

# GENERAL SCHOOL INFORMATION 2017

## ATTENDANCE

### WHOLE DAY ABSENCES

Parents should notify the school if their daughter will be absent, by emailing the office [attendance@danebank.nsw.edu.au](mailto:attendance@danebank.nsw.edu.au) or by accessing the parent portal on *iDanenet* after 5pm and reporting it there. If the student's absence is unexplained after seven days, the absence will be listed on the student's school report as unexplained. Parents will be notified via email if their daughter was absent.

### LATE ARRIVAL

The school day commences at 8.20am except when students in Years 11 or 12 have a Period 0 lesson which commences at 7.15am. Students who are late to school are expected to present to the office on their arrival at school. A note of explanation from parents is required. This includes students who are late to a Period 0 class. Lateness to school can be explained up to seven days after the occurrence of lateness. The school will not be informing parents of lateness by email. Students are expected to communicate lateness to their parents.

Exceptions to this will include any instance when there has been a confirmed public transport issue.

### EARLY LEAVE

A student who needs to leave school early must present a note signed by her parent or guardian, or an email ([attendance@danebank.nsw.edu.au](mailto:attendance@danebank.nsw.edu.au)) to the school office before 8.20am. The student can then collect a 'leaving early pass' from the office before departing.

**NOTE:** This also includes students in Years 11 or 12 who have a Period 7 class that finishes at 4.15pm.

### APPLICATION FOR LEAVE - HOLIDAYS OUTSIDE SCHEDULED SCHOOL HOLIDAY TIMES

There can be times when your daughter may be away from school for an extended time due to family commitments or overseas travel, for example. On these occasions, parents should complete an "*Application for Leave*" for holidays outside scheduled school holiday times **at least two school term weeks in advance**. The form can be found on *iDanenet* under *School Policies* or collected from the school office.

### REQUEST FOR EXEMPTION FROM ATTENDANCE

There can be times when your daughter may be away from school for an extended time due to long term illness or participation in an elite sporting event for short periods of time, for example. On these occasions, parents should complete a *Request for Exemption of Attendance Form* **at least two school term weeks in advance**. The form can be found on *iDanenet* under *School Policies* or collected from the school office.

If the exemption from attendance is granted to your daughter, this absence will not be included in the 'Total Days Absent' on her School report.

These forms ask Mrs Davis, the School Principal, for permission for your daughter to be absent for an extended time.

Your daughter will need to organise alternate arrangements with the Deputy Principal Administration for any formal assessment task that will be missed while she is on leave. This must be completed on the form. The form needs to be sighted and signed by the Deputy regardless of whether any assessments are due. Your daughter is also responsible for organising work to complete with her class teacher(s) for the time she is on leave.

## ASSESSMENT

Information can be found in the *Assessment Handbook* which is located on the *parent portal* on the home page via Senior School Document Download then Senior School Documents, Letters and Handbooks. Students can access these through **Canvas** in *iDanenet*.

## CAMPS AND EXCURSIONS

Annual camps are held for Years 7, 8, 9, 10 and 11.

- **Year 7** begins with a friendship camp.
- **Years 8 and 9** camps give the girls experiences in outdoor living and opportunities to step outside their comfort zones to choose challenging activities. Students develop independence and team building skills.
- **Year 10** camp has a major focus on leadership skills.
- **Year 11** camp is a retreat, designed to give the girls good coping skills for their final year of school. It focuses on stress management and study skills while still having some fun.
- **SIC and FOCUS** camp is the annual Christian group weekend away. It is student run and focuses on building relationships with each other and with God. Excursions are held throughout the year by various faculties.

## CANTEEN

The school canteen is fully staffed by the school but also benefits from the help of volunteer parents.

The canteen has a healthy food policy and is open for recess and lunch every day and provides a variety of nutritious foods. Lunch orders are made through an online service via [www.munchmonitor.com.au](http://www.munchmonitor.com.au)

Username: danebank

Password: munch2220



# GENERAL SCHOOL INFORMATION 2017

## CAREERS

The Careers Adviser's Office is located in the Resources Centre. The Careers Adviser is available to assist and advise students and parents regarding careers and post-secondary school courses. Advice is also available for secondary students when they are making school subject selections. Additionally, Mrs Cartwright operates a Work Experience program for Year 10 students. She is also available to assist students with study skills.

