

# Chatswood High School

INSPIRING EXCELLENCE – ACHIEVING SUCCESS



Chatswood High School

---

## *INFORMATION BOOKLET*

Year 8-12 2022



## TABLE OF CONTENTS



<b>CONTENTS</b>	<b>PAGE</b>
Communication	1-2
What To Do If ...	3
Attendance	4-5
Senior Attendance	6
Bell Times	7
Timetable	8
Understanding My Timetable	9
Extracurricular Groups	10-11
Sports Training Program	12
Music Ensembles	13-14
School Payments	15
Uniform Shop Opening Hours	16
Uniform Requirements & Price List	17
BYOD Device Specifications	18-21
Student Opal Card	22
Opal Card Q&A	23
P&C Association	24
P&C Parent Involvement	25



**PHONE: 9419 3611**



**EMAIL: [chatswood-h.school@det.nsw.edu.au](mailto:chatswood-h.school@det.nsw.edu.au)**



**SCHOOL PRINCIPAL: Mr David Osland**

If you would like to talk to a member (or members) of staff with a concern you have relating to your child please phone the school on 9419 3611. *Note:* Teachers are unavailable to receive calls when teaching. Please be ready to leave your name and phone number with the school office so that they can return your call.

## **Email is recommended for less urgent matters.**

Please email the school at [chatswood-h.school@det.nsw.edu.au](mailto:chatswood-h.school@det.nsw.edu.au)

Subject: Include the name of the teacher or the position held by the teacher you wish to speak to, with your child's name and year group. Include a contact phone number in your message if you would like to speak with the staff member.

## **The following is a guide for which staff member to contact:**

### **Academic Matters**

- Please contact your child's teacher first, then the appropriate Head Teacher.

## **Welfare Matters**

### **2022 Year Advisors**

**Year 7:** Ms Gaby Barford & Mr Andrew Wilson

**Year 8:** Ms Kirraly Amery & Mr Rob Wajzer

**Year 9:** Mr Peter Rogers & Ms Lisa Tokko

**Year 10:** Ms Deb Wilson

**Year 11:** Mr Sean Dowdall & Ms Laurina Barbetti

**Year 12:** Mr Sean Abernethy & Ms Claire Bradbury

### **Deputy Principals**

**Years 7 & 11:** Ms Evelyn Manson

**Years 8 & 10:** Mr Hunter Ashton

**Years 9 & 12:** Mr Richard McKeough

### **School Counsellors**

Ms Belinda Head (**Mon - Wed**)

Ms Janine Allen (**Thurs - Fri**)



## Student & Parent Portal

The Student and Parent Portal is used to access important school information.

The Portal allows parents to:

- Access student's academic reports
- View student daily notices, classes and timetables
- Book parent teacher interviews (Term 2 & 3)

*Parents will be emailed instructions on how to register for the Parent Portal after student enrolment.*



## School Newsletter

Our school newsletter is an important method of providing information to parents about all the achievements, events and activities occurring at Chatswood High School. It is emailed to parents regularly and is also available for viewing on our school website.



## School Facebook Page

[facebook.com/chatswoodhighschool](https://facebook.com/chatswoodhighschool)

Follow the school on Facebook for notifications on current school activities, including sports and extracurricular, P&C updates, student achievements, social justice activities and more.



## School Website

[chatswood-h.schools.nsw.edu.au](https://chatswood-h.schools.nsw.edu.au)

The school's website is updated regularly and provides information on upcoming events, current activities, school and Department of Education news and alerts, school calendar and term dates.

It is important that parents and teachers work closely together-in partnership. If there are any concerns or problems, then a solution is often not far away. If there are disruptions at home then it is very helpful for us to know as we can further support your child at school.

### PARENTS

*If your child has a problem with a particular subject*

### CONTACT

Teacher of that subject FIRST

*If concerns continue in regards to a particular subject*

Head Teacher of that subject

*If you have concerns about your child's work progress over a number of subjects, lack of focus or motivation, peer relationships, etc*

Year Advisor

*If you have any concerns related to subject choices*

Deputy Principal responsible for your child's year, Head Teacher, or Careers Advisor

*Concerns regarding payments*

Front office

### STUDENTS

*Unable to attend sport*

### PROCEDURE

If a student is unable to attend sport, they must bring a note signed by their parent/caregiver, have it signed by the Sport Organiser before school and follow the early leave procedures. **Notification of this must be received by recess.**

### OR

If a student has an injury that prevents them from travelling to and from sport they must attend the non-sport room.

## SCHOOL ATTENDANCE PROCEDURES

It is a legal requirement that the school receives a **written** explanation from a parent/carer for all absences, late arrivals and early departures.

The following information is a guide for parents and students to explain the school's attendance procedures.

Parents: To explain a student's whole day absence or late arrival, **please do not telephone the school**

Use **ONE** of the following written methods to notify the school:

### SENTRAL PARENT PORTAL (*our preferred method*)

- Notifying the school via the portal feeds that notification directly on to your child's attendance record. This means there is less margin for error and you can be assured that the school has received your notification. On the Parent portal, you can notify of an absence or explain an absence

### SMS A REPLY TO THE SCHOOL

- If you cant access the parent portal you can reply to the absence notification SMS you receive from the school.

### EMAIL THE SCHOOL

- if you cant access the portal or SMS, you can email [chatswood-h.school@det.nsw.edu.au](mailto:chatswood-h.school@det.nsw.edu.au)

### WRITE A LETTER

- Must be handed into the school office by the student on the first day back from an absence. This can be done before school, at recess or lunchtime.
- Please include: Student's Full Name, Year, Date and Reason for the absence/late arrival.

