reading program in which they are encouraged to read at home each evening.

### Use of the Library

Students may use the Library before school and during breaktimes and at lunch time. Seniors must be in the Library during study periods.

All students are advised to join their local municipal libraries in addition to using the School Library.



## Canteen Food

The School Canteen is privately run and offers a large range of fresh, wholesome food, before school, during recess and lunchtime. A menu and price list is included in this booklet.

Microwave ovens are also available for students who bring their own lunch that requires heating. Please remember safe food hygiene practice when packing your son's recess or lunch, which may include cold packaging any meat or cooked food.



## Community Involvement

### Parental Involvement

There are numerous opportunities for the community, family and carers to participate in their son's learning. Community partnerships are an important way. These events include meet the Teacher evening, parent teacher report interviews, parent information sessions, community events and special presentations.

### The P & C Association

Parents and Citizens are invited to join this Association. Meetings take place once per school term, (see website calendar for dates). All parents will be advised of the scheduled meetings through text messaging during the school term (see Calendar for exact dates). The meetings are held at 6pm in the Staff Common Room in, A Block. At these meetings you will get to know other parents and other members of the community. School policy is outlined and reports on school activities are given. The Annual School Report is also presented and reviewed at the P & C Meeting.



## Homework

All students are encouraged to attend the schools Homework Club, that runs every Monday afternoon between 3:00pm and 4:00pm. For subject assessment tasks, please also refer to the termly calendar sent home and available on our website.

To support your son's learning, we suggest the following homework time guide:

- Years 7 and 8 one hour - 5 times a week
- Years 9 and 10 two hours - 5 times a week
- Year 11 two-three hours - 5 times a week minimum
- Year 12 more than that suggested for Year 11, with the weekends being a time when systematic revision is attempted

If no homework is set by the school on a particular day, then the student should undertake revision or reading.

Parents should make sure that boys:

- have a study program
- they do this work on the program
- they have a place to study
- if they miss homework for some serious reason, that they "make up" on the weekend



## School Information

School information is provided throughout the year, through direct newsletters emailed to parents and by accessing our school webpage, Facebook page or Twitter accounts.



## Student Services Office

The Student Services Office is a **one stop shop for all student enquiries**. This office allows students quick access to support staff to pick up a timetable, get early leavers note, collect a replacement laptop, or borrow a laptop charger plus purchase of school items and uniforms.

### Items for sale (2022)

- Laptop Charger - \$40.00
- Wired Mouse - \$10.00
- Casio Calculator - \$32.00
- Pens – 3 Set - \$1.00
- Exercise Book 96pg - \$1.00
- JCBTHS Water Bottle - \$5.00
- Book packs - \$40.00

### Uniform prices (2022)

- Tie - \$30.00
- Short Sleeve (S/S) Blue Shirt - \$42.00
- Shorts - \$30.00
- Trousers - \$30.00
- Sloppy Joe - \$40.00
- Sports Polo - \$43.00
- Sports Shorts - \$40.00
- Sports Jacket - \$67.00
- Cap - \$16.00



## School Procedures


Students are expected to be at school before 8:30am. The first bell sounds at 8:43am every day where students are required to move straight to their first lesson on their timetable.

Students are required to wear their full school uniform every day. On Monday, Tuesday, Thursday, and Friday, the uniform consists of either the school's light blue shirt for junior students or a white shirt and tie for seniors and either grey shorts or grey long pants. Students may wear either their school black jumper/jacket or the maroon sports jacket. No other colour or branded jumper or jacket is permitted. Students can wear a black baseball cap/hat. No other colours are permitted. Students are to wear black shoes on these days.

On Wednesday students need to wear the school's sports uniform. Which consists of the maroon and white polo shirt and black shorts or black tracksuit pants. Students may wear the school's sports jacket on Wednesday. The sports uniform is only to be worn on Wednesday. Students can wear any colour sports shoes on Wednesday. If students have a practical lesson in PDHPE they are required to bring their sports uniform in their bag.

If you require any support in obtaining a school uniform, please contact your son's Year Advisor or the school office.

