

# School information



**2025**

*Developing safe, responsible and respectful learners in a stimulating and inclusive environment*

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# Contact information

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Website: [www.mudgee-h.schools.nsw.edu.au](http://www.mudgee-h.schools.nsw.edu.au)

Telephone: 02 6372 1533

Facebook: <https://www.facebook.com/mudgeehighschool>

## Principal

Mr Wayne Eade

## Deputy Principals

Mr Dayne Rosolen, Ms Melissa Date, Mrs Karen Quinn

## Heads of Department

Administration	Mrs T Donovan
Agriculture	Mr A Vitnell (relieving)
Careers	Mrs R Burke
Creative and Performing Arts	Mrs R Goldsmith
English	Miss M Tetley
HSIE	Ms W de Vos
Library	Mrs T Donovan
Languages	Mrs C McNeill
Mathematics	Mr J Maslen
PDHPE	Ms R McCann
Science	Ms M Williams
Support Unit	Mrs T Breadsell
Student Wellbeing	Mrs R Burke
Teacher and Learning	Ms C McNeill
Technology and Applied Sciences	Mr A Vitnell (relieving)

## Year Advisers

Year 7	Mrs S Hudson / Mrs J Keen
Year 8	Mrs K Gallen / Mr M Bennie
Year 9	Mrs A Hood / Ms J Davidson
Year 10	Mr T Dal Forno
Year 11	Miss K Eslick / Mrs M Willetts
Year 12	Mrs K Lang / Miss E Kenny

## School Counsellor

Mrs A Laurie, Mrs A Bungate (Senior Psychologist, Education) and Ms N Wright

## Careers Adviser

Mr Jason Nicholls

# Welcome to new students

Mudgee High offers a wide range of subjects including English, mathematics, science, history and geography, as well as many elective subjects, including VET and TaFE based courses, and extension courses in the core subjects. Students also have the opportunity to participate in extracurricular activities such as music, drama, public speaking, debating, animal showing and a range of sporting and physical activities.

When transitioning from primary to high school, students are no longer taught mostly by one teacher. Instead, they have different specialist teachers for each subject.

As a member of the school community, students will be expected to be **responsible, safe** and show **respect** for others. In return, students can expect to be treated in the same manner.

Staff are prepared to assist students in every way. It is important to seek assistance, if needed, with work or with any concerns at school.

Students should strive to do their best so that they can be proud of themselves and their school of them.

The School Motto, *Non Tibi Sed Scholae*, means not for yourself but for your school. Mudgee High's students are part of a school community. Communal existence means each of us should consider what is good for the group, not just ourselves, in all that we do.

# Junior curriculum

During Years 7 to 10, there are mandatory courses to be completed. Year 7 students remain in the same class for English, mathematics, history, geography, science, Japanese, music, personal development, health and physical education (PDHPE). They are in smaller groups for food technology, textiles, visual arts, agriculture and computing.

In addition to the mandatory courses, the curriculum structure in Year 8 is designed to allow students to experience a wide range of elective subjects. In Year 8, there is a semester system. This means that all elective courses are made up of modules which last for one semester (50 hours). Students have the opportunity to study two elective modules per semester. This gives them the opportunity to study four different modules over the course of the year.

Years 9 and 10 operate under a combination of year-based classes and vertically integrated classes. English, mathematics, science, history/geography, PDHPE and sport classes are based on Year groups, while all other Key Learning Areas have vertically integrated classes. The Year 9 and Year 10 courses are made up of modules which last for two semesters (100 hours). Each student is required to complete various compulsory and elective modules. Students have the opportunity to study two elective modules per year.

## Student wellbeing

The learning and support team (LaST) operates with the aim of assisting students to meet their potential and encouraging self-discipline which will assist them in later life. A copy of the Student Wellbeing, Good Discipline and Effective Learning Procedures booklet is available to all parents.

All staff are interested in students and their concerns. Special duties in student wellbeing are undertaken by the head teacher wellbeing, year adviser, learning and support teachers (LaST) and school counsellors. The year adviser is the first contact for matters of wellbeing, whether social or academic. Students and parents are encouraged to discuss their concerns with these staff members.

## Year 7 office duty

Each day, a student from Year 7 will be selected for office duty. This program is designed to assist students in becoming familiar with the school management procedures, staff and the physical environment. It is also a valuable school service that assists the school in its day-to-day organisation.

If you would prefer that your child is not involved in this, you have the option of withdrawing them from the program by contacting the school. Most students find this to be an enjoyable and rewarding experience.