## Late Arrival Procedure

ALL students arriving LATE to school must go to the office and sign in at the student counter using their Student ID card.

A student is LATE when they arrive after 8.50am as this is the official start time of school and when Roll Call begins. This includes all senior students whose timetabled Before School class is cancelled.

If they do not sign in at the office a whole day absence will be recorded on their attendance record and parents will receive a text message that says their child is absent.

If a parent/carer knows a student will be late please send a note/official appointment slip with the student, or fill out an absentee note at the back of the school diary. If the late arrival is explained in writing at the time a student signs in at the office, parents/carers will not receive a text message or email notification.

Students will be placed on the daily lunchtime detention if their late arrival remains unexplained by a parent.

## Early Departure Procedure

1. Please email the school advising of the early departure clearly stating: **Student's full name and year, date and time of early departure.**
2. Students leaving school EARLY must have a note signed by a parent/carer to show the teacher so that they can leave the class.
3. Students must go to the office with their note/appointment slip, scan their student ID card and an early departure slip will be printed. If students do not do this a truancy may be recorded against that student's attendance record.

## Application for Extended Leave

Parents/carers must complete an Application for Extended Leave -Travel, PRIOR to departure for any leave longer than 4 consecutive school days. These are available from the school office or our website. Applicants must include details of the educational and cultural benefits to the student for Approval of Leave to be granted. Once approved, a Certificate of Extended Leave will be issued to parent/carer.

If you require any further information regarding the School's Attendance Procedures please refer to the school's website or contact the school on telephone: 9419 3611.

Senior students in Year 11 and Year 12 have the opportunity to use the Kiosk to sign in and out of school for flexible periods only. However, there are a number of rules you will need to follow.

### PERMISSION

Students must have returned a Kiosk permission slip signed by their parents/carers. The Kiosk blocks permission to sign in if this form is not brought back. These forms are available in the front office. The Kiosk only allows you to sign in for flexibles. It cannot be used for any other arrival or departure.

### TIMING

The timing of the Kiosk is programmed into the computer and can only be used as below:

**Flexible Late Arrival:** 8:15am -10:40am

**Flexible Early Leave:** 10:00am - 5:00pm

The Kiosk reads your timetable. This means if you try to sign out at 1:29pm but your Period 4 class is timetabled to finish at 1:30pm, the computer automatically determines you should still be in class and will change your sign out to unjustified. *This is extremely important because these unjustified sign ins/outs appear on your academic report.*

### DOUBLE FLEXIBLES

The time on the Kiosk has been determined by the Deputies. Therefore, if you have two flexibles in the morning you must still arrive before 10:40am.

### DROPPING SUBJECTS

Dropping a subject will not automatically appear within the attendance system. You must allow a few days for the 'Dropping Subject' paperwork to be completed and for the computer to update. Simply sign in at the front desk and inform them you have dropped a subject. Using the Kiosk before it has updated will put unjustified absences on your attendance and they will appear on your academic report.

### CANCELLED CLASSES

The Kiosk cannot be used for cancelled classes. If you have a Before School class that is cancelled you must sign in at the front desk before your first class for the day.

### FORGET TO SIGN IN?

The Kiosk acts as your Roll Call. This means that if you forget to sign in at the Kiosk when you have a flexible as your first class of the day you will be marked absent. A text message will then be sent to your parents.



MON		TUES / WED / FRI		THURS	
<b>BS*</b>	7.50 - 8.50	<b>BS</b>	7.50 - 8.50	<b>BS</b>	7.50 - 8.50
<b>Roll Call</b>	8.50 - 9.00	<b>Roll Call</b>	8.50 - 9.00	<b>Roll Call</b>	8.50 - 9.00
<b>Period 1</b>	9.00 - 9.55	<b>Period 1</b>	9.00 - 10.05	<b>Period 1</b>	9.00 - 9.50
<b>Period 2</b>	9.55 - 10.50	<b>Period 2</b>	10.05 - 11.05	<b>Period 2</b>	9.50 - 10.40
<b>Assembly/ Home room</b>	10.50 - 11.10				
<b>Recess</b>	11.10 - 11.30	<b>Recess</b>	11.05 - 11.25	<b>Recess</b>	10.40 - 11.00
<b>Period 3</b>	11.30 - 12.30	<b>Period 3</b>	11.25 - 12.25	<b>Period 3</b>	11.00 - 11.50
<b>Period 4</b>	12.30 - 1.30	<b>Period 4</b>	12.25 - 1.30		
<b>Lunch 1</b>	1.30 - 1.50	<b>Lunch 1</b>	1.30 - 1.50	<b>Lunch 1</b>	11.50 - 12.10
<b>Lunch 2</b>	1.50 - 2.10	<b>Lunch 2</b>	1.50 - 2.10	<b>Lunch 2</b>	12.10 - 12.30
<b>Period 5</b>	2.10 - 3.10	<b>Period 5</b>	2.10 - 3.10	<b>P4 / Sport</b>	12.30 - 1.30
<b>AS**</b>	3.10 - 4.10	<b>AS</b>	3.10 - 4.10	<b>P5 / Sport</b>	1.30 - 2.30

\***BS**: Before School

\*\***AS**: After School

## Your Timetable

Below is an example of a Chatswood High School timetable. Your timetable works on a fortnightly rotation. It is divided into Week A and Week B. The term always starts on week A. This will assist you in knowing in advance what to pack every day. The timetable shows you your subject at the top, the room you are in, (in brackets) and the code of the teacher who will be taking you for that subject. The teacher codes are three capital letters and the first two letters are the surname of the teacher. The last letter is the first name of the teacher. For example, the code WID stands for the surname WILSON. The bell times are not the same every day, so please refer to the section on bell times in this booklet. Recess is R and is a 20 minute break. Lunch is divided into L1 (lunch 1) and L2 (lunch 2) for a total of 40 minutes. There is plenty of time between periods to walk to your next class and the teachers are understanding that you need to orientate yourself to the new routine in the first two weeks. If you get lost, ask a teacher or another student for directions.