# School Behaviour Management Matrix

	Classroom	Playground/Corridors	Community
Safe	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Acknowledge and respect other people's personal space</li> <li>Follow specific classroom rules</li> </ul>	<ul style="list-style-type: none"> <li>Stay in bounds</li> <li>Play designated sports in appropriate areas</li> <li>No dangerous/aggressive play/contact</li> <li>Acknowledge and respect other people's personal space</li> </ul>	<ul style="list-style-type: none"> <li>Follow the rules for different places</li> <li>Observe all rules</li> <li>Follow social/community rules and expectations</li> </ul>
Respectful Responsible	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Respect your learning environment</li> <li>Respect the teacher and the learning provided</li> <li>Respect the rights of others to learn</li> <li>Respect and acknowledge other people's personal space</li> <li>Be respectful and responsible for your and others equipment</li> </ul>	<ul style="list-style-type: none"> <li>Keep a clean environment</li> <li>Be respectful to others</li> <li>Be respectful of other people's property</li> <li>Respect and acknowledge other people's personal space</li> <li>Use appropriate language</li> <li>Be polite and courteous to canteen staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>Wear your school uniform with pride and uphold the values of the school</li> <li>Be respectful of yourself and others around you and your environment</li> <li>Use appropriate language</li> <li>Respect other religions, cultures and beliefs</li> <li>Be gracious and humble</li> </ul>
Active Learner	<ul style="list-style-type: none"> <li>Be prepared and ready to learn</li> <li>Attend every lesson</li> <li>Participate positively and support each other in our learning</li> <li>Arrive on time</li> <li>Work to the best of your ability</li> </ul>	<ul style="list-style-type: none"> <li>Respond to the bell and move quickly</li> <li>Interact positively in social activities</li> </ul>	<ul style="list-style-type: none"> <li>Interact positively with the community</li> </ul> 

# Year 7 School Contributions 2023

Year 7 Camp (Term 1) - 8th to 10th March 2023	\$380.00
Sports Levy	\$80.00
Swimming Carnival - Term 4 2023	\$10.00
Athletics Carnival - 30th March 2023	\$10.00
Voluntary School Contribution	\$60.00
P & C Contribution	\$20.00
<b>Subject and Materials Contribution</b>	
Visual Arts	\$40.00
STEM Resources	\$100.00
<b>Your PAYMENT TOTAL for school fees</b>	<b>\$700.00</b>
Book Pack - requirement for Year 7	\$60.00
Calculator - requirement for <b>ALL</b> students	\$35.00
<b>School Fees, Book Pack and Calculator payment</b>	<b>\$795.00</b>



## Methods of payment accepted

- POP (Parent Online Payment)
- Cash
- EFTPOS
- Cheque

Please see following information regarding Parent Online (POP) instructions. This is the **PREFERRED** method of payment.



# Parent Online Payments (POP)



## How to make Parent Online Payments (POP)

It is now possible for parents to make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card, and can be made via computer, tablet or mobile phone. The payment page is accessed from the front page of the schools website by selecting Make a Payment (which is located at the top right hand side of the screen).



## James Cook Boys Technology High School

Empowering Young Men Through Innovation

T: 02 9587 1770

E: jamescookb-h.school@det.nsw.edu.au

MAKE A PAYMENT

ENROLMENT

NEWS

NEWSLETTER

GALLERY

About our school

Supporting our students

Learning at our school

Technology

Community

History & Alumni

Contact us



Empowering Young Men Through Innovation

School Prospectus

From the initial payment page, payers will complete the details, some of which are mandatory (marked with an \*), before confirming the payment details and completing the payment. A receipt can be printed from the payment page and/or be emailed to the payer.

The Payment screens are:

- Student details
- Contact details
- Payment details
- Review details
- Card details and submit

About our school

Supporting our students

Learning at our school

Technology

Community

History & Alumni

Contact us



[Home](#) / [Payment](#)

## Payment

1

Student details

2

Contact details

3

Payment details

4

Review details

5

Card details and submit

### Student details

Please enter details of the student you are paying for.

Student given name

Student middle name (optional)

Student family name

Student date of birth

DD/MM/YYYY

# Parent Online Payments (POP) continued

## Entering Payment Details

The payment details screen captures student and payment details. This allows for identification of the student that the payment applies to and what the payment is for. This is critical to ensure that the right student is credited for the right items. Please make sure that you enter the students name, class and date of birth. These details are entered each time you make a payment as student information is not held within the payment system.