## School counsellor

Mudgee High has the services of a school counsellor. The counsellor works with students, school personnel, parents, community agencies and other professionals, where appropriate, to assist students with personal wellbeing issues whether they be academic, physical, social or emotional.

The counsellor will:

- Liaise between the high school and primary schools and assist in the identification of learning disabilities, gifted and talented students and other special needs.
- Counsel students and parents during times of family crisis.
- Run programs for students whose social adjustment presents concerns for the student, parent or school staff.

Parents and students may make appointments to see the school counsellor. Information provided and discussions with the counsellor are confidential.

Remember, the counsellor is here to help when you need support.

## Careers adviser

The careers advisory service is designed to assist students in making the transition from school to work and/or further education and training. The careers adviser can provide students and their parents/carers a range of resources to help in career planning including detailed information on occupations, career pathways, and entry requirements to courses. Through individual counselling and class activities, students can focus on fields of employment which suit their abilities, aptitudes, interests and personality. Students also have the opportunity to develop work skills as well as investigate career options and pathways through the school's work experience program. There is a Careers Reference Room with books, pamphlets and computer access for student use.

# General information

## Medical

If a student has a medical problem, please let the school know the condition and medication your child is taking. Please complete a medical detail form prior to enrolment and discuss your child's needs with school staff. The school is not able to administer medication without special arrangements being in place. Students should only carry medication with them if they have prior permission from the principal or delegate.

If a student is sick during the day, he/she must obtain a note from their classroom teacher or from a teacher on duty during breaks and report to the front office. Students must not come to the front office without a note unless it is an emergency. Students must not make their own phone calls or texts to parents or carers unless directed by staff. Students who contact home using a personal device without permission are in breach of the school's personal device procedure. Front office staff will make all efforts to contact a parent or carer to collect a student if they need to go home. Accurate contact details are essential for this process to run smoothly.

## Lost property

Lost items are to be reported to the staff in the Learning Centre. Please ensure that your child's possessions (especially clothing) are clearly marked with their name. Students should not bring large amounts of money or items of value to school. If it is necessary, they may leave such things with a deputy principal for safe keeping. Property which is found should be left with the learning and support staff.

## Bicycles

Bicycles must be walked within the school grounds. When in school grounds, bicycles must be placed in the racks provided. Security for personal possessions is the student's responsibility. A bike chain is recommended.

## Skateboards/rollerblades/scooters

These must be carried within the grounds and stored in the storage area in the main quad. All care but no responsibility is taken for these items brought to school. A means by which to secure such items is recommended.



# Homework and study

Homework and study are very important at the secondary level of education. It is impossible for a secondary student to cover all aspects of subjects in class time. Consequently, each student is expected to follow up and revise class lessons at home.

Although the responsibility of this homework rests primarily with the student, parents have an important part to play in supervising and encouraging their children in this aspect of high school life. No child is ever without some form of home study. Although there may be occasions when there are no set assignments, students can always revise their work, read their set texts, learn vocabulary, formulas, rules and so on.

It is also important to encourage and praise students for doing their best. Parents can also encourage their child in other ways. Students study more effectively under certain conditions including quiet, a good comfortable chair and table (or desk) and a good light (a reading lamp is preferable). In short, ideal study conditions are to be found where discomfort, eyestrain, fatigue and distractions are kept to a minimum. We suggest you negotiate a set homework/study time for your child for each day, then insist that they spend this time at their desk.

# Bus travelling arrangements

All students enrolling in Year 7 who travel by bus **must** reapply for a bus pass.

Effective 12 May 2016, Transport NSW has made changes to the way you get a bus pass for your child.

Bus pass applications must be accessed online at: [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)

If your child already has a bus pass, they must ensure they have it with them when travelling to and from school.

Note: If your child does not have a bus pass OR is travelling to an address other than their home address (per school records), they will be required to pay the bus driver. (Prices available from Ogden's - Ph:6372 2489)

If you want to apply for a new bus pass for your child to travel to and from school to their home address and they meet the School Student Transport Scheme eligibility criteria, you must use the link above to apply. When the application is complete, you will need to bring it into the school for verification. The school will then forward it to Transport NSW.

If you require assistance with your application, call 131 500.

# The school library

The library is a valuable resource centre. It is open from 8.30 to 3.30 for students to read, undertake research, private study and borrow resources. Students are asked to respect the rights of others when using the library. The library is also open several afternoons each school week for those who wish to use it to complete work, research or assessments.

The library has a large selection of resources and internet access available for student use.

Students may use the library to assist with assignments and schoolwork. Students develop research skills as part of the subjects they study to help them to get to know what is available, and how to find it.