John, John 445205252 7D						
		MonA	TueA	WedA	ThuA	FriA
BS	7:50-8:50					
Roll_Call	8:50-9:00	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]
1	9:00-10:05	Maths D LRO [91] 9:00-9:55	English D BET [106]	Language D GIS [PORT_X]	PDHPE D GRE [PORT-3] 9:00-9:50	Science D MAP [M1.01]
2	10:05-11:05	Tech Man-06 STN [KG14] 9:55-10:50	Technology D KRH [56]	English D BET [106]	Music D SES [MUS_STD] 9:50-10:45	Geography D TOO [120]
Assembly	0:00-0:00					
R	11:05-11:25					
3	11:25-12:25	Science D MAP [135] 11:30-12:30	Tech Man-06 KRH [KG13]	Visual Arts 06 MCR [78]	English D BET [106] 11:00-11:50	PDHPE D GRE [PORT_Y]
4	12:25-13:30	Geography D BOS [127] 12:30-13:30	Music D SES [MUS_STD]	Science D MAP [M1.01]		Visual Arts 06 MCR [78]
L1	13:30-13:50					
L2	13:50-14:10					
Thurs4	14:10-14:10				Maths D LRO [91] 12:30-13:30	
5	14:10-15:10	English D BET [106]	Science D MAP [M1.12]	Maths D LRO [91]	Geography D BOS [127] 13:30-14:30	Tech Man-06 STN [KG14]
AS	15:10-16:10					

  

		MonB	TueB	WedB	ThuB	FriB
BS	7:50-8:50					
Roll_Call	8:50-9:00	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]
1	9:00-10:05	Tech Man-06 STN [KG14] 9:00-9:55	Science D MAP [137]	Science D MAP [M1.01]	PDHPE D GRE [PORT-2] 9:00-9:50	Visual Arts 06 MCR [78]
2	10:05-11:05	Geography D BOS [127] 9:55-10:50	Tech Man-06 STN [KG14]	Tech Man-06 LET [39]	Maths D LRO [91] 9:50-10:45	Maths D LRO [91]
Assembly	0:00-0:00					
R	11:05-11:25					
3	11:25-12:25	Science D MAP [134] 11:30-12:30	Sport D BAC [117]	Geography D BOS [121]	Welfare D JAH [102] 11:00-11:50	English D BET [106]
4	12:25-13:30	Maths D LRO [91] 12:30-13:30	Sport D BAC [122] 12:30-13:30	English D BET [106]		PDHPE D GRE [PORT-1]
L1	13:30-13:50					
L2	13:50-14:10					
Thurs4	14:10-14:10				Language D GIS [PORT-7] 12:30-13:30	
5	14:10-15:10	English D BET [106]	Sport D BAC [100]	Maths D LRO [91]	Music D SES [MUS_STD] 13:30-14:30	Geography D BOS [122]
AS	15:10-16:10					

## UNDERSTANDING MY TIMETABLE

# CLASS

The name of your class  
EG: This student is in class  
7D and therefore their  
Science class is Science D

## CLASSROOM

(Shown in brackets)  
EG. Room 120

## SUBJECT

## EG. Visual Arts

THURSDAY PERIOD TIMES

Eg: starts at 13.30 finish at 14.30  
Remember: Thursday Period times are different and school finishes at 2.30pm

DAY &amp; WEEK

EG. Tue = Tuesday  
A = Week A

## PERIOD TIMES

Eg: Class Starts 9.00 and finishes at 10.05

PERIOD

EG: 2 = Period 2

## RECESS

EG: R = Recess

## LUNCH

EG: L1 = Lunch 1  
L2 = Lunch 2

TEACHER CODE

The name of the teacher who will be teaching you.

The first two letters are the Surname  
of the teacher.

EG: BET = Teacher surname Berry

		John.,John 445205252 7D				
		MonA	TueA	WedA	ThurA	FriA
8S	7:50-8:50					
Roll Call	8:50-9:00	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]	Roll Call 04 ROB [PORT-5]
1	9:00-10:05	Maths D LRO [91] 9:00-9:55	English D BET [106]	Language D GIS [PORT_X]	PDHPE D GRE [PORT-3] 9:00-9:50	Science D LRO [91] 9:00-9:50
2	10:05-11:05	Tech Man-06 STN [KG14] 9:55-10:50	Technology D KRH [56]	English D BET [106]	Music D SES [MUS_STD] 9:50-10:45	Geography D TOO [120]
Assembly	0:00-0:00					
3	11:05-11:25					
4	11:25-12:25	Science D MAP [135] 11:30-12:30	Tech Man-06 KRH [KG13]	Visual Arts 06 MCR [78]	English D BET [106] 11:00-11:50	PDHPE D GRE [PORT_Y]
5	12:25-13:30	Geography D BOS [127] 12:30-13:30	Music D SES [MUS_STD]	Science D MAP [M1.01]		Visual Arts 06 MCR [78]
L1	13:30-13:50					
L2	13:50-14:10					
6	14:10-14:10					
7	14:10-15:10				Maths D LRO [91] 12:30-13:30	
8	15:10-16:10	English D BET [106]	Science D MAP [M1.12]	Maths D LRO [91]	Geography D TOO [120] 13:30-14:30	Tech Man-06 STN [KG14]

These are some of the groups our school has to offer that are open to students!

**Stay tuned for updates such as time and location.**

Come to our annual Promo Day where all our extra-curricular programs will be advertised and you can sign up and talk to some of the members!



