



James Cook Boys Technology High School Year 7 Orientation Booklet

2024

800 Princes Highway
Kogarah NSW 2217
Phone: 9587 1770

jamescookb-h.schools.nsw.gov.au
jamescookb-h.school@det.nsw.edu.au



Contents

- 02 Contents
- 03 School Context & Our vision and mission
- 04 Staff List
- 05 Key Dates - Term dates 2024
- 06 School Map
- 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 School Bell times
- 11 Travelling to and from school and Student travel
- 12 School Uniform, PE Uniform and Footwear
- 13 Students who are unwell, Students with Medical Conditions, Sport, Library, Canteen Food and Community Involvement
- 14 Homework, School Information, Student Services Office and School Procedures
- 15 School Behaviour Management Matrix
- 16 Year 7 School Contributions 2024
- 17 Parent Online Payments (POP)
- 18 Parent Online Payments (POP) continued
- 19 Technology Transition Program - flier
- 20 Laptop Loan Charter
- 21 Laptop Loan Charter Policy
- 22 Laptop Loan Charter Policy
- 23 Laptop Loan Charter Policy
- 24 Canteen Prices
- 25 Locker Policy and Agreement



James Cook Boys Technology High School



Mr Mark Marciniak

Principal



School Context

James Cook Boys Technology High School was established in 1956 on the site of the old Moorefield Racecourse on the land of the Kameygal people. It is a multicultural school with about 86% of the students coming from a non-English speaking background. The school motto, Ignotum Quaerite means 'seek the unknown' or in simpler terms, always take 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. 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 is committed to ensuring that every student is valued and cared for and that they are provided with the opportunity to grow intellectually, creatively, social emotionally and physically.

Our vision and mission



James Cook Boys Technology High School has a proud reputation of successfully educating young men from our local community and abroad for over 65 years.

Our vision is to ensure that we are successfully educating young men to be ethically guided critical thinkers who are innovative lifelong learners empowered to contribute responsibly as informed citizens where each student is challenged to achieve his personal best through authentic learning opportunities within an inclusive and caring supporting environment.

We aim to ensure that every student is provided the opportunities to succeed in a supportive and caring school community and every student is allowed to develop his emotional, cognitive, social, physical and spiritual wellbeing to become empathetic and resilient lifelong learners.

James Cook Boys Technology High School is a multicultural school that is representative of our broader community it provides opportunities for students to express their cultural diversity and develop an understanding of others. We celebrate the success of our students through our student rewards program and develop a sense of belonging and community through leadership programs and the opportunity for students to represent the school in sporting, co-curricular projects and inter-school events.



JAMES COOK BOYS TECHNOLOGY HIGH SCHOOL

Key Dates - Term dates 2024

TERM 1

Tuesday 30 January to Friday 12 April

School Development Days - Tuesday 30 January and Wednesday 31 January

Thursday 1 February - Years 7, 11,12 Students return

Friday 2 February - all students return

Autumn Vacation - Monday 15 April to Friday 26 April

TERM 2

Monday 29 April to Friday 5 July

School Development Day – Monday 29 April

All students return Tuesday 30 April

Winter Vacation - Monday 8 July to Friday 19 July

TERM 3

Monday 22 July to Friday 27 September

Staff Development Day - Monday 22 July

All students return Tuesday 23 July

Spring Vacation – Monday 30 September to Friday 11 October

TERM 4

Monday 14 October to Friday 20 December

All students return Monday 14 October

Students last day Thursday 19 December

Staff Development Day - Friday 20 December

Summer Vacation – Monday 23 December to Friday 30 January 2025

Please note:

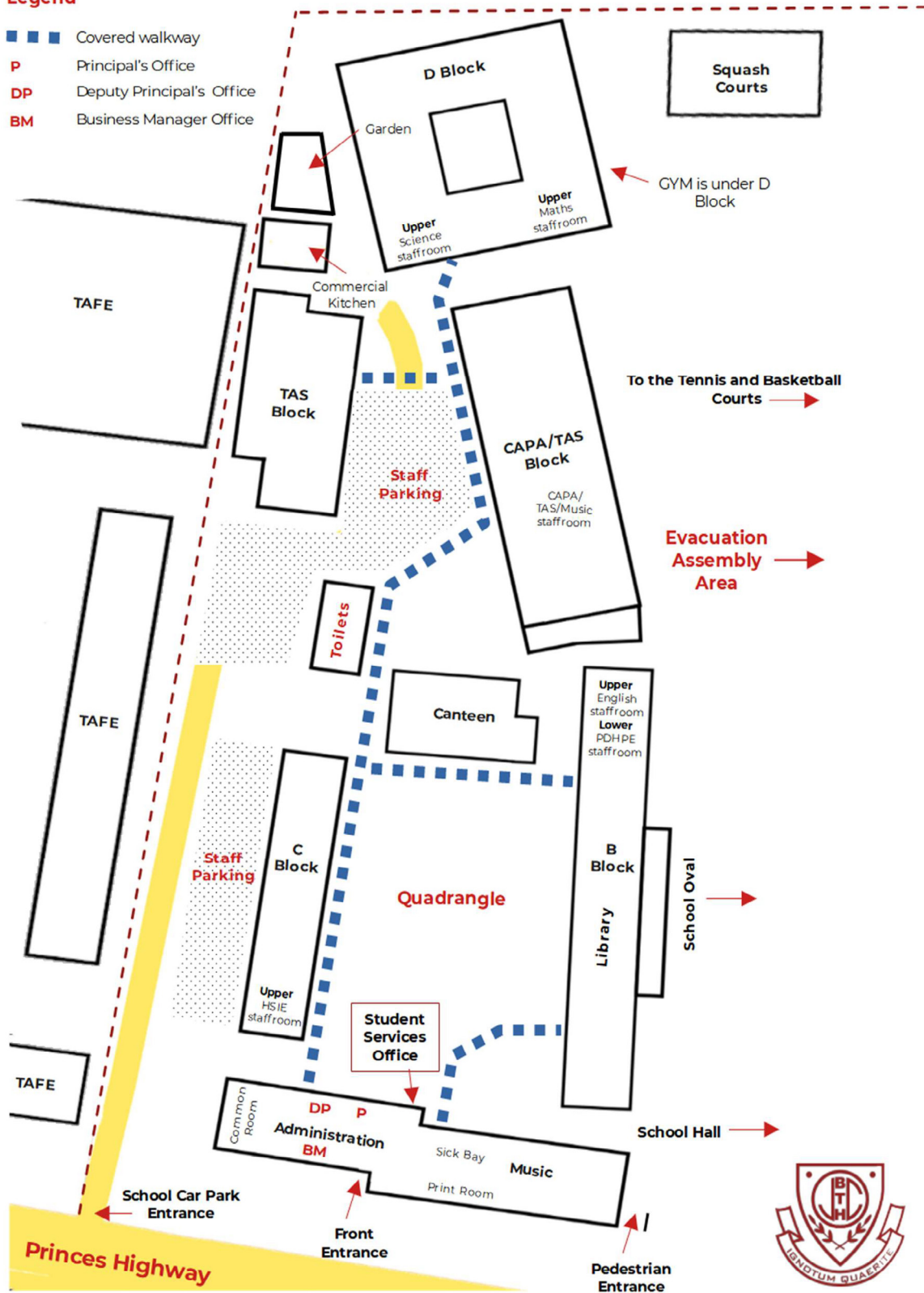
School development days for staff are included in these term dates and parents and carers should not send their children to school on these days.

School Map

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 and Thursday from 8:15am

Cooking Club: is held Tuesday fortnightly

Band Club: Monday afternoon



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 Student Services 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 Student Services 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 Student Services 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 Student Service 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 2023

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 12:45pm (Sport Bell)	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)

