



Eltham  
High School

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# ELTHAM HIGH SCHOOL

## A STUDENT'S GUIDE

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School

safe to be themselves and challenged to think critically, work in teams, show leadership and achieve success along many pathways.

At Eltham High  
each person feels

**Eltham High School's Values:**

- Pursuit of Excellence
- Creativity
- Individuality

**Deeds that Count are:**

- Social and Environmental Responsibility
- Respect for Diversity
- Integrity



The aim of this guide is to provide easy to find answers to some of the questions that will undoubtedly arise over the next few months.

If you need more information, please contact:

**Junior School (Year 7) – 9430 5110**

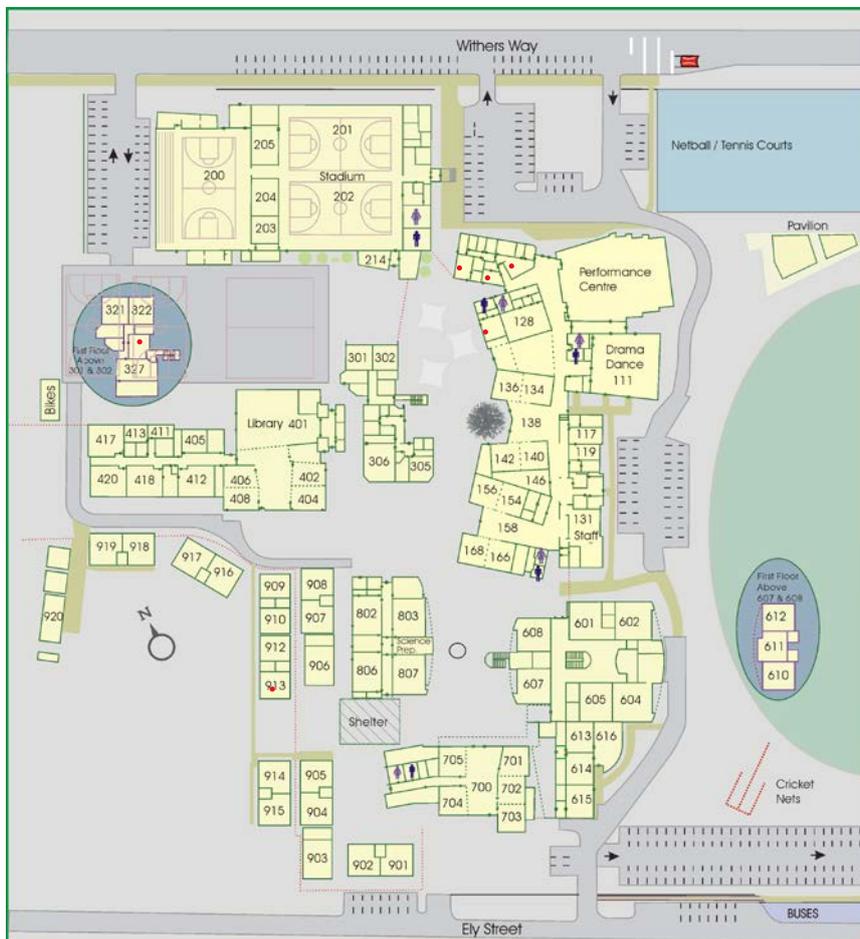
**Middle School (Years 8 and Year 9) – 9430 5172**

**Senior School (Year 10, Year 11 and Year 12) – 9430 5164**

### “Help, I’m lost!”

Normally we say “stay where you are until the search and rescue party comes to find you”, but that isn’t the best advice in this instance. When you are at school just ask someone, go to the General Office, or any of the Sub School Offices for help.

### Sub School Offices for help.



# **Attendance at School**

If you are unable to attend school for any reason, your parent/guardian will need to record the absence utilising the Compass Portal.

If you will be away for a number of days, your parent/guardian should contact your coordinator to arrange for work to be sent home.

If you will be away on a family holiday, your parent/guardian should contact your coordinator and your teachers before you leave to see whether you will need to take any work with you, and to make sure that all your work is up to date.

## **Late Arrival/ Early Departure**

### **Kiosk – Late Arrivals**

If you are late to school in the morning you are to put your bag in your locker first, before going to the Compass Kiosk, located in the General Office foyer. You will need to use your Compass ID Card to touch on, or your login and password, to collect a late pass to take to your teacher. Your parent or guardian will then need to approve your late arrival via the Compass Parent Portal, using their login credentials. If you are late to a class during the day you are still required to collect a late pass from the Compass Kiosk. Lateness to class during the day will be dealt with initially by the class teacher.