## Assistance in Mathematics (AIM)

Students who are in need of help with maths homework or are looking for more work can attend AIM in the morning for help



## Before School Academic Assistance

Students who need help with their work in any subject can come to Academic Assistance where a teacher or peer mentor will provide individual assistance.



## Art Club

Come along and make your own artwork and also artwork to beautify our school environment!



## Music Program

CHS is renowned for its exciting and dynamic music program with numerous ensembles that perform at school, in the community and also participate in music camps and tours to Australian and Overseas destinations.



## SRC

We aim to improve the lives of students by running fun and useful events/ initiatives, making physical improvements to the school, and working to ensure the school and others act in the best interests of students.



## Debating Team

Teams of students across all years compete in the Premiers debating Challenge as well as combine with other schools to spend a day receiving expert debating tips.



## Drama Club

We play improvisation games, develop our teamwork skills and build confidence through drama!



## Gardening Club

For all green thumbs looking for the opportunity to cultivate their gardening skills.



## Programming Club

A small group of people who work on programs such as python and java script. Feel free to do your own coding or join the group activity.



### Zero Robotics Club

The robotics club is a club devoted to making robots through; Design, Manufacturing (using wood, metal and plastic work), electronics and Coding.



### LGBTQI+ and ally group

A chilled out group with people you can relate to.



### Card Club

Learn big competitive card games such as Magic the Gathering, the Pokemon trading card game and Yu-gi-oh.



### Chess Club

Play chess together with your friends and compete in tournaments!



### Senior Science Tuition Club

Extra help for all senior biology and physics students.



### Table Tennis Club

Table tennis enthusiasts can play during lunch time. (Priority spots go to 7-9 students).



### Sports Program

Sports teams across many different sports who compete against other schools throughout the year.



### Sewing Club

For lovers of sewing or those who would like to learn!



### Book Club

For book lovers! We read and discuss novels, short stories and a range of literary texts.



### LEGO Club

For any LEGO lovers!

### Can't find a club of activity you're interested in? Make one!

Grab some friends, find a teacher and reach out to the SRC for support to create your own group! Grants and funding are available.

For more information on any of the groups or to find out more contact:  
[chatswoodhssrc@gmail.com](mailto:chatswoodhssrc@gmail.com)



# SPORT TRAINING PROGRAM

In 2022, Chatswood High School will continue the very popular and successful training program for Basketball, Netball, Soccer, AFL, Ultimate Frisbee and Touch Football. Each session is run by a dedicated teacher or coach at school on a weekly basis. Sessions are aimed at improving student's skill levels as well as building stronger connections between students.

These training sessions are free, and students are encouraged to attend as many training sessions as they can fit into their busy schedules.

Throughout the year, these trainings will be used to select knockout and representative teams who will represent Chatswood High School at a variety of tournaments. Information will be specified in the daily notices and school newsletter.

	Morning 7.30 - 8.30 am	Teacher	Afternoon 3.20 - 4.20	Teacher
Monday			Boys Basketball Club (Courts)	Mr Abernethy
Tuesday	Netball Club	Ms Langshaw & external coach		
	AFL Club (Oval)	Mr Wajzer		
Wednesday	Frisbee Club	Ms Galante & external coaches		
Thursday	Girls Basketball Club	Ms Tyrrell	Boys Soccer Club (Year 7/8)	Mr Dowdall
	Girls Soccer Club	External Coach		
	Table Tennis Club	Mr Xiao		
Friday	Touch Football Club - Boys	Mr Wilson and External Coach		
	Touch Football Club - Girls	Mr Gulpers		

The Chatswood High School Music Program is a dynamic and exciting co-curricular program that strives for excellence by providing students with a well-rounded musical education and a lifelong appreciation for music. All students are welcome in our program regardless of musical experience. It is never too late to start learning an instrument!

Since starting in 1980 with less than 20 students, the program has grown into the largest co-curricular program at CHS with over 250 students involved across 20 ensembles. The program has brought significant accolades to the school over the years through participation in concerts, festivals, competitions and regional and international tours. We encourage all students at Chatswood High School to experience the joys of music making with friends!

## Our Ensembles:

<b>CONCERT BANDS</b>	
Wind Orchestra	<i>An elite ensemble in which all wind, brass, &amp; percussion positions are auditioned</i>
Senior Concert Band	<i>A concert band for wind, brass, &amp; percussion players in years 8-10</i>
Junior Concert Band	<i>A concert band for wind, brass, &amp; percussion players in year 7</i>
<b>STRINGS</b>	
Symphony Orchestra	<i>An elite ensemble in which all strings, wind, brass, &amp; percussion positions are auditioned</i>
Chamber Strings	<i>An elite ensemble for experienced string players, by audition</i>
Junior Strings	<i>A junior ensemble for string players from Years 7-9</i>
<b>CHORAL</b>	
Senior Vocal Ensemble	<i>A small ensemble for the most accomplished singers in the school. All positions are auditioned</i>
Choir	<i>A large open choir for all ages and abilities. All MP members are encouraged to join this ensemble</i>
<b>JAZZ</b>	
Big Band 1	<i>A senior jazz ensemble for saxophone, trumpet, trombone, bass, guitar, piano and drums. All positions are auditioned, subject to available places</i>
Big Band 2	<i>A junior big band, for younger jazz players. Open to all students</i>
Senior Jazz Combo	<i>A small senior jazz combo for trumpet, saxophone, bass, piano and drums. Membership is by invitation</i>
Junior Jazz Combo	<i>A small junior jazz combo. Open to all students, subject to availability</i>
<b>PERCUSSION</b>	
Senior Percussion Ensemble	<i>An ensemble for senior percussion students in Yr 10-12</i>
Junior Percussion Ensemble	<i>An ensemble for junior percussion students in Yr 7-9</i>
<b>GUITARS</b>	
Rock Bands	<i>Small ensembles for guitar, bass, drums, piano and vocals. Places subject to availability</i>
Guitar Ensembles	<i>Small ensembles for acoustic and electric guitars. These are open to students of all abilities</i>