Library staff are there to help, so students should not hesitate to ask.

## Sport

Sport is an aspect of the school curriculum designed to promote pleasurable involvement in physical activity, improve or maintain fitness and foster positive attitudes, good sporting manners and healthy lifestyle.

All school sport is integrated into the curriculum for two periods per week, much the same as any other subject.

Sport is an important part of students' development. It is compulsory for all students up to the end of Year 10.

Enjoyment, participation and skill development are the features of sport, and the sport program includes participation in inter-school visits and entry in many State Championship Knockouts (KOs).

The school has an excellent record of participation and results in the State KOs. Students can look forward to many opportunities to foster their sporting talents.

The PE staff can provide further information regarding representative sporting teams.

## Accidents to students

Mudgee High School has ambulance cover for all students. There is, however, no general insurance policy which covers accidents to students participating in school activities. Parents must take out private accident insurance if they want their children covered.

# Parents and Citizens Association (P&C)

The P&C meets on Monday of Week 3 and Week 7 each Term at 6.00 pm in the performance centre via the Denison Street entrance (unless otherwise notified in the newsletter). There is a membership fee of \$2.00 per annum. When financially possible, additional school equipment, not supplied by the department, is provided by the P&C. The P&C also provides a good link between parents and teachers. At meetings, the opportunity is always available to ask questions and initiate discussion about school matters. All parents are welcome to attend.

The P&C also oversees the operation of the canteen.

## Excursion procedures

Most faculties run excursions from time to time. A note is sent home prior to the excursion requesting that a signed permission note and money be returned by a specified date. It is important that the signed permission note be returned with the money as students are not able to go if a note has not been returned. It is also important for money to come in by the last day for payment as decisions regarding excursion viability are made according to the number of students who have paid to attend. We may have to cancel buses and venues if the excursion is not going ahead.

Refunds will only be given for students who are unable to attend the excursion for significant reason/s. **Applications for refunds must be made in writing within one week of the excursion date.** Refunds will be held in credit against the student to be used for future excursions or fees. If this is not suitable, please contact the school office.

If there is a problem with paying for an excursion, please phone the teacher in charge of the excursion (their name will be on the permission note).

If an excursion is due back after 4 pm, the office will put a message on the answering machine advising the expected time of return. A message may also be posted on the school Facebook page. If there is no message, it will mean that we have not been advised of any time change and the excursion will be expected back at the time given on the permission note.

# School uniform

## Uniform code

Mudgee High staff, working with the Mudgee High School P&C, have established that school uniform is a desirable feature of our school for the following reasons:

- **Safety of students.** Intruders into the school grounds can be easily identified if all students wear the required school uniform. On excursions, students in uniform are easily identifiable and more effectively and safely supervised.
- **Learning social responsibility.** Students need to learn that sometimes the wellbeing of the whole society overrides the individual beliefs of some of its members. For example, wearing a bike helmet or a seatbelt.
- **To promote a positive image to our community.** A school's positive image benefits its students. For example, offers of support for work experience placement, sponsorship or employment, and general standing in the broader community.
- **Training for the workplace.** Uniform and acceptable dress is common practice in the wider world of employment.
- **To prevent competition** in clothing between students and provide a low-cost clothing option.

The Mudgee High School community has therefore determined that this school is a uniform school.

Students are required to wear full school uniform every day and to bring a written explanation from their parent/carer on each occasion they are out of uniform.

## Rewards for compliance with the uniform code

Students who regularly wear school uniform contribute to the accumulation of House points for their respective Houses, helping to build a sense of community within a competitive atmosphere.

They will also be entitled to:

- Represent the school in sporting teams.
- Participate in extra-curricular school excursions.
- Apply for a Principal's Platinum Medal.
- Be considered for nomination as a school or house captain.
- Be elected to the SRC.
- Documentation of their support for school uniform on their school reference.

# Uniform assistance

The Student Assistance Scheme can provide aid for families experiencing financial difficulties when purchasing a uniform. Confidential applications can be made through the principal's office.

There is also a clothing pool from which students may obtain items of uniform.

# PDHPE and sport uniform

Students are to wear sports uniform for all practical PE lessons. If this is not possible, students should wear clothes similar to the sports uniform and appropriate for a practical lesson, as well as bring an explanatory note from home.