If you need to leave school early, you will need to collect an early leave pass from the Sub School, either before school, at recess or at lunch time. You will need to give this to your relevant class teacher so you can leave class early. A note from home stating when you are leaving and the reason is required.

# **Compass Newsfeed**

Important information is sent to you each day via the “My News” section on your Home Page in Compass. It is important that you read this every day.

## **Newsletter**

The school newsletter is produced each Tuesday afternoon. It will be emailed home to all families and is also available on the school website ([www.elthamhs.vic.edu.au](http://www.elthamhs.vic.edu.au)). If, for any reason you cannot receive the email, a printed copy is always available at the General Office.

## **Canteen**

The Canteen opens at 8.30am, allowing students to purchase hot or cold drinks. Lunch orders are strongly encouraged and may be made before school or at recess. Ordering your lunch reduces time waiting in a queue. A comprehensive range of wholesome food, with daily home-cooked specials are available. Students are asked to always use good manners when ordering. For the first few weeks of Term 1 our Year 7 students will start their lunchtime five minutes earlier, so they can find their way to the Canteen before other students.

# Dress Code

The easiest way to understand the Eltham High School Dress Code is to choose clothes that are appropriate for the workplace.

This means that brief clothing (singlet tops, short shorts or skirts, bare midriffs) and clothing with offensive slogans or pictures are not acceptable.

Thongs are not appropriate footwear. Solid footwear is recommended and is a prerequisite for some subjects.



# **Resource Centre**

**(also known as ‘the Library’)**

The Resource Centre is open from 8:30am to 4:00pm, including recess and lunchtime.

Students are welcome to use the Resource Centre during these times for borrowing, to use computers, and for quiet reading.

## **Online @ Eltham High School**

All Eltham High School students have access to the school intranet, which includes an email account. You will begin the year with a \$10.00 credit in your printing account. This can be topped up as needed by payment to the School Cashier, who can be found in the General Office.

Early in Term 1 you will be given your password and shown how to access and use the school intranet, as well as the Compass Student Portal. You can use Compass to access your timetable, learning tasks, resources, and school reports, as well as to email your teachers. Your teachers will also make relevant resources available on Compass.

### **Useful Contacts**

General Office: 9430 5111

School Cashier: 9430 5118

Junior School/Transition Leader: Melissa Hughes  
[huh@elthamhs.vic.edu.au](mailto:huh@elthamhs.vic.edu.au)

**Junior School Sub School Office**

This is where you will find all of the Junior School Coordinators (see map below). This is also where you should hand in any absence notes, and where you go to get an Early Leave Pass.

Your coordinator is the person you should go to for assistance when you need it. They are also the person your parents should contact if they have any questions.



# **Why Not Get Involved!**

**Some of the amazing lunchtime, before, and after school clubs that have run in the past include**

Junior Drama

Swimming Club

Choir

Environment Group

Homework Club

Debating Club

Language Conversation Club  
(French and Indonesian)

Tournament of the Minds

Pottery Club

Smart not Scattered

Anthology Club

Art Club

Environment Group

Coding Club

Origami Club

Harmony Team

Textiles Club

Stand Out (Supporting LGBTQIA+ young people and their allies)

We look forward to meeting you!

# Did You Know?



Eltham High School began in 1926 as Eltham Higher Elementary School as part of primary school S.S. 209.



Later in 1926, the school moved to an old wooden hall in Henry Street.



The first School Principal was Mr Stewart who would ride his white horse from Eltham State School to the Higher Elementary School.



The site where the current school buildings are was previously a cherry orchard, the front oval a market garden, and the back oval a quince orchard!



During these early years detentions were given for being late, being noisy in class, not paying attention, and having dirty or undone boots! Detention time was put to good use, as students were seen rolling 44 gallon drums full of water around the school in order to water the trees.



In 1950 Eltham High School was officially known as a High School.



In 1954 electricity was connected to the school.