## 2022 FEE STRUCTURE

Participation in one large ensemble or multiple ensembles: (concert bands, orchestra, junior strings, or multiple ensembles)	\$550
Participation in one small ensemble: (choir, jazz combo, percussion ensemble, guitar groups, rock band)	\$350
Instrumental Hire:	\$240 per year
Percussion Hire:	\$120 per year
Private Tuition:	Fees arranged privately*
Music Camps and Tours:	TBC**

## ENQUIRIES

If you have any questions about the Music Program, type of ensemble your child should join, instrument your child should learn etc please fill out the following enquiry form:  
<https://forms.gle/kZ6s5Hpn8FsJiEfQ9>

## ENROLMENTS

If you would like to enroll your child in an ensemble request instrument hire (instrumental hire and private tuition included) please fill out the following form:  
**YEAR 7:** <https://forms.gle/uxgz9kubBm5QHHZK9>  
**YEAR 8-12:** <https://forms.gle/pQiaRkSQpE79poQe9>

## FURTHER INFO

For more information including list of instruments available for hire, private tutor contacts, full program ensemble rehearsal schedule, important dates, Music Program Handbook and links to our YouTube channel please visit  
<https://chatswood-h.schools.nsw.gov.au/enrichment/music---band-program.html>

\* We have a team of 30 tutors available for private tuition on school grounds before and after school. Payments are made privately directly to tutors.

\*\* A Music Camp for Junior Concert Band, Junior Strings, Choir and Senior Concert Band has been planned for 8-10th May, 2022 at the Collaroy Conference Centre. Camp fees paid separately.

## PAYMENT METHOD

- **On-line Westpac Parent Payment System** (a payment link is sent when the Statement of Account or Excursion notification and Permission note is emailed)

*Online credit card payments are made through a secure payment system hosted by Westpac. This system complies with the guidelines set by the Payment Card Industry Security Standards (PCI DSS) which states that a customer's credit/debit card data must not be written down or stored. It ensures that no card details are captured or held by the school.*

- Cash (correct money only – no change given)
- Cheque (payable to Chatswood High School)

## STATEMENT OF ACCOUNT

- The Statement of Account is emailed to parents once per Term. Included are annual fees charged once per year and fees for excursions and items that occur during a particular Term.
- Please include a copy of the Statement of Account when paying by cheque or cash at school.
- On-line payments are automatically passed to the school and receipted against your child's account. A receipt is issued from the payment page. No further receipt is issued by the school.

## EXCURSIONS & SCHOOL ITEMS

- Permission must be given through the online system by due date. If permission is not given, your child will not be able to participate.
- Payments must be made by the due date indicated on Permission note
- Late payments are not accepted
- Receipts for excursions & school items (when paid by cash or cheque) are returned to the organising teacher to be handed back to students.

## TO MAKE A PAYMENT AT SCHOOL

- Students submitting payments do so at the student counter
- Payments made by cash, cheque or EFTPOS are made at the school office.



**THE FRONT  
OFFICE DOES  
NOT GIVE  
CHANGE**

### PAYMENT TIMES



**Before School:** 8.30am – 8.50am  
**Recess:** 11.05am – 11.25am  
**Lunch 1:** 1.30pm – 1.50pm

### PAYMENT METHOD – cash, cheque or EFTPOS



Put cash or cheque and  
Permission note in an envelope.

On envelope, write:

- Student Name
- Class Year
- Name of excursion/item
- \$ Amount enclosed

# UNIFORM SHOP OPENING HOURS

 **PHONE:** 9419 3611 EXT 133 (only during opening hours)

 **EMAIL:** [uniformshop@chpandc.org.au](mailto:uniformshop@chpandc.org.au)

 **ONLINE ORDERING:** <https://shop.chspandc.org.au/>

 **LOCATION:** Admin Block beside the school hall

Chatswood High School P&C would like to welcome all new students. School uniform is compulsory and is available for purchase through our P&C Uniform Shop.

## School uniform fittings and purchase methods:

We recommend that all new students visit the Uniform Shop for a fitting to find their correct size.

*Use one of the following methods to arrange your child's uniform fitting:*

<b>Book an appointment online</b>	Use the following link to book your new appointment for a fitting: <a href="https://signup.zone/fittings-newstudent-2022">https://signup.zone/fittings-newstudent-2022</a>
<b>Visit the Uniform Shop during regular hours</b>	Please see below for opening hours in Term 4 2021 & Term 1 2022. Customers will need to queue for a fitting. Delays may be experienced as booked appointments take priority.
<b>Visit our online store for purchasing uniforms</b>	If you know the garment size, visit our on line store and place an order or measure your child at home and select the appropriate size using the on line measurement charts and place an order online. <b>Uniforms can then be collected during regular shop hours.</b>

## UNIFORM SHOP OPENING HOURS AND DATES:

<b>NOV</b>	<b>Saturday 13th</b>	8:00am - 4:00pm	Appointment booking for fitting only	<b>2021</b>
	<b>Saturday 20th</b>	8:00am - 4:00pm	Appointment booking for fitting only	
	<b>Tuesday 23rd</b>	SHOP CLOSED	ORIENTATION DAY	
	<b>Saturday 27th</b>	8:00am - 4:00pm	Appointment booking for fitting only	
<b>DEC</b>	<b>Sunday 5th</b>	8:00am - 4:00pm	Appointment booking for fitting only	
<b>JAN</b>	<b>Monday 31st</b>	8:00am - 12:00pm	Student Free Day (All Staff Return)	<b>2022</b>
	<b>Tuesday 1st</b>	8:00am - 12:00pm	Year 7, 11, 12 and New Students	
<b>FEB</b>	<b>Wednesday 2nd</b>	8:00am - 12:00pm	All Students Return	