There is also the option to enter the Student Registration Number and Invoice number these are not used at our school, please leave blank.

The payment details should come from the school invoice or listing that the school issues. There can be more than one payment line for all items except voluntary school contributions, the items are:

- Voluntary school contributions (1 payment line) use this for general contributions or donations.
- Subject contributions (up to 10 payment lines), use this for contributions for specific subjects e.g. Visual Arts, Industrial Technology, etc.
- Excursions (up to 5 payment lines), use this for specific excursions e.g. Zoo; Opera House, etc.
- Sport (up to 5 payment lines), use this for any sporting activities e.g. carnivals and weekly sport activities, etc.
- Creative & Practical Arts (up to 5 payment lines), use this for drama, dance, craft levies, etc.
- Sales to Students (up to 5 payment line) use this for anything purchased by a student that becomes the property of the student
- Other (up to 5 payment lines) this may be used for paying total amounts owed by a student e.g. complete student invoice/statement of account.

For any option it is mandatory to include both a payment description and payment amount.

The Payment Description details should come from the school Statement of Account or list of items issued by the school.

Below are some examples:

- If paying online, please enter "Science" in the Payment Description under "Subject Contributions"
- If paying online, please enter "Opera House" in the Payment Description under "Excursions".
- If paying online, please enter "Term 2 sport" in the Payment Description under "Sport".
- If paying online, please enter "Dance" in the Payment Description under "Creative & Practical Arts".
- If paying online, please enter "Uniform" in the payment description under "Sales to Students".
- If you wish to pay the entire total amount owing on the statement of account online under "Other", enter "Total Payment" in the Payment Description – please note this is for a complete payment of all amounts owing only.

If you are unsure of which box to choose, please contact the school on (02) 9587 1770 and ask for clarification.

When paying for more than one student the "Make Another Payment" option should be selected on the Online Payment Receipt screen. There is no option to add multiple students to a single payment as the details on the initial screen relate to one particular student only.

You have the ability to check and change any details of the payment before the payment is processed.

Details of the payments are passed daily to the school where they will be receipted against your child's account. As a receipt has been issued from the payment page a further receipt will not be issued by the school. For any enquiries regarding the Online Payment process please contact the School Administration Office.

# TECHNOLOGY TRANSITION PROGRAM

**James Cook Boys Technology High School is proud of its ongoing Technology Transition Program (TTP) for students transitioning from primary school to secondary school**

The aim of our TTP is to provide all students with equitable access to quality devices (laptops) that are Department of Education compatible in order to enhance student learning through using technology. JCBTHS has been a technology High School since 1990 and today we are continuing to challenge and engage our students by using the latest technology, preparing our students to be collaborative, innovative 21<sup>st</sup> Century learners.

**All students enrolled in Year 7 at JCBTHS will be provided with their own laptop for stage 4 (Year 7 & 8).** This will provide students with the ability to acquire knowledge & skills using a standard device for completing schoolwork and homework using web based tools licensed to all government schools.

**Laptops provided to students will:**

- **Connect to wireless networks at school and at home**
- **Equipped with Microsoft Office Software & Adobe Creative cloud software**
- **Lego Robotics Software**
- **3D Design Software for 3D Printing**
- **Have Filtered internet access at school**
- **Have access to Google classroom and school web based software**



**For more information, visit our school website or contact the school directly**

## NO COST TO PARENTS



**800 Princes Hwy  
Kogarah, NSW, 2217**

**Ph: 9587 1770**

[www.jamescookb-h.schools.nsw.gov.au](http://www.jamescookb-h.schools.nsw.gov.au)

# Technology Transition Program

## Technology Transition Program LAPTOP LOAN CHARTER

Student name \_\_\_\_\_ Year \_\_\_\_\_  
Family name Given name

Parent/Carer name \_\_\_\_\_  
Family name Given name

### Purpose

Students enrolled in Year 7 & 8 will be issued a school owned device for their stage 4 (Year 7 & 8) education at JCBTHS. This will provide the opportunity for students to learn knowledge & skills as a digital citizen, utilise a standard device for completing work electronically with web-based tools licensed for all government school students.

At the end of Year 8 parents will be able to decide with their child on the best device to select for the remainder of their schooling. Financially, we are providing equity of access in stage 4 and minimising costs to families with students possibly only needing to purchase one device for use through Years 9 to 12.