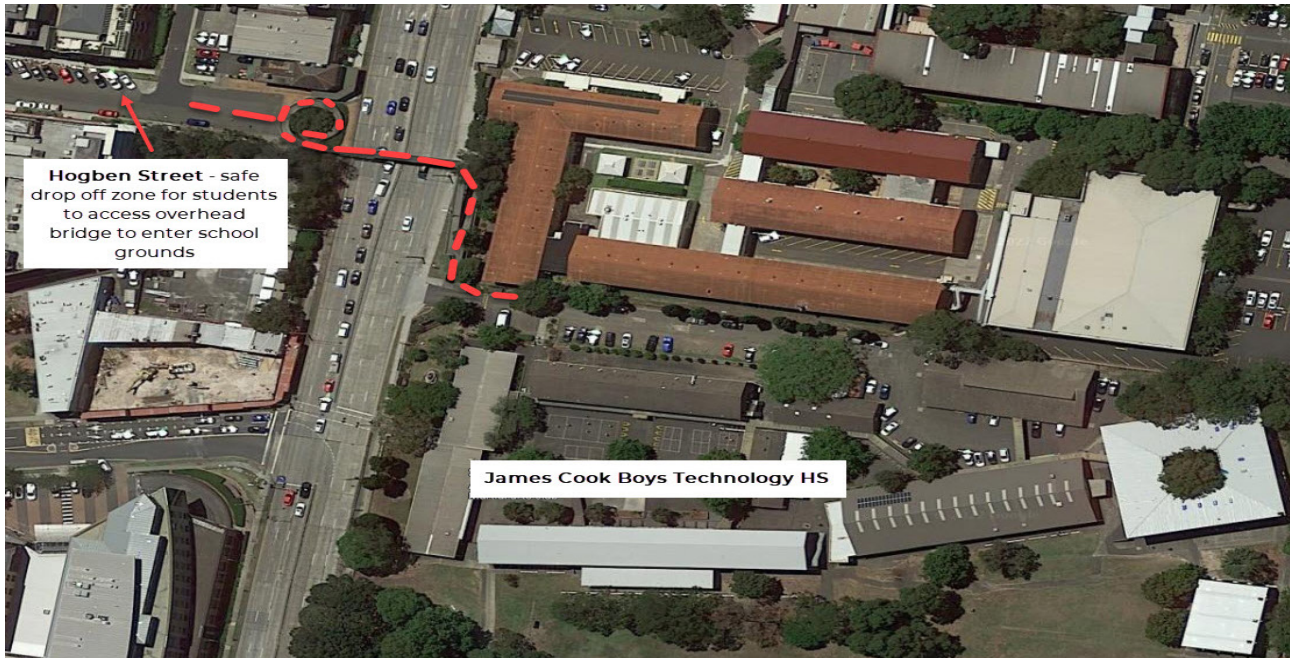
In use from 28/2/2022

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 safety 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.



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

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



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 Blocker 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.com.au/schools-online/james-cook-high-school).

<https://www.lowes.com.au/schools-online/james-cook-high-school>

Home > Schools Online > James Cook High School

MY ACCOUNT MY WISH LIST STORES

LOWES

SEARCH BAG

JAMES COOK HIGH SCHOOL

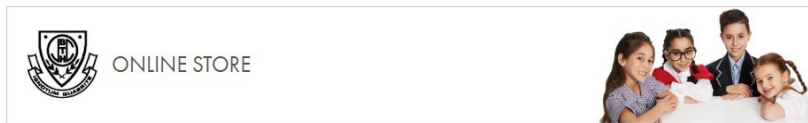
NEW ARRIVALS SHOP BY CATEGORY UNIFORMS CHARITY COMMUNITY GIFT CARDS SALE

SHOP BY

SUB CATEGORY

- Accessories (3)
- Bottoms (2)
- Hats (1)
- Jacket (1)

zero Not a zero member? Sign up today to enjoy discounts! CLICK HERE TO APPLY



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.

To the right 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 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

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

Students who become ill at school must report to either their class teacher or teacher on duty in the playground.

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. 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.

Any student travelling via bus to sport will need to pay **\$10.00** each time they travel.

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 x 5 times a week
- Years 9 and 10 - two hours x 5 times a week
- Year 11 - two-three hours x 5 times a week minimum
- Year 12 - more than that is 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 X ,formerly known as 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 (2023)

- Laptop Charger - \$60.00
- Wired Mouse - \$10.00
- Casio Calculator - \$35.00
- Pens – 3 Set - \$1.00
- Exercise Book 96pg - \$1.00
- JCBTHS Water Bottle - \$5.00
- Book packs - \$60.00

Uniform items 2023

- Tie with emblem
- Short Sleeve (S/S) Ice Blue Shirt with Emblem
- Grey Blocker Shorts
- Grey Blocker Trousers
- Sloppy Joe with emblem
- Sports Polo with emblem
- Sports Shorts
- Sports Jacket with emblem
- Black cap

NOTE:- Please check with the Student Services Office re current prices. Very limited stock available.