*For opening hours after this period, please refer to the school website*



## SUGGESTED PURCHASE FOR A STUDENT'S SUMMER UNIFORM:

BOYS		GIRLS	
3 Shirts @\$30 each	\$90	<b>JUNIOR:</b> 3 Summer Dresses @\$60 each	\$180
2 pair Charcoal Shorts @\$45 each	\$90	<b>OR SENIOR:</b> 3 Blouses @\$34 each &	\$102
2 PE Polos	\$72	<b>&amp; 1 Senior Pleat Skirt</b>	\$60
1 PE Shorts	\$32	2 PE Polos	\$72
1 School Cap	\$15	1 PE Shorts	\$32
1 School Bag (Optional)	\$65	1 School Cap	\$15
		1 School Bag (Optional)	\$65
		<i>Navy Shorts and Junior Shirts are available also</i>	
<b>TOTAL \$364</b>		<b>TOTAL</b>	<b>\$364 (jnr) OR \$346 (snr)</b>

**Other items, including winter garments, can be purchased at your convenience:**

BOYS		UNISEX	
Boys Charcoal Trousers	\$50	Junior Navy Jumper - woollen or polycotton	\$75
<b>GIRLS</b>		School scarf	\$25
<b>JUNIOR:</b> Winter Tunic	\$60	Track Pants	\$55
Winter Long Sleeve Shirt	\$30	Track Jacket	\$75
Girls Navy Pants	\$50	Music polo top ( <i>for students joining junior band, choir, junior percussion, or string ensemble</i> )	\$35
Girls Navy Tights	\$10		

## SHOES & SOCKS (NOT SOLD AT THE CHS P&C UNIFORM SHOP)

White socks and black **leather/imitation leather** school shoes are to be worn with the school uniform.

White socks and sports shoes are to be worn with the PE Uniform.

## SPECIAL SIZING AND REQUIREMENTS

Students needing special sizing, *please order as early as possible*. A separate order will be placed, which takes additional time to fill. Special sizing includes extra-small or extra-large garments, and any student with special requirements.



### Chatswood High School 'Bring Your Own Device' Program 2021 - Device Suggestions

The following lists of devices have been compiled with recommendations from HP and JB Hi-Fi. These devices can be seen on the respective suppliers' purchase portal, available on the Chatswood High School website (need to add website link here) and are provided at a discounted rate. These devices have varied specifications for different uses with the expectation to last 3-4 years at a sufficient level of performance.

**Please use this list as a starting point, but also consider conducting further research and select a device that best meets your child's needs and your budget. Please look into and consider the cost of Accidental Damage Protection. The damage protection provides extra cover on top of the standard warranty in the case of an accident, such as liquid spills, drops, falls and electrical surges.**

### ENTRY LEVEL DEVICE SUGGESTIONS

These devices are recommended for basic use, such as editing documents, performing research and browsing the internet (including checking emails). These devices will perform optimally for the listed functions and will be a good device to complete assignments and classwork. They will struggle with more intensive applications (such as video/photo editing, animation, CAD software) and may perform slower with multiple applications open at the same time.

### WINDOWS DEVICES

DEVICE	PROCESSOR	MEMORY	STORAGE	WEIGHT	SCREEN	PRICE	WARRANTY
Microsoft Surface Go 2	Intel Pentium m3	8GB	32GB	0.54KG	10.5" Touch	<b>\$789</b>	1 Year/3 Year Return to Manufacturer
HP x360 11	Intel Pentium Gold N6000	8GB	32GB	1.44KG	11.6" Touch	<b>\$859</b>	3 Years Onsite
HP ProBook 430 G8	Intel Core i3-1115G4	8GB	32GB	1.28KG	13.3"	<b>\$903</b>	3 Years Onsite
HP x360 G6 EE	Intel Core i3-1011Y	8GB	32GB	1.73KG	11.0" Touch	<b>\$1000</b>	3 Years Onsite
HP ProBook x360 435 G7	AMD Ryzen 3 5400U	8GB	32GB	1.45KG	13.3" Touch	<b>\$1167</b>	3 Years Onsite

Prices correct as of 19/10/21

Purchasing a device via the BYOD Portals does not confer additional service or support obligations related to device performance on the school.

MID LEVEL DEVICE SUGGESTIONS

These devices are a good middle ground for students who often multitask on their device and may sometimes require the device for more intensive uses. These devices will more often be utilised for students in Year 9 and above. These devices are capable of performing everyday tasks with ease and can undertake more difficult tasks with some delay. They are capable of running multiple basic applications with low impact on performance.