# School uniform code

## Years 7 to 10

- Grey shorts with the school badge or grey trousers. **Track pants or ruggers are not permitted.**
- Navy skirt OR navy dress shorts with the school badge or navy dress pants. **Track pants or ruggers are not permitted.**
- A blue and red polo shirt with embroidered badge.
- Navy blue MHS school jumper or navy-blue sloppy joe with the school badge (**no hoods**).
- Navy weatherproof jacket with the school badge.
- Hats are recommended for protection from the sun. School hats may be purchased from the front office.
- Shoes must be enclosed to comply with Work, Health and Safety rules which requires the upper toe section of the shoe to be leather or leather like.
- Sport Uniform: All students to wear red polo shirt with school badge, navy blue shorts with MHS embroidery or navy track pants.

## Years 11 and 12

Polo shirt may have navy collar with red stripes. A navy jumper or the Year 12 senior school approved jersey or navy-blue sloppy joe with the school badge (**no hoods**).

No overt commercial logos, stripes or other decorations are permitted.

Please make sure all articles of clothing are marked with the student's name.

Where students are unable to wear full uniform, a note must be brought to roll call and a uniform pass will be issued. Where full sports uniform cannot be worn, students must provide a note of explanation from a parent or carer. Those without approved sports uniform will attend non-sport.

Items of uniform are available from:

- Mudgee Embroidery - 2 Moufarriage Mall
- Brand Me Mudgee – 1/15 Sydney Road
- Honey Pot Boutique (Girls slacks only) - Market Street, Mudgee.

## Main uniform



Navy blue and red polo shirt



Senior option: polo shirt with navy collar and red stripes



Grey shorts with school logo



Navy skirt with school logo



Navy shorts with school logo



Navy dress long pants



Grey long pants



Navy school jumper with school logo



Navy weatherproof jacket with school logo



Navy jacket with red stripes and school logo

## Sport uniform



Navy track pants



Red polo shirt with school logo



Navy shorts with MHS embroidered

# Extracurricular activities

## Music

Our music department offers a range of musical activities which may interest students. These include band, choir, instrument tuition and elective courses. The band offers instrumental tuition to mainly woodwind and brass players who wish to study in a group situation. Speak to a music teacher if you wish to be involved.

Participation in a school musical is available in some years. Many enthusiastic students and staff have the chance to be involved in varied aspects of the production including performances, backstage, costumes, set design and band. Auditions are open to students from all years. Regular concerts are held throughout the year at school and in the wider community.

## Student Representative Council (SRC)

The SRC consists of the school captains and representatives elected by each Year group. Its objectives are to:

- Initiate and organise a wide range of student activities.
- Provide a forum for students.
- Encourage maximum participation in school activities.
- Develop co-operation between staff and students in working toward common goals.
- Raise money to run the SRC and for selected charities.
- Develop leadership and organisational skills in students.

Elections are held in Term 4 for Years 7, 8, 9, 10 and 11 for the following year, and the incoming Year 7 representatives are elected in Term 1. Meetings are held weekly, with the president of the SRC being chosen from Year 11. The current SRC adviser is Ms Zhang.

There are other leadership opportunities for students who do not get elected to the SRC.



# Elective subject fees

To cover the costs associated with consumable materials provided in practical classes, subject fees are charged for some practical courses. Details of these fees are provided on a separate handout. Students selecting elective subjects (Years 8 to 12) must be aware they need to make these payments to cover costs associated with the course(s) chosen.

Parents will receive an invoice detailing the costs according to subjects selected for each student per semester. Assistance is available for families with financial difficulties. A form can be obtained from the office.

# School canteen

The school canteen is managed by the P&C with the assistance of volunteers.

All profits from the canteen flow back to the P&C and hence back to the school to help the students in our care. The canteen offers a wide range of healthy menu items, various specials and seasonal menu items are also available.

It is a very busy and increasingly popular canteen, so the assistance of volunteers is always needed and much appreciated. If you are available to assist, please contact the canteen on 6372 3276.

# The core rules

At Mudgee High School, we embrace the principles of positive behaviour for learning.

The universal guidelines for our school are **Safety, Respect** and **Responsibility**.

All students in NSW government schools are expected to:

- Behave safely, respectfully and responsibly, including when travelling to and from school.
- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or antisocial behaviour of any kind, will not be tolerated.

# School organisation times

Table 1 Weekly organisation timetable

Time slot	Start time	Finish time	Duration (mins)
Roll call	9.00	9.16	16
Period 1	9.16	9.54	38
Period 2	9.54	10.32	38
Recess	10.32	10.52	20
Period 3	10.52	11.30	38
Period 4	11.30	12.08	38
10 minute break	12.08	12.18	10
Period 5	12.16	12.56	38
Period 6	12.56	1.34	38
Lunch	1.34	2.09	35
Period 7	2.09	2.47	38
Period 8	2.47	3.25	38

School assembly is held each Wednesday during Period 4.