## CHAPEL

At the beginning and end of term, and each Monday, all students gather in chapel services held in the PAC. This is a time of learning from God's Word, prayer and singing. Students assist with Bible reading, prayer and in leading chapel music.

## CHRISTIAN GROUPS

Student led Christian groups run at lunchtime each Tuesday. FOCUS is for students in Years 7-10 and SIC is for students in Years 11-12.

## CIRCULAR TO PARENTS

The **Danebank News** is available every second Friday, during term time. This is a most important means of communication between the school and parents. The newsletter is emailed to parents and can also be accessed on the **Parent Portal**.

## COUNSELLING

Students can self-refer to the school's Clinical Psychologists by emailing them directly or visiting the counsellor's office or by contacting their Year Coordinator.

Ms Sleeman - [vanessa.sleeman@danebank.nsw.edu.au](mailto:vanessa.sleeman@danebank.nsw.edu.au)

Ms Li - [stella.li@danebank.nsw.edu.au](mailto:stella.li@danebank.nsw.edu.au)

## DETENTION

Detention classes of up to 45 minutes duration are conducted for students who breach the **Code of Behaviour**. They are held from 3.15pm until 4.00pm. In all cases parents will be given prior notification, and will be required to sign a note acknowledging the detention class.

## DUKE OF EDINBURGH

Students can participate in the Duke of Edinburgh Award commencing in Year 9 with the Bronze award. Students who continue can complete the Silver and Gold awards by the time they finish school. There are four components to the Duke of Edinburgh Award, these include: skills, volunteering, physical recreation and expedition.

## FIRST AID, ILLNESS AND MEDICATION

**Medical information should be accurate and up to date. Information regarding medication in particular, is required at the beginning of each year.**

This information together with changes of address, telephone numbers, and parent's place of work or emergency contacts can be updated via the **Parent Portal**.

If a student is ill at school she obtains a note from her class teacher and takes it to the office. Students who are not well should not attend school. In emergency cases of illness or accident the staff will contact parents/guardian. When a student self-medicates at school the parents must send a note to Miss Romberg verifying this self-medication supplying all relevant details. This information will be attached to the student's file.

## HOMEWORK/HOME STUDY

A regular program of homework and home study is essential for all students. Secondary school students must learn to work independently to ensure that they cover all work set for them.

Homework includes work set by teachers, preparation for the following day's lessons, long term assignments and revision of each day's lessons. Guidelines for time to be spent on homework/home study each night is as follows:

**Years 7 and 8** - up to 1½ hours      **Year 11** - 3 hours  
**Years 9 and 10** - up to 2 hours      **Year 12** - 3½ hours

If set homework is not completed, the teacher will address this issue with the student and if the matter becomes serious, parents will be notified and detentions may be given. Year Coordinators and BOND teachers will assist students at regular times during the year with planning for study.



# GENERAL SCHOOL INFORMATION 2017

## **HOMWORK – WHAT STUDENTS CAN DO**

### **READ AHEAD**

Students should read ahead in their text books, read their prescribed text or read relevant source material well before this material is addressed in the classroom. This will assist them when they come to the content in class as the information is more familiar to them.

### **PREPARE STUDY SUMMARIES**

Students should prepare study summaries each week. Some subjects have very specific content that must be learnt, and dot point summaries in these subjects can be highly beneficial. Summaries should be brief and concise, they should be "written" in a way that best suits the students learning style(s). Pictures, tables, mind maps, short notes, flow carts can all be used. Simply re-writing notes without modification or adaptation is not helpful.

These summaries should be reviewed on a regular basis so the content is lodged in the long term memory.

### **WRITE QUESTIONS TO CLARIFY**

If there are areas that need clarification students should write down those questions so that they can ask their teacher the next day.

### **PAST PAPERS (ESPECIALLY FOR YEARS 11 AND 12)**

Students should prepare for examinations by completing past papers. These should be done twice.

The first time students should review their study summaries and then put them away. They should then complete the past paper *without* looking at their summary. They should make sure they use techniques taught in class to unpack the question, brainstorm technical terms and scaffold an answer.

The second time they do the past paper they should change the pen colour that they use and complete the paper with their study notes, class notes and text book. They should remember to add any technical terms missed. This process helps refine whether they know the content or not.