WINDOWS DEVICES

DEVICE	PROCESSOR	MEMORY	STORAGE	WEIGHT	SCREEN	PRICE	WARRANTY
HP Probook 430 G8	Intel Core i5-10210U	8GB	256GB	1.49 KG	13.3"	\$1001	3 Years Onsite
HP ProBook x360 435 G8	AMD Ryzen 5 5400U	8GB	256GB	1.45 KG	13.3" Touch	\$1266	3 Years Onsite
Lenovo L13 Gen 2 Clamshell	Intel Core i5-10210U	8GB	256GB	1.38 KG	13.3"	\$1028	3 Years Return to Manufacturer
Lenovo L13 Gen 2 Yoga	Intel Core i5-10210U	8GB	256GB	1.43 KG	13.3" Touch	\$1179	3 Years Return to Manufacturer
Microsoft Surface Book 3	Intel Core i5-1035G7	8GB	256GB	1.53 KG	13.5" Touch	\$2065	2 Years
Microsoft Surface Laptop 4	Intel Core i5-1145G7	8GB	256GB	1.28 KG	13.5" Touch	\$1577	2 Years
Microsoft Surface Pro 7+ (/w Pen and Keyboard)	Intel Core i5-1145G7	8GB	256GB	0.77 KG	12.3" Touch	\$1854	2 Years
MacBook Air 13-inch (2021)	M1 Chip	8GB 16GB	256GB	1.29KG	13.3"	\$1323 \$1632	1 Year/3 Year w/Optional AppleCare

APPLE DEVICES

Purchasing a device via the BYOD Portals does not confer additional service or support obligations related to device performance on the school.

Prices correct as of 19/10/21

HIGH LEVEL DEVICE SUGGESTIONS

The high-level devices are recommended for (but not limited to) students who wish to partake in more computer heavy classes. This would include subjects such as IST, Multimedia, Software design and Design & Technology. These devices are able to handle intensive tasks such as video/photo editing and graphic design with ease and will be the most powerful of options. As such, these devices are the most expensive and may not suit every budget.

WINDOWS DEVICES

DEVICE	PROCESSOR	MEMORY	STORAGE	WEIGHT	SCREEN	PRICE	WARRANTY
HP ENVY 14 (Multimedia Device w/Dedicated Graphics)	Intel Core i5-1135G7 Intel Core i7-1165G7	16GB	512GB	1.49 KG	14" Touch	\$1859 \$2151	3 Years Onsite
HP Elitebook X360 830 G8	Intel Core i7-1165G7	16GB	256GB	1.35 KG	13.3" Touch	\$2050	3 Years Onsite
HP Probook 430 G8	Intel Core i7-1165G7	16GB	512GB	1.28 KG	13.3"	\$1558	3 Years Onsite
HP Probook 440 G8	Intel Core i7-1165G7	8GB	256GB	1.38 KG	14"	\$1475	3 Years Onsite
HP ProBook x360 435 G8	AMD Ryzen 7 5800U	16GB	512GB	1.45 KG	13.3" Touch	\$1899	3 Years Onsite
Lenovo Thinkpad L13 Gen 2 Yoga	Intel Core i5-1135G7	16GB	512GB	1.43 KG	13.3" Touch	\$1270	3 Years Return to Manufacturer

APPLE DEVICES

MacBook Air 13-inch (2021)	M1 Chip	256GB	256GB 512GB	1.4 KG	13.3"	\$1979 \$2249	1 Year/3 Year w/Optional AppleCare
----------------------------	---------	-------	----------------	--------	-------	------------------	---------------------------------------

Prices correct as of 19/10/21  
Purchasing a device via the BYOD Portals does not confer additional service or support obligations related to device performance on the school.

### HIGH LEVEL DEVICE SUGGESTIONS

Things to be aware of in low priced devices that do not meet CHS BYOD Specification or recommendations:

- Small hard drive in laptops/hybrid drive: Anything less than 128GB of storage will limit the software that can be installed on the device.
- Small amount of RAM: If the device will be used in subjects that require the Adobe Creative Cloud software (e.g. Photoshop, Premiere) or other graphic/video editing software then a minimum of 8GB ram is needed.
- As shown in the tables, these devices have a 2-3-year on-site warranty and also the optional or inclusion of Accidental Damage Protection \*ADP (some with an excess or zero-dollar excess).

**For all technical specifications, it is important to consider the long-term use.** It is likely the device will be used for most of the student's time at CHS so will need to meet future demands.

#### PURCHASE PORTALS

**HP Purchase Portal:** <http://www.hp.com.au/byod>

1. Enter School Code: ChatswoodHS
2. Start Shopping.

**JB-HiFi Purchase Portal:**

<https://www.jbeducation.com.au/byod/>

1. Enter School Code: CHSBYOD
2. Start Shopping.

Prices correct as of 19/10/21  
Purchasing a device via the BYOD Portals does not confer additional service or support obligations related to device performance on the school.



### THE SCHOOL STUDENT OPAL CARD

The School Opal card gives eligible students free or discounted travel between school and home using the train, bus, ferry, and light rail services.



### Who Can Apply?

To be eligible for the School Opal card, secondary students (Years 7-12) will need to live more than 2km in a straight line from the school, or at least 2.9km walking distance. Some visas do not support the School Student Transport Scheme. For example, students on a 482 or a 500 visa will not be able to apply for the School Opal card.

### Who Should Apply?

A new application is required if the student has not had a School Opal card before. If they are changing schools or going into Year 7, you will only need to update their details on the website.

### How To Apply

1. Once Chatswood High School has confirmed your child's enrolment, either apply for a new card or update your details at: <https://transportnsw.info/school-travel-apply>
2. The school will endorse your application online after checking the student's residential address, enrolment status and relevant visa details.
3. Once Transport NSW has approved the application, a School Opal card will be sent to the address provided on the application.

*If you live too close to be eligible for free travel, you may still qualify for a School Term Bus Pass which allows for travel on buses between home and school at a discounted rate for a term.*

*A parent or carer must apply for students 15 years and under. Students 16 years and over may apply for themselves.*

*Please see the following page for Frequently Asked Questions and links to additional forms (School Drive Subsidy & for travel on medical grounds).*

**What if we have a split-parenting arrangement?**

Both parents will need to submit an application for each address and select the 'shared parental' option during the online application. However, if one parent lives too close it will be rejected for that parent on that basis, and only the parent who qualifies will need to apply. Additionally, the school will need to have both parents' addresses in order to endorse.