JCBTHS may determine that students in year groups which are not designated to receive a 1 to 1 laptop (Years 9 thru 12) will benefit from a home loan of a laptop. This may be for a particular topic of work, project or need. Loan laptops remain school property. A Laptop Loan Charter must be signed and provided to the student's school before the laptop will be loaned, this includes equity-based loans to students in all year groups.

Students and parents/carers must read this charter carefully prior to signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

### Laptop Loan Charter

- We have read the Laptop Loan Charter (Version **2022-1**).
- We understand our responsibilities regarding the use of the laptop and the internet.
- In signing below, we acknowledge that we understand and agree to the Laptop Loan Charter.
- We understand that we accept responsibility for any costs associated with the repair or replacement if caused by any negligent act.
- We understand that failure to comply with the Laptop Loan Charter could result in loss of future loan permission.

Signature of student: \_\_\_\_\_ Date: / /

Signature of parent/carers: \_\_\_\_\_ Date: / /

**PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL**



# Technology Transition Program

## LAPTOP LOAN CHARTER (Version 2022-1)

### Purpose

The laptop is to be LOANED as a tool to assist student learning both at school and at home.

### 1. Equipment - Ownership

The student must bring the laptop fully charged to school every day if required. Chargers should be left at home.

Access to a laptop on loan may be terminated if there is damage caused by negligence or if the student does not bring the laptop as required to school or return it by the due date. Parents will be charged for the repair of a device damaged through negligence, this will be determined by the Principal or Representative.

The school retains ownership of the laptop.

In the case of a student being loaned a laptop, with the intention that it will be loaned across Years 7-12, the following apply:

If a student leaves James Cook Boys Technology High School, moves to another government or non-government school, interstate or overseas, the laptop must be returned to the school.

When the student completes Year 8, the laptop must be returned to James Cook Boys Technology High School with any supplied accessories.

All material on the laptop is subject to review by school staff. If there is a police request, the department will provide access to the laptop and personal network holdings associated with your use of the laptop.

Loans are based on school priorities and may vary from short term to long term loans to class groups or individual students.

### 2. Damage or loss of equipment

2.1 All laptops and batteries are covered by a manufacturer's warranty for two years. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

2.2 Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school. The person at fault may be charged for the cost of repair/replacement.

2.3 In the case of suspected theft, a police report must be made by the family and an event number provided to the school.

2.4 In the case of loss or accidental damage, a witnessed statutory declaration signed by a parent/carer should be provided.

2.5 Laptops that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to laptop loans.

2.6 Students will be required to replace lost or damaged chargers

### 3. Standards for laptop care

The student is responsible for:

3.1 Taking care of laptops in accordance with school guidelines.

3.2 Adhering to Student use of digital devices and online services policy.

3.3 Backing up all data securely. This should be on the DoE online storage or for personal data including photographs or music, on an external storage device. Students must be aware that the contents of the laptop will be deleted, and the storage media reformatted in the course of repairs/replacement.

# Technology Transition Program

3.4 Never damaging or disabling laptops, laptop systems and networks or establishing, participating in, or circulating content that attempts to undermine or bypass laptop security mechanisms for either software or hardware.

## 4. Acceptable computer and internet use

4.1 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

4.2 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Student use of digital and online services policy. Extracts are provided below. This policy forms part of the Laptops Loan Charter.

4.3 The Student use of digital devices and online services policy applies to the use of the laptop and internet both on and off school grounds.

4.4 The James Cook Boys Technology High School "Bring Your Own Device" Policy applies to the use of the laptop and internet both on and off school grounds.

**Extracts:** Student use of digital devices and online services (as of June 2021)

## 5. Responsibilities and obligations

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility.

### For students

- Be safe, responsible and respectful users of digital devices and online services and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a Bring Your Own Device (BYOD) program and complete any related paperwork.

### Be SAFE

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.
- Only use passwords that are not obvious or easily guessed.
- Log off at the end of each session to ensure that nobody else can use their account.