## **HOUSE SYSTEM**

The Houses in Danebank's House system are named after people of significance in Danebank's history. The Houses are **Ball**, **Cowell**, **Gray** and **Richmond**. The House system allows students to develop a sense of School spirit and contribute positively to the school in academic work, in sporting and extra curricula activities, in conduct and in service.

A House Festival, held in Term 3, is a special celebration and a highlight of the year for students to participate in a range of activities on the day.



## **K-12 RESOURCES CENTRE**

The Danebank Library is a vibrant and busy space which supports students' reading, study, social and overall learning needs.

The Library is open from 8.00am to 4.00pm Monday to Friday except on the last day of term. Junior School Library is open in school hours.

Students have access to a wide variety of resources both physically and digitally accessed in the Library or from home. Most items may be borrowed. Borrowing restrictions may vary, depending on the demand for particular resources. Photocopying, printing, scanning, electronic chargers and laptop services are available in the Library.

## **ILSS (Information Literacy and Study Skills)**

ILSS classes are run weekly for the first semester in Year 7.

The Library manages the acquisition of and access to eTextbooks, the schools eBook library, Overdrive, and our digital video collection through ClickView. Senior students also have access to the Independent Learning Centre. They may use this space for private study, and research projects.

## **LEARNING +**

Learning + is a program that provides opportunities for students to develop understanding and skills as they explore how to enhance their learning.

Across Years 7-10 students have the opportunity to focus on the inquiry learning process, effective research skills and the keys to developing good study habits. To support students and parents the school holds a subscription to the **ELES Online Study Skills Handbook Website** which provides a comprehensive and interactive online experience for students, parents and teachers. This site can be accessed via the library home page or by accessing [www.studyskillshandbook.com.au/](http://www.studyskillshandbook.com.au/)

**Login:** danebank

**Password:** watermelon17

# GENERAL SCHOOL INFORMATION 2017

## LOCKERS

Each student is allocated a locker which must be kept in good condition. Each student is issued with a lock which they keep for the duration of their time at Danebank. Students are responsible for ensuring their lockers are securely locked at all times for the safekeeping of their personal possessions.

## PASTORAL CARE

BOND is usually held twice each week on Tuesdays and Thursdays. BOND groups are small groups lead by a teacher and in Years 7 to 9, by Year 11 Student Leaders. In BOND, students will focus their activities on the precepts of Positive Education which assists students to flourish by understanding themselves. During this time, students will look at goals, character strengths, stresses and how to deal with them in a resilient manner. They will learn how to re-frame setbacks, look for solutions and plan their way forward.

## REPORTING TO STUDENTS AND PARENTS

Detailed reporting of student achievement is provided through the online *School Portal* and this is complemented by twice yearly reports summarising students' overall academic progress and engagement. Parent/Teacher nights are held for each year group during the year.

## SCHOOL FUNCTIONS

All students must attend Chapel, Assemblies, school camps, special activity days, Autumn Fair, Carol Service and Speech Night.

## SCHOOL LEADERS

**PREFECTS** - Prefects are elected representatives of Danebank School. They have responsibilities for maintaining the high spiritual and behavioural standards of the School. They should be given the respect they deserve and any instructions they give should be observed promptly.

**HOUSE OFFICIAL** - There are four Year 11 House Officials elected by the student body of their House. They are responsible for the organisation and implementation of House Festival Day in term three and responsible for House Spirit at carnivals. They report to the House Patrons.

**SRC** - The Student Representative Council has members elected from each Year group who attend regular meetings.

**UT PROSIM** - This leadership group assists the teacher in charge of Service Learning. They work together during BOND to promote and assist with the areas of service and help raise awareness of social justice issues within the school and outside of the school.

**YEAR 11 LEADERSHIP ROLES** - In addition to the above school leadership roles, Year 11 students can also be chosen to be Peer Support Leaders and BOND Leaders.

## SPORT

It is compulsory to attend and to participate in sport and physical education and sports carnivals. Students are expected to wear full sports uniform for all sporting activities.

## UT PROSIM - *That I May Serve*

Service is an important characteristic at Danebank as we seek to follow the ultimate example of service seen in Jesus.

All girls, irrespective of ability, are able to contribute positively to the life of our school by supporting the motto Ut Prosim. By participating in activities organized by the Service Learning Coordinator and Ut Prosim leaders, House Officials or Student Representative Council and by supporting charities and community service activities, girls demonstrate their School Spirit. This is fundamental to accepting responsible citizenship.