Things to remember:

- When moving on staircases, please use the stairs closest to your room and remember to keep to the left.
- Roll call and notices is followed by reading and pastoral time each morning. Students need to bring suitable reading material to roll call.
- Supervision is provided at the school from 8.30 am. Bus supervision occurs in the afternoons.

# What do I do when? A quick reference guide

## I don't know where to go

- Check your timetable.
- Check your map.
- Ask any member of staff.

## I have lost my bag or my timetable

- Report the loss to the front office.
- Replacement timetables may be obtained from the library office.

## I have forgotten my lunch

See the front office or your year adviser.

## I have forgotten books, pens, PE uniform, cooking essentials

See your teacher before the lesson to explain.

## I wish to leave the class during lesson time

- This is allowed but only in emergencies.
- Check with your teacher.
- You must have a yellow "Out of Class" permission slip if you are out of class.

## I am having trouble with schoolwork

See your class teacher, the head teacher of the subject, your year adviser or a learning and support teacher located in E3a.

## I was absent from school because I was sick

- You must bring a note explaining why you were away (on the day you return to school) and put it in the absence box located in the student foyer at the front office.
- Absence booklets are available at the front counter for parents to take home and fill in when needed.
- Absences can also be recorded on the Sentral Parent Portal.

## I know I will be absent for a family reason

- Bring a note to the office.
- The principal must approve all absences longer than 3 days.
- Overseas holidays require a form to be filled out at the front office.

## I am late for school

- Students who arrive after 9.15 am report to the front office for a late note.
- Students who arrive after roll call must not go to class without a late note.

## People from outside school approach me at the fence line or in the playground

Students should not be near the school fence line. However, if a student is approached by a member of the public they should move away and report to the nearest teacher on playground duty.

People should not attempt to make contact with students from the school boundary. Visitors to the school must report to the office if they wish to deliver a message or see a student. The front office is accessed via Douro Street.

## I wish to bring my mobile phone to school

Students are required to lock their phone in their supplied Yondr pouch upon arrival at school each morning where it will remain until they leave at 3.25 pm. Students are not permitted to use mobile phones at school.

## I am sick or hurt at school

- If sick or injured, students must report to whoever of the following is appropriate: their class teacher; the teacher on duty during a break, the front office or a deputy principal.
- If reporting to the front office, students must bring a note from a teacher.
- If it is an emergency, a student may go straight to the office. Medical attention will be sought or parents contacted so the student can go home.
- Please note, the school has ambulance cover but there is no general insurance cover for student's accidents.
- Students must not ring a parent to go home sick without first informing the office.
- All students leaving school must be signed out.

## I need to leave school early or have an appointment during the day

- Students must bring a signed and dated note giving the reason for early departure and take it to the front office before 9.00 am.
- The note should indicate whether the student will be returning and when.
- Students are not permitted to leave school to visit the shops.
- Students leaving school must be signed out.
- Printed leave note booklets are available from the front office.

## I am going on an excursion or sporting visit

- Students will need to bring in a permission note signed by a parent or guardian.
- Payments for excursions may be made through the front office or online via the school website.
- Students must be correctly dressed in uniform to go on an excursion (unless otherwise advised).
- It is important to ensure the teachers on excursion know of any medical issues a student may have and that students bring any prescribed medication including asthma puffers or EPIPENS if required.

## I am concerned about the way I am being treated

- Students who have any issues or concerns should speak with their teacher, the teacher on duty, the deputy principal or their year adviser.
- Bullying/harassment forms are available from all staff and the library.

## Someone is encouraging me to do the wrong thing

Walk away from the situation and report to the nearest available teacher.

## I see other students doing the wrong thing

Report this to the nearest teacher.

## I need to pay money to the school office

School office hours for making payments by students are between 8:30 am and 9:00 am, recess, 10-minute break and lunch time.

## I do not have correct uniform on one day

Students must bring a note from a parent/guardian explaining the reason they are out of uniform and hand it to their roll call teacher. They will be issued with a uniform pass for that

day. Students must wear as near as possible to the correct uniform even when they have a note.

## Mobile phone and other personal communication devices procedures

Department policy states that students are not allowed to use mobile phones at school, including during recess and lunch, unless their circumstances meet the criteria for an exemption. Application for an exemption must be made to the principal. Principals may allow students to use mobile phones in specific circumstances, such as for an educational purpose, to achieve student health and wellbeing outcomes, or as part of reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.