Please visit [Lowe's online store](#)



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

Year 7 School Contributions 2024

Year 7 Camp (Term 1) - 13th to 15th March 2024	\$400.00
Swimming Carnival - Term 4 2024	\$15.00
Athletics Carnival - 26th March 2024	\$15.00
Voluntary School Contribution	\$60.00
P & C Contribution	\$20.00
Subject and Materials Contribution	
Visual Arts	\$40.00
Technology Mandatory	\$150.00
Your PAYMENT TOTAL for school fees	\$700.00
Book Pack - requirement for Year 7	\$60.00
Calculator - requirement for ALL students	\$35.00
School Fees, Book Pack and Calculator payment	\$795.00

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

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 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.

James Cook Boys

800 Princes Hwy
Kogarah NSW, 2217
Phone: 9587 1770

Technology High School 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 21st 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.

No cost to Parents

Laptops provided to students will have:

- Connectivity to wireless networks at school and at home
- Microsoft Office Software & Adobe Creative Cloud software installed
- Lego Robotics Software
- 3D Design Software for 3D Printing
- Filtered internet access at school
- Access to Google classroom and school web based software

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



<https://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 Prices - 2023

Canteen Menu

Breakfast

Assorted toasted sandwiches	From \$4.50
Croissants (fresh or toasted): Plain	\$4.00
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	\$2.00
Seasonal fresh fruit pieces	\$1.50
Cereal box	\$3.00
Assorted pastry selection	From \$3.00
Banana bread	\$5.00

Hot Food

Chicken Breast Burger	\$6.00
Spicy Chicken Breast Burger	\$6.00
Grilled Chicken Roll with Mayo	\$5.50
Beef Burger	\$6.50
Cheese Burger	\$6.00
Veggie Burger	\$6.00
Fish Burger	\$6.00
Sausage Roll Medium	\$4.50
Gourmet Sausage Roll Large	\$5.50
Meat Pie	\$5.00
Potato Pie	\$5.00
Gourmet Spinach & Feta Roll	\$5.50
Lean hot dog with sauce	\$4.50
Vegetarian Spring Rolls	\$4.50
Chicken Breast Nuggets	\$5.00
Chicken Breast Chippies	\$5.00
Baked Potato Wedges	\$4.50
Garlic Bread	\$3.00
Beef or Vegetarian Lasagna	\$6.00
Chicken or Beef Kebab	\$7.00

ADDITIONAL HOT FOOD SPECIALS AVAILABLE DAILY CHECK SPECIALS BOARD & FLEXISCHOOLS



Wraps

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

Middle Eastern Falafel Wrap	\$6.00
Chicken Salad Wrap (Crumbed Chicken)	\$6.50
Chicken Salad Wrap (Seared Chicken)	\$7.00
Chicken Caesar Wrap (Crumbed Chicken)	\$6.50
Chicken Caesar Wrap (Seared Chicken)	\$7.00
Kafta Wrap	\$6.50
Chicken/Hummus and Tabouli Wrap	\$7.00
Turkey Cranberry Wrap	\$6.00
Cheese and Salad Wrap	\$5.50
Build your own wrap (Flexischools or before school over the counter)	

Sandwiches

Cheese and Salad Sandwich	\$5.00
Chicken Sandwich	\$5.00
Ham & Cheese Sandwich	\$4.50
Turkey Cranberry Sandwich	\$5.00
Tuna Sandwich	\$5.00
Curried Egg Sandwich	\$5.00
Assorted Gourmet Focaccias/Rolls	\$7.50

Salads

A selection of salads will be available daily.