**What if I live too close? Can I appeal a rejected application?**

Unfortunately, this decision is managed by the Department of Transport and Chatswood High will not be able to make exceptions. Other options are:

**Term Bus Passes**

These passes are \$55 per term and are also available on line from the Opal website. Unfortunately they only accommodate bus travel and not trains.

**Appeal on Medical Grounds**

If you would like to appeal the rejection based on a medical grounds for an ongoing condition, there is a medical report and certificate that must be signed by a medical practitioner. This form can either be submitted during the application process or afterwards by emailing [concessions@transport.nsw.gov.au](mailto:concessions@transport.nsw.gov.au) and quoting your application ID number in the subject line eg "Request for review-N211111".

**Purchasing a Child/Youth top up Opal Card from Retailers**

(If your child is 16 years or over they will need to request a Concession Card from the school office to use a Child/Youth Opal Card.)

**Is everyone eligible for an opal card?**

No, in addition to distance restrictions, there are certain visas that do not qualify for the school student transport scheme. For example. 482s and 500s. However, exchange students are still eligible with the 500 visa.

**Can my child use their Student Opal Card for excursions?**

No, the free Opal Cards are only for use to and from school. Your child will need to use a Child/Youth Opal Card for excursions.

**What is the role of the school in the application process?**

The school receives an electronic application from the Transport office and we can confirm that the name, address, visa, and parental information on your application is the same as our enrolment information. If the information does not match we will reject it.

**Sydney Metro Northwest**

If you are expecting to use the Sydney Metro Northwest please nominate train as mode of transport

**Does my child need their Student Opal Card for the first day of the year?**

There is a grace period during January/February to allow for new Opal applications, but only at the beginning of the school year.

**Useful Forms + Info:** <https://apps.transport.nsw.gov.au/ssts/#/usefulFormsAndInformation>

**Further FAQ:** [apps.transport.nsw.gov.au/ssts/faqs](https://apps.transport.nsw.gov.au/ssts/faqs)

The Chatswood High School Parents and Citizens Association (P&C) provides a forum to bring parents, teachers, and the community together to advance the best interests of our students.

**Our 2022 focus areas are:**

- Student Learning and development support
- Student & parent well-being sessions
- Student leadership and co-curricular
- Enhancing the school environment for students



<http://www.chspandc.org.au/>

**For Parents, we:**

- Provide a forum to hear what's happening at CHS and engage directly with the Principal and school teachers (via P&C meetings)
- Provide input and sponsor school activities
- Offer opportunities to meet other families via a variety of social events
- Manage the Uniform Shop for all student uniform needs.

**For Students, we:**

- Sponsor new learning and development avenues to improve academic and well-being outcomes
- Support participation in leadership and life skills-building opportunities
- Fund co-curricular activities – e.g. before and after school sports programs, and a range of well-being and study support programs
- Provide year 7 locker hire - to register your interest in hiring a locker in 2022, go to [www.chspandc.org.au](http://www.chspandc.org.au). **There are a limited number of lockers available.**
- Provide an active student-centred voice in the NSW School Infrastructure Project Reference Group
- Administer the P&C Building Fund and deliver smaller building projects e.g., upgrade student toilets, contribute to new building fit-outs.

**Examples of what we've done recently**

- Facilitated a variety of wellbeing programs for students & families (>\$30k - partly funded by RSL grant).
- Upgraded of student toilets (\$155k) & installed new water fountains (\$23k).
- Assisted funding for student leadership camp, Theatre Sports day & Mock Debate program (English)\$30k.
- Funded purchase of exercise bikes and before school sports program (PDHPE) >\$18k
- Funded a new piano for classroom use (Music) \$6k.

## How you can support our school

There are many opportunities for you to support the activities of the CHS P&C. Research shows that where parents are actively involved in school activities, student engagement and performance improves. The high school years are a vital time to stay connected with your teens.

### P&C Meetings – come along and have your say

You can join various school committees, share your expertise or volunteer your time and energy. Some are during school hours, others outside working hours: decide what suits you & your family.

### P&C Facebook page

Join our Facebook page at [www.facebook.com/groups/chspandc/](https://www.facebook.com/groups/chspandc/). This site is moderated by two volunteer parents, and is a great way to meet other parents and hear about things happening at the school and events sponsored by the P&C.

### P&C Roles & Social Activities

You can volunteer for various roles in the P&C. Do you have skills in other areas and willing to lend an occasional hand? E.g. accountant, architect, builder, landscape gardener, caterer, event organiser, communication and design or other? Some volunteering happens during school hours, others outside working hours: decide what suits you and your family. For example, volunteer at the Uniform Shop, be a parent representative on teacher selection panels, or help in the P&C Executive. Again, see our website for more information: <https://chspandc.org.au/volunteering/>

### Financial Contribution to the P&C

A financial contribution to the P&C is included in the invoice issued for all students attending the school. This contribution is used to fund requests made to the P&C by the school and to support the highly-valued well-being program we provide to students and parents each year. Without your support, these initiatives are not possible. Please note, CHS Parents and Citizens Association is a registered charity. The P&C contribution has two components:

- P&C general contribution: **\$100**
- Building Fund: **\$150** (suggested amount). *All gifts to the Building Fund > \$10 are tax deductible.*

*We need your support to create a vibrant and strong community.  
Whether it's financial or volunteering, every small contribution helps.  
We'd love you to come along and get involved!*



**EMAIL:** [secretary@chspandc.com.au](mailto:secretary@chspandc.com.au)

**WEBSITE:** [www.chspandc.com.au](http://www.chspandc.com.au)