At Mudgee High, all students are issued with a magnetically sealed pouch in which they are to keep their phones locked away during school hours. Students found using their phones during school hours will have them confiscated. First offence, the phone will be returned at the end of the day. Second offence, parents will be called to collect the device. Further misuse will be treated as continued disobedience and may earn a suspension.

The care and security of personal mobile devices is the obligation of the student and the school accepts no responsibility for damage and/or loss of mobile devices.

For other personal devices such as laptops, iPads or Chromebooks, students must adhere to the Department's Acceptable Use of Technology policy. The policy outlines the appropriate use of the Department of Education's internet and online communication services. Please see the link for more information: [student use of digital and other online devices policy](#)

# Expected behaviours for designated areas

Table 2 Playground expected behaviour

Area	Expected behaviour
T Quad	Passive
Senior area	Restricted games
Main quad	Restricted games
Undercroft	Passive
Year 7 area	Restricted games
Canteen	Passive
Creative Arts (F block)	Restricted games
Oval	Active
Basketball courts	Active
Support unit	Active
Outdoor learning space	Passive

**Passive areas** are places where students may walk about and sit.

**Active areas** are places where students can run and play non-contact games.

**Restricted games** mean students can play handball, walk and/or sit in these areas.

In all areas, students must behave in a safe, respectful and responsible manner.