Greek Salad	\$6.50
Chicken Caesar Salad (Crumbed Chicken)	\$7.00
Chicken Caesar Salad (Seared Chicken)	\$7.50
Thai Beef Salad	\$7.00
Falafel Salad	\$6.50

ADDITIONAL SALADS AVAILABLE DAILY

PLEASE SPEAK TO OUR FRIENDLY STAFF FOR GLUTEN FREE OPTIONS



Indicative prices ONLY - an updated price list will be available at the start of the school year 2024

Locker Policy & Agreement

Locker Policy & Agreement

1. Lockers

- 1.1. All lockers are the property of James Cook Boys Technology High School
- 1.2. Lockers are hired on a yearly basis.
- 1.3. The school assumes NO responsibility for loss or damage of any item in a locker, locked or unlocked.
- 1.4. Access to lockers is before school, after school and during recess & lunch.
- 1.5. Teachers will not allow students to access lockers during lessons.
- 1.6. Lockers are made available for student use to store school supplies and personal items necessary for use at school.
- 1.7. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function of which are forbidden by school rules, the Department of Education and NSW law.
- 1.8. The Principal or a delegate has the right to cancel the locker agreement, access a locker and carry out searches of lockers to ensure safety for the school community as outlined in the Department of Education policy.
- 1.9. A student using a locker, which is the property of the school is presumed to have no expectations of privacy.

2. Student responsibilities as a locker hirer

- 2.1. Students will maintain their locker in good condition and must report damage immediately to the Deputy Principal.
- 2.2. Students are to use lockers exclusively to store school related materials and appropriate personal items.
- 2.3. Students are solely responsible for the contents of their locker and will not share access to their locker with other students.
- 2.4. Food is not to be left in lockers overnight.
- 2.5. Repeated lateness to class because of locker use will result in the cancellation of the locker agreement.
- 2.6. All lockers must be cleared out and left in a clean state at the end of Week 8 Term 4 with keys returned to the school office.

3. Inspection of lockers

- 3.1. Principals have a legal obligation to ensure school premises remain safe and secure for students, staff and visitors. To give effect to this obligation student lockers can be searched if staff have a reasonable grounds to believe the student is in possession of:
 - Illegal drugs, knives, prohibited, offensive or dangerous weapons
 - Stolen property
 - Illegal or inappropriate materials that interfere with school purposes or educational function.
 - Electronic devices which may contain material or images which are illegal, offensive or otherwise inappropriate.
- 3.2. By agreeing to and signing the Locker Hire Agreement a student and parent give permission for the Principal or delegate to access the locker and any possessions within the locker for the duration of the agreement.
- 3.3. The Principal or delegate shall respect the privacy of the student regarding any items that are not illegal or against school policy and rules.

Locker Policy & Agreement

4. Seizure of property

- 4.1. The Principal or delegate may seize any illegal or unauthorized items in the locker, or any other items reasonably determined to be of a potential threat to the safety or security of others. Police will be informed of any illegal or dangerous items. This complies with Department of Education policy.

5. Keys

- 5.1. Students will be supplied with a key that must be returned at the end of the agreement.
- 5.2. Loss of a key will result in a \$10 charge for replacement. A \$10 deposit is required upon hiring the locker.

6. Cost

- 6.1. \$40 fee per school year.
- 6.2. \$10 deposit for key and an additional \$10 will need to be paid for any replacement key issued.
- 6.3. Refunds:
 - A locker is hired for a school year; there will be no pro-rata refunds.
 - Cancellation of the Locker Hire Agreement by the Principal, due to the student not complying with this policy does not entitle the hirer to a refund.
 - Upon return of the locker key, the \$10 key deposit will be credited to the students school fees account.

7. Hire procedure

- 7.1. There are limited lockers available for hire; Year 7 & 8 students will be prioritised for access. Remaining lockers will then be available to students on the basis of first in with agreement and payment. Some lockers reserved will be reserved for students with physical injuries.
- 7.2. The Locker Hire Agreement form below must be completed and submitted at the office with payment of the fee and deposit.
- 7.3. Students will be allocated a locker, and a notification indicating the locker number and location will be provided to the student.

Locker Hire Agreement - 2024

- I enclose the payment of \$50 (\$40 yearly hire fee & \$10 Deposit)
- I have read and understand the Locker Policy & Agreement of James Cook Boys Technology High School and I agree to comply with the locker policy as outlined above.
- I give permission for the Principal or delegate to access the allocated locker in accordance with section 3 of the policy.

Parent/carer name: _____ Signature: _____ Date: _____

Student name: _____ Signature: _____ Date: _____

Year: _____




Office Use: Date Received: _____ Deposit paid: Yes / No

Locker No: _____ Hire Fee received: Yes / No

Notes:



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