There are four school house teams which have been named after those who significantly contributed to the establishment of Eltham High School

- **ANDREW (Green)** Mr Ernest James Andrew, councillor and Mayor in the early 1920s
- **EVERARD (Gold)** Mr William Hugh Everard, a member of the Legislative Assembly for many years and a long-time associate of the school
- **RUTTER (Red)** Mr Hubert Rutter of Yarra Braes, an Engineer, as well as an active councillor and Shire President
- **STEWART (Blue)** Mr John Stewart, the first Principal of Eltham High School (known then as the Headmaster)



## ***Student Code of Conduct***

Just like in any community, all members of the Eltham High School community have rights, responsibilities and expectations. The next few pages set out our official school policy which your classroom teachers will take you through in your first few weeks at Eltham High School.

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All Eltham High School community members have the right to participate in a learning environment which is safe, supportive and inclusive of their individual needs. All school members are to be treated with respect and dignity in an environment which promotes positive relationships, values diversity, and supports the learning of all students. In line with the Eltham High School Strategic Plan, the school will provide opportunities for student participation and leadership, with an emphasis on developing the whole person (cognitively, personally, socially & emotionally), and supporting the personal growth of students across a wide range of curricular and co-curricular areas.

### ***Rights and Responsibilities of the School Community***

Student, staff, and parent behaviour impacts on the educational, social, emotional, and physical development of all members of the school community.

### ***Rights and Responsibilities of Students***

<b>Students have a right to:</b>	<b>Students have a responsibility to:</b>
<p>Work in a safe and supportive environment where, without intimidation, bullying (including cyber-bullying) or harassment, they are able to fully develop their talents and interests, and achieve success along many pathways.</p> <p>Participate fully in the school's educational program.</p> <p>Work in an environment which recognises and caters for their individual learning needs.</p> <p>Have their opinions heard, and be listened to.</p>	<p>Model the school's Purpose Statement, values and motto of "Deeds Count".</p> <p>Participate fully in the school's educational program. They should attend regularly, be punctual and meet deadlines.</p> <p>Develop positive and respectful relationships with their peers, teachers and all other members of the school community.</p> <p>Take responsibility for their own learning.</p> <p>Work collaboratively with others, understanding that we can all learn from one another.</p> <p>Reflect and seek continuous improvement, working towards personal success.</p>

## ***Rights and Responsibilities of Staff***

<b>Staff members have a right to:</b>	<b>Staff members have a responsibility to:</b>
<p>Work in a safe and supportive environment free from intimidation, bullying (including Cyber-bullying) or harassment.</p> <p>Expect that they will be able to teach in an orderly and cooperative environment.</p> <p>Be informed, within privacy guidelines, about matters pertaining to students that will affect the teaching and learning program for that student.</p> <p>Ongoing professional learning to support their growth and development in teaching and learning as effective educational professionals.</p>	<p>Fairly, reasonably and consistently implement the engagement policy.</p> <p>Have empathy, and create and maintain a safe, stimulating and challenging learning environment.</p> <p>Generate and nurture positive relationships with other members of the school community.</p> <p>Critically reflect on professional practice to continually improve the quality of their work and learning.</p> <p>Recognise that people learn in different ways and cater for this diversity in their classrooms.</p> <p>Plan and assess for effective learning, and regularly provide meaningful feedback to students and their parents that promotes learning and growth.</p> <p>Model ethical and moral behaviours that clearly demonstrate community values.</p>

## ***Rights and Responsibilities of Parents/Carers/Community members***

<b>Parents/carers/community members have a right to:</b>	<b>Parents/carers/community members have a responsibility to:</b>
<p>Expect that students will be educated in a safe, supportive and inclusive environment in which the rights of others are encouraged.</p> <p>Parents have a right to expect respectful and constructive behaviours from staff and others in the school community.</p> <p>Parents/carers have a right to expect that the school will communicate with them through the Community Newsletter, Student Progress Interview sessions, student support group meetings and other ways as appropriate.</p>	<p>Promote positive educational outcomes for students, by taking an active interest in their educational progress, and by modelling positive behaviours.</p> <p>Ensure the student has regular attendance and punctuality to school.</p> <p>Engage in regular and constructive communication with the school regarding student learning.</p> <p>Support the school in maintaining a safe and respectful learning environment for all students.</p> <p>Support activities which extend the student's academic, physical, emotional and social development.</p>