# Maps

Figure 1 Top floor map

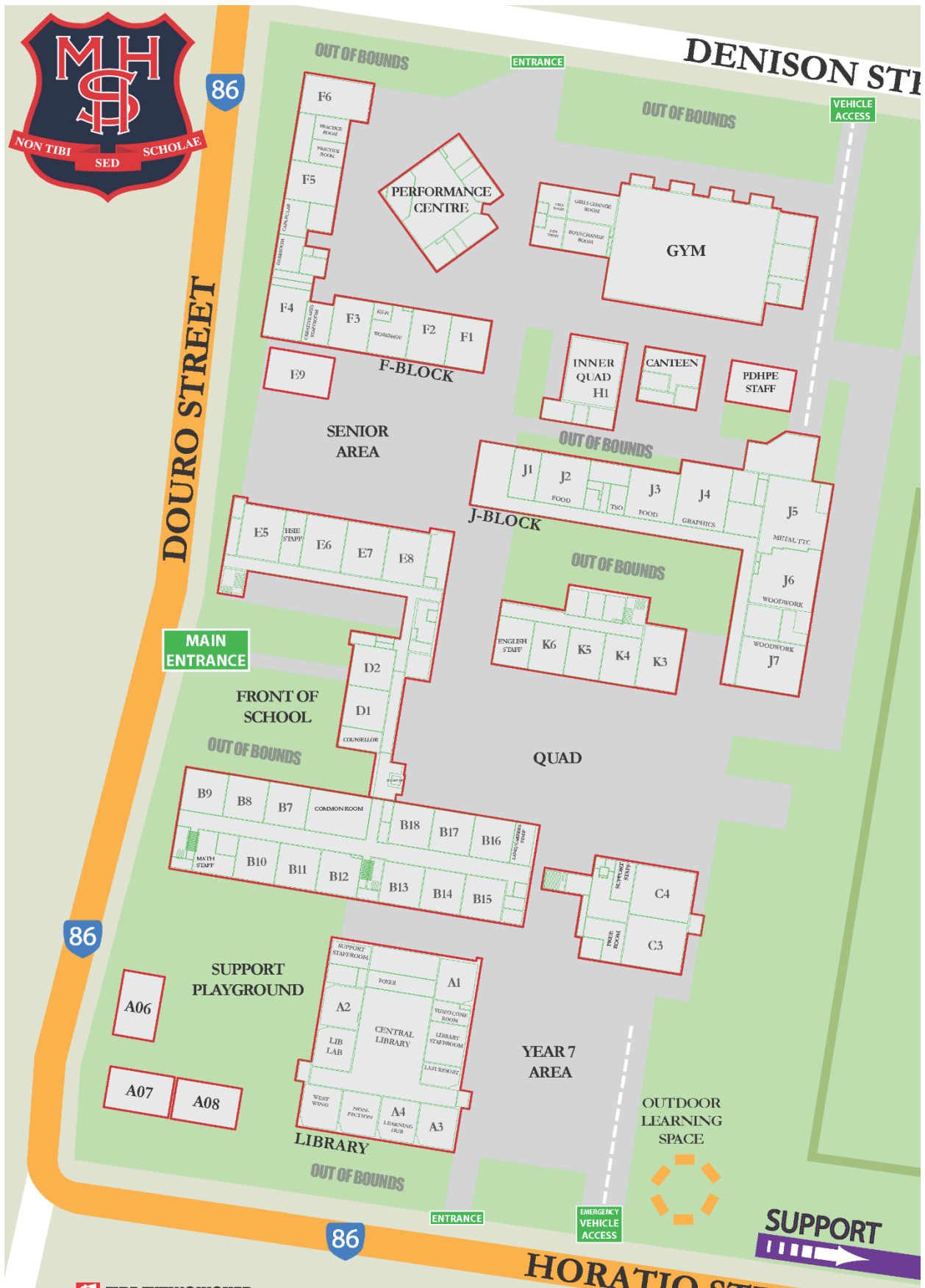




Figure 2 Ground floor map

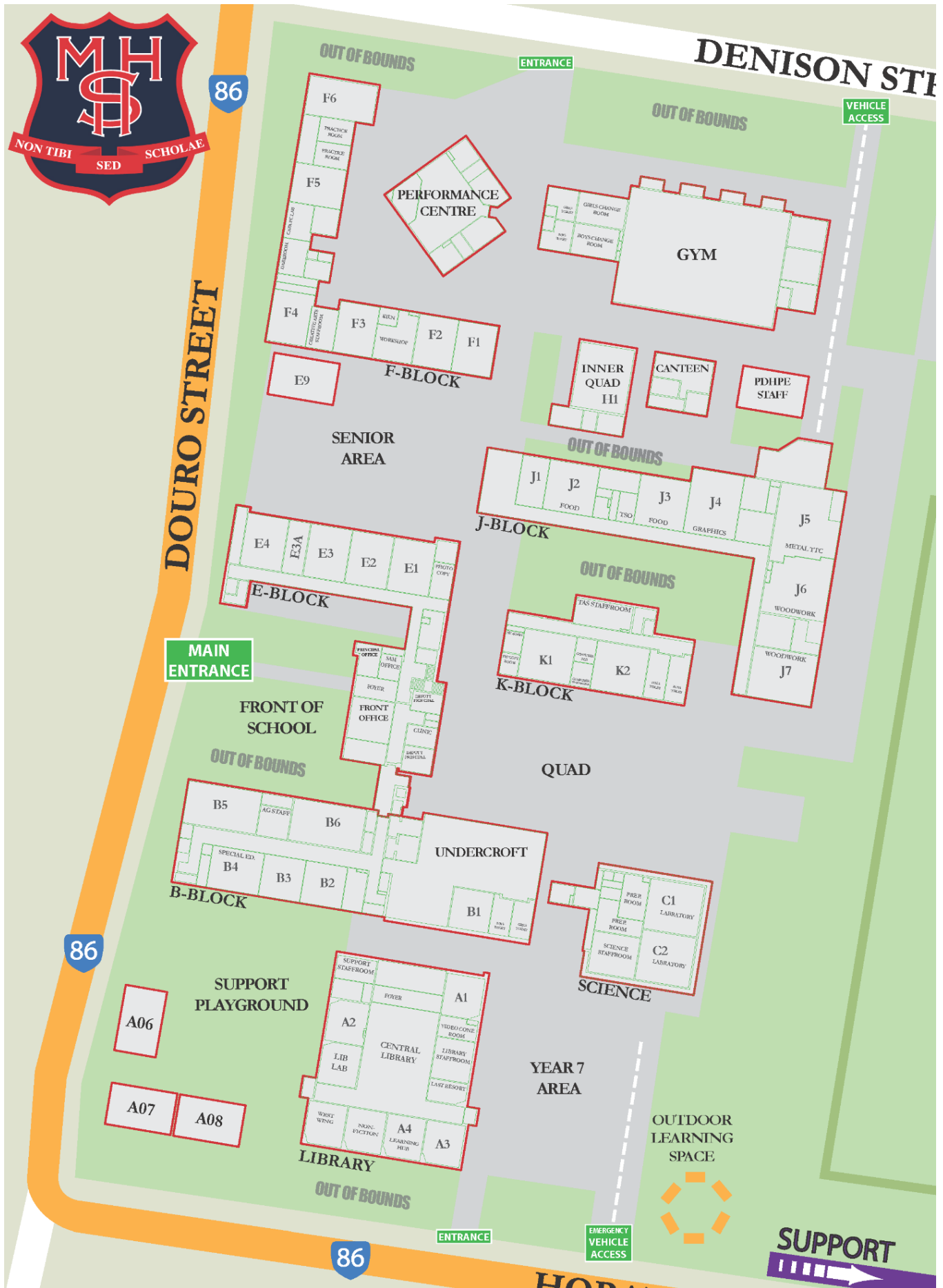
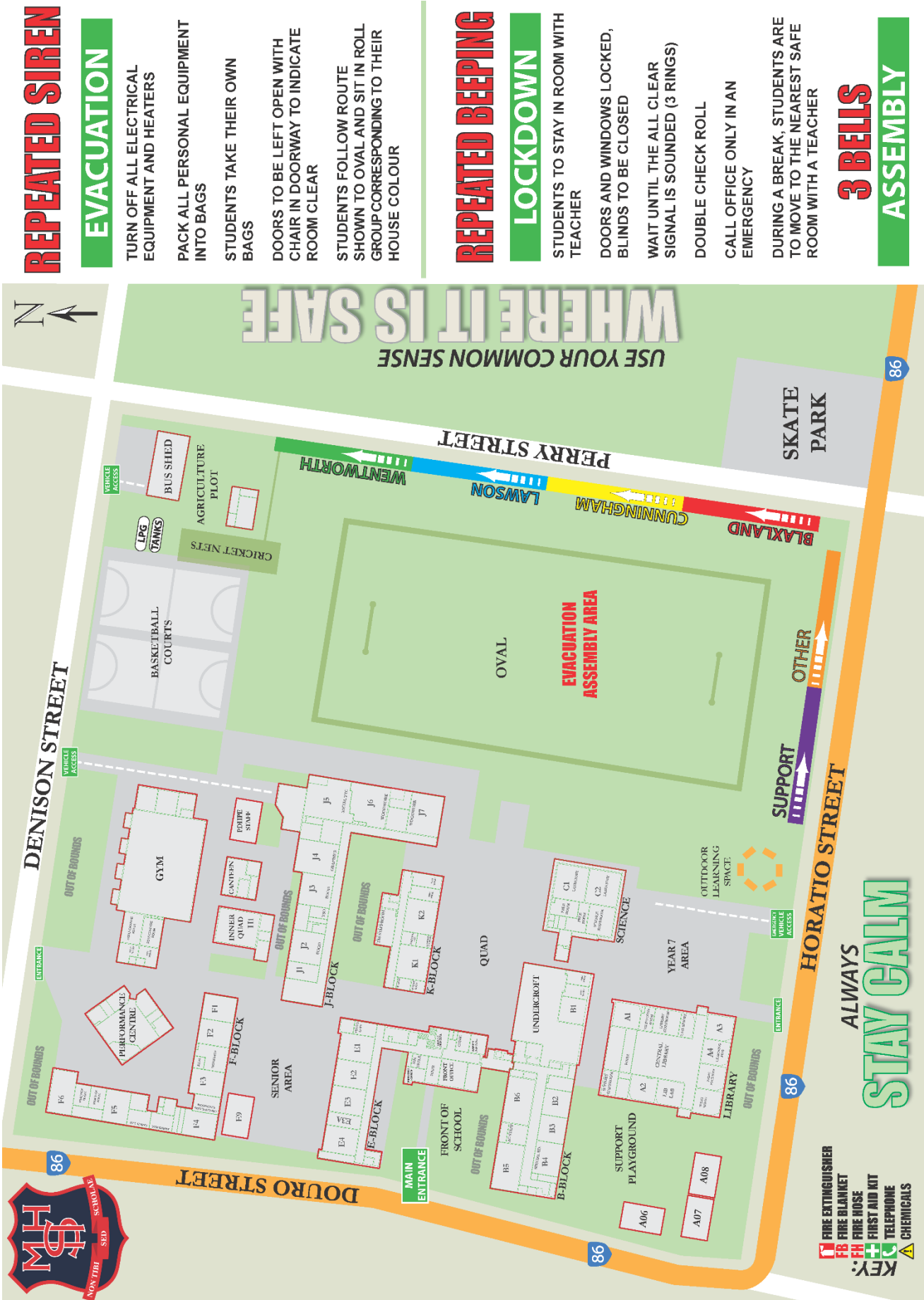


Figure 3 Evacuation/Lockdown map



# Booklets with further information

A hard copy of the following booklets may be obtained from the school's front office or may be downloaded from the school website:

- Year 7 curriculum information
- Year 8 elective handbook
- Years 9 and 10 elective handbook
- Senior course selection handbook
- Year 11 Assessment preliminary HSC manual
- Year 12 Assessment HSC manual
- Student wellbeing booklet

Mudgee High School website address: <http://www.mudgee-h.schools.nsw.edu.au/>

Information booklets may be found under the [\*About Our School tab – Information Booklets.\*](#)