# Technology Transition Program

## Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use.
- Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.
- Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.
- Make sure the devices you bring to school have the latest software installed.
- Take care with the school-owned devices you share with others, so that other people can use them after you.
- Use online services in responsible and age-appropriate ways.
- Only use online services in the ways agreed to with your teacher.
- Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
- Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- Ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.
- Never intentionally damage or disable computers, computer systems or networks of the department.
- Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.
- Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- Ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- Ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

## Be RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be:
  - inappropriate, offensive or abusive
  - upsetting or embarrassing to another person or group
  - considered bullying
  - private or confidential
  - a virus or other harmful software
  - Never publish or disclose the email address of a staff member or student without that person's explicit permission.

The current loan charter and further information will be available on our website

## Canteen Menu - 2022

# NEW

### Breakfast

Assorted toasted sandwiches.....	From \$3.50
Croissants (fresh or toasted):	
Plain.....	\$3.50
Cheese tomato.....	\$5.00
Ham cheese.....	\$5.00
Ham cheese tomato.....	\$5.50
Fresh fruit salad.....	\$5.00
Raisin toast.....	\$2.50
Bacon and egg burger.....	\$5.00
Yoghurt & muesli bowl.....	\$5.00
Baked hash brown.....	\$1.50
Seasonal fresh fruit pieces.....	\$1.00
Cereal box.....	\$3.00
Assorted pastry selection.....	From \$3.00
Banana bread.....	\$4.00



### Wraps

Pre order available, with the option to select your own fillings!

Middle Eastern Falafel Wrap.....	\$5.00
Gourmet Chicken Salad Wrap.....	\$5.00
Kafta Wrap.....	\$6.00
Tuna Salad Wrap.....	\$5.00
Turkey Cranberry Wrap.....	\$5.00
Cheese and Salad Wrap.....	\$5.00

### Sandwiches

Cheese and Salad Sandwich.....	\$4.50
Chicken Sandwich.....	\$4.50
Ham & Cheese Sandwich.....	\$4.00
Turkey Cranberry Sandwich.....	\$4.50
Tuna Sandwich.....	\$4.50
Curried Egg Sandwich.....	\$4.50
Assorted Gourmet Focaccias/Rolls.....	\$6.00

### Salads

A selection of salads will be available daily

Greek Salad.....	\$5.00
Chicken Caesar Salad.....	\$6.00
Thai Beef Salad.....	\$6.00
Pasta Salad.....	\$5.00
Falafel Salad.....	\$6.00

ADDITIONAL SALADS AVAILABLE DAILY

Indicative prices ONLY - an updated price list will be available at the start of the school year 2023



# Canteen Prices

## Hot Food

Chicken Breast Burger.....	\$5.00
Spicy Chicken Breast Burger.....	\$5.50
Beef Burger.....	\$5.50
Cheese Burger.....	\$5.00
Fish Burger.....	\$5.50
Sausage Roll Medium.....	\$4.00
Gourmet Sausage Roll Large.....	\$5.00
Meat Pie.....	\$4.50
Gourmet Spinach & Feta Roll.....	\$5.00
Vegetarian Spring Rolls.....	\$4.00
Chicken Breast Nuggets.....	\$4.00
Chicken Breast Chippies.....	\$4.50
Baked Potato Wedges.....	\$4.00
Garlic Bread.....	\$2.50
Beef Lasagna.....	\$5.00
Vegetarian Lasagna.....	\$5.00

**ADDITIONAL HOT FOOD SPECIALS AVAILABLE DAILY**



## Gluten Free

Pre orders only

Chicken Nuggets (Baked).....	\$5.00
Meat Pie.....	\$5.50
Vegetarian Sausage Roll.....	\$5.50
Grilled Chicken Roll with Mayo.....	\$6.00
Grilled Chicken Breast Burger.....	\$6.00
Beef Lasagna.....	\$6.00
Penne Napolitano.....	\$5.50
Single Serve Potato Bake 200g.....	\$5.00
Vegetarian Fried Rice (Home made).....	\$5.00
Salad Sandwich + Chicken or Ham or Tuna.....	\$6.00
Falafel Vegetarian Wrap.....	\$6.00
Chicken Salad Tender Wrap.....	\$6.50

All Assorted Salads

All Assorted Sandwiches

**PLEASE SPEAK TO OUR FRIENDLY STAFF**



## Get In Touch

-  (02) 9587 1770
-  jamescookb-h.school@det.nsw.edu.au
-  <https://jamescookb-h.schools.nsw.gov.au>
-  800 Princes Highway  
Kogarah, NSW 2217