## ***Shared Expectations***

Eltham High School provides an educational environment where all students have the opportunity for personal growth and fulfilment. Students are valued and cared for, in an inclusive learning environment where they feel connected to their peers and the school, and are able to engage effectively in their learning and achieve success. The Eltham High School Purpose Statement (for details see School Profile), developed in consultation with the school community, establishes the shared expectations of the Eltham High School learning community where it is expected that everyone continually learns and grows in an environment which recognises the importance of:

<b>Valuing diversity, inclusiveness and learning to live together</b>	– including an awareness and understanding of the diversity of disability, sexual orientation, cultural heritages, and diverse ways of knowing and being.
<b>Social responsibility</b>	– respecting individual rights and also the rights of a society, thinking critically, and actively pursuing a healthy and sustainable lifestyle.
<b>Caring for the environment</b>	– minimising harm to the environment, and also proactively participating in its care through the Environment Group, working bees, and having awareness of environmental issues, especially water use.
<b>Pursuing excellence</b>	– learning to become adaptive, flexible, autonomous learners focussed on intellectual quality, continually reflecting and seeking to improve, and embracing life-long learning
<b>Creating successful personal futures along many pathways</b>	– having integrity, valuing creativity, taking on leadership, and developing resilience and self-confidence to pursue unique personal futures, embracing our responsibilities as local, national and global citizens.
<b>Deeds Count</b>	– living the school motto, that intellectual understanding only has value if it is translated into action which benefits the individual and society.

## ***Class Room Rules***

1. Bring required equipment and notebook to class.
2. Be punctual to class, and enter and leave the classroom in an orderly manner.
3. Bags are not to be brought to class.
4. Caps, hats, beanies, hoods, and sunglasses are to be removed in classrooms at the discretion of the teacher.
5. Portable electronic music and/or communication devices including mobile phones must not be in classrooms.
6. Students are discouraged from bringing valuable items to class or school.
7. During classes students are expected to
  - Work cooperatively with the teacher on learning.
  - Consistently focus on learning tasks.
  - Listen to and respect the opinions of others.
  - Respect all equipment and furniture provided for student use.
  - Not bring food or drink, including chewing gum, into class. Note: Water bottles may be brought to class.
  - Not interfere in the learning opportunities of others.

# **School Rules**

## **1. Cooperate with instructions**

Cooperate with reasonable instructions and directions from staff at all times.

## **2. Follow all school attendance procedures**

- After arriving at school students must not leave the grounds without permission from level coordinators.
- Students may not leave the grounds to go to the Leisure Centre.
- Students are not to be on the perimeter of the school before school or during class time, unless they have permission.
- When it is necessary to leave the classroom during class time, a pass from the class teacher is required.
- In case of illness at school, students should obtain a pass to attend the First Aid Room from their classroom teacher.  
In the case of a student feeling unwell during break times they can make their way directly to the First Aid Room.
- Parent/guardians are to complete Compass documentation when a student has been absent from school.
- For late arrival report to your classroom teacher with a late pass printed at the Compass Kiosk in the General Office area. Repeated unexplained lateness will be monitored by the sub-school coordinator. Lateness is disadvantageous to the learning of the student and interferes with the learning opportunities of others.
- For early departure, a note should be brought to the Sub-School (or General Office if the sub-school is unattended) before school, at recess or at lunch-time, and a coordinator will issue a pass. A parent/carer should sign the student out at the General Office.
- VCE students who have private study periods should observe attendance requirements as outlined by the Senior School coordinators, and not leave the school grounds. Year 12 students who have no further classes for the day are permitted to leave the school.

## **3. Behaviour travelling to and from school**

- Behaviour toward other students and members of the community should always be respectful.
- Students should not engage in activities which endanger themselves or the public, such as skateboarding or cycling in a dangerous manner. Bikes, skateboards and scooters should be ridden responsibly at all times.
- Students should arrive at school with sufficient time to get to class punctually. Students should walk promptly to lockers, and not gather outside the vicinity of the school grounds.
- A helmet must be worn if riding a bicycle, skateboard, or scooter. After arriving at school, students must ensure the bicycle, skateboard, or scooter is chained and locked in the Bike Shed.
- Students must park outside the grounds if driving a car to school. Students who drive cars to school must be aware that DET regulations do not allow them to use the car during school hours, or to transport other students in private vehicles.
- On public transport, students should behave safely and appropriately.
- Bikes, skateboards, scooters and roller blades must not be used in the school grounds.

## **4. Behaviour in the Grounds**

- Bikes, skateboards, scooters and roller blades must not be used in the school grounds.
- Care must be taken of the grounds, the gardens, the recreation facilities and the school buildings.
- Students should not take bags into the grounds at lunchtime or recess.
- Spitting, littering and vandalism are prohibited, as is graffiti and other forms of property damage.

- Students should use the basketball and tennis courts fairly and appropriately. All students should have reasonable access to the courts.
- Students should not be in the vicinity of vehicles, and must not under any circumstances, interfere with vehicles parked in or around school grounds. No games should be played near vehicles. No ball games are allowed in the courtyard areas.
- Students must not have visitors in the school grounds without permission from one of the Assistant Principals.
- Report the presence of uninvited visitors to a duty teacher or an Assistant Principal immediately.

## 5. Out of Bounds Areas

Out of bounds areas to students are

- Building project areas.
- The complete Withers Way fence line with the exception of the section of the front of the school under the Lone Pine.
- The Ely Street fence line and behind classrooms 901 and 902.
- The western end of 400's wing, beyond and behind the 400's, and the garden areas.
- Roof tops, plant rooms, switchboard rooms, staffrooms and garden beds.
- All carparks.
- Staffrooms, classrooms, and the bike shed are out of bounds to students unless they have been given specific permission, or it is part of their duties, to be in that area.

## 6. Lockers

- Students are to avoid returning to their locker between or during classes by taking all equipment required for each session – Period 1 and 2, after recess to period 3, and after lunch to period 4.
- Lockers are provided for the security of students' property, they should not be interfered with by other students. The school has the right to access students' lockers.
- Students must keep their code for their combination lock private.

## 7. Dress Code/Uniform requirements

- Students are to choose appropriate clothing and footwear for school. Their choice must reflect the educational nature of the school. Items such as brief clothing (including bare midriffs, singlets, short shorts, low-cut tops etc), spike jewellery, and clothing with offensive slogans and images are not suitable. Clothing and footwear should protect students from sun exposure. Thongs are not appropriate footwear. Slip-on shoes are unsuitable, and sandals are discouraged as they may prohibit students from participating in a wide range of subjects. Health and safety standards require protective clothing and solid footwear in some subjects.
- Uniforms and specific dress codes are required for some activities. They include such areas as band performances, debating performances, and overseas trips. As well as having uniforms for P.E. classes and sporting events, students are expected to be equipped with sunscreen and to use it appropriately.

## 8. Excursions, camps and performances

Students are representing the school on excursions, camps, and at performances. They need to be aware of the safety issues involved in these activities. Students must

- Be polite and respectful to each other, their teachers, and members of the public.
- Cooperate with instructions carefully, and be dressed appropriately.
- Behave appropriately on the transport provided, and participate in the activities provided.
- Use hats and bring and apply sunscreen for outdoor activities.

## 9. Vandalism or Theft

- Students must not damage school, student, or staff property.
- Theft or damage of school, student, or staff property is a serious offence.

#### 10. Harassment, Bullying and Intimidation

- Students must not physically, verbally or in any other way harass or bully other students, staff or other members of the school community at any time.
- All students are required to complete the Eltham High School “Safe Connections” Agreement. This outlines the school’s approach and expectations of students in relation to cyber safety.

#### 11. Prohibited substances

- It is illegal for students to have in their possession substances such as cigarettes, smoking materials, alcohol, illegal drugs, or to use any of these substances at school, on the way to or from school or at school events. Dangerous items – weapons such as knives, slingshots, cap-guns, laser-pointers – are banned.
- Thick felt pens, specifically permanent marking pens or paint pens and steel rulers (except for Visual Communication & Design enrolled students) are not to be brought to school because of the damage that they can cause to school property.
- Aerosols, including spray deodorants, are not permitted at school.
- Prohibited items will be confiscated.
- Bags may be subject to searches by the Principal, an Assistant Principal, coordinator or teacher-in charge of a camp or excursion. There should be reasonable grounds for the search, and these shall be explained to the student.
- Referral to the Police will occur in the relevant instances relating to prohibited substances.

#### Consequences

The consequences of engaged learning, and appropriate behaviour are positive and include

- Feeling valued and cared for, with strong emotional engagement in the school culture
- Intrinsic motivation, resulting in enhanced learning and confidence
- Full participation in the academic, social and extracurricular activities of the school