

Prospect High School

STUDENT AND PARENT HANDBOOK 2025

YEAR 7 - 10



*'Preparing students for successful participation in the world
of their time through deep understanding
of important life related matters'*



Courage

Accepting challenges and embracing opportunities.



Growth

Aspiring to learn, and improving, even when it is tough.



Connection

Building positive relationships and a sense of belonging.

The Connection value icon was illustrated by Tanya Harpin.



Respect

Caring for ourselves, each other, and our environment.



Responsibility

Stepping up and doing what is right.

Department for Education,
Children and Young People



Connection



Courage



Growth



Respect



Responsibility

WELCOME TO PROSPECT HIGH SCHOOL

Welcome to secondary education at Prospect High School.

Prospect High School has approximately 585 students from Years 7 to 12. Our school symbol is the Eagle and our uniform is based around the colours of green and gold. Students are expected to wear their uniform with pride and represent the school positively in the community.

Our mission statement is, *'preparing students for successful participation in the world of their time through a deep understanding of important life related matters'*. This is elaborated upon in the school's vision statement.

Prospect High School was established in 1965 and has a long tradition of achievement across all endeavours. We look forward to upholding these traditions but also challenging our school community to continually strive for improvement and excellence.

While this guide is specifically written for students transitioning from primary school, it is also useful for all students and families who are new to our school.

We are very proud of our school and I hope that you will uphold the high expectations that we have and make the most of the many opportunities presented.

Lee Barker
Principal



CONTACT AND COMMUNICATION

Telephone: 6344 4744

Email: prospect.high@decyp.tas.gov.au

Website: [Prospect High School \(education.tas.edu.au\)](http://Prospect High School (education.tas.edu.au))

Facebook: <https://www.facebook.com/PHS.Tas/>

To receive communications by email, including the newsletter, please send an email request to prospect.high@decyp.tas.gov.au so that your address can be added to your child's enrolment record. Please remember to advise of any changes to your address and contact details during your child's enrolment.



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OUR MOTTO

Prospice – “Looking Forward”



LEARNING DISPOSITIONS

The term '*learning dispositions*', refer to the way in which learners engage in and relate to the learning process. Learning dispositions affect how students approach learning and therefore the outcomes of their learning.

Development of these dispositions is fundamental for students to develop an awareness of the way they learn and establish forward-facing attitudes to learning, critical if they are to be able to become lifelong learners.



OUR BELIEFS

RELATIONSHIPS

Positive, quality relationships between all members of the school community are at the heart of our school. At Prospect High School, everyone matters: all members of our community feel safe, valued, respected and enjoy a sense of connectedness. We are aware that all behaviour is purposeful and explicitly teach appropriate behaviour. Our approach to behaviour support is restorative, because we know that people are more likely to make positive, responsible choices when people do things with them, rather than to or for them.

PERSONAL QUALITIES/WELLBEING

Our students and staff are empowered to achieve high standards. We are motivated, optimistic, resilient, resourceful, adaptable, and creative. We are emotionally intelligent responsible citizens, who model integrity, self-awareness and mutual trust. We treat everyone fairly, showing empathy, listening to the viewpoints of others and valuing their contributions. We have a positive identity and lead balanced, healthy lives. We show concern for the safety of others and for the environment.

LEADERSHIP

We believe that leadership is about service to others, empowering those around us to be the best they can be. We focus on building the capacity of both student and adult leaders, believing that the skills and qualities of leadership are learnt and we can all be leaders in different contexts. We encourage everyone to be a leader and provide opportunities for everyone to be a leader at the time, place or context that suits them. Our leaders are learners; they are visible, positive and motivated. Our leaders are future focused and inspire us to achieve our vision.

LEARNING

Prospect High School is a community of learners. We have a rich curriculum that responds to the needs, interests and aspirations of all and prepares our students for life as effective participants in a world of their time. Learning in the foundation areas of literacy, numeracy, ICT and health/wellbeing is enriched by opportunities for students to personalise their learning, establishing goals and directions that are individually relevant and future-focused, setting them on desired pathways. At Prospect High School, learning is fun, engaging, rigorous, relevant and purposeful: students enjoy learning and the sense of achievement that comes from working hard and reaching goals. We aim to see that every student develops a sense of purpose and direction and the desire to be a life-long learner who contributes positively to the global community.

TEACHING

All students can learn, and quality teaching is one of the most significant factors affecting student achievement. Our teaching is based on best practice, informed by thorough knowledge of learners and learning, successful teaching methodologies and subject matter. Our staff work collaboratively to ensure that learning opportunities are engaging, meaningful and challenging. We recognise the importance of explicit teaching and teach for understanding. We build the skills that enable our students to think creatively and reflectively, empowering them to be lifelong learners. Assessment and feedback is an integral part of the learning process and includes assessment for learning. Opportunities for self-assessment and reflection are a high priority.



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ADULT LEARNING

Learning is a lifelong process. We are passionate about being the best teachers we can be, to support the learning of all students. The adults at our school identify their strengths and areas of need. We are committed to continually improving our practice through reflection, dialogue, feedback, teamwork and regular participation in professional learning.

ENVIRONMENT

Our physical environment is inspiring. It is a place people want to be. We are continually striving to ensure we have a 21st century learning environment that supports the needs of all learners. We encourage our staff and students to take pride in their environment, to act in a safe manner and to be responsible and caring (respectful).

COMMUNITY AND FAMILY

Student learning and achievement is the shared responsibility of all members of our school community: students, teachers, parents and other stakeholders work together to ensure that all students experience the highest levels of educational success. We foster relationships with families and value and recognise the contributions that mentors and community groups make to student learning.

ACHIEVEMENT

At Prospect High School, everyone is and does their best. We set high standards for staff and students; we value excellence and strive to ensure that every member of our school community is motivated and able to realise their full potential. We believe that everyone can be successful and that success can look different, for different people. We regularly recognise and celebrate success. In celebrating success, we promote a positive ethos in which people are encouraged to fulfil their potential, pursue their goals and use and develop their diverse gifts and talents.



QUESTIONS AND ANSWERS

WHAT WILL HAPPEN ON THE FIRST DAY OF THE SCHOOL YEAR?

When you arrive at school at the beginning of the year, go to the gymnasium. Teachers will meet you there from 8:30am and take you to your first whole school assembly, where you will be welcomed. After the short whole school assembly you will go to a Grade assembly and be advised which Care class you are in.

WHAT IS 'CARE'?

'Care' is held first thing every morning for ten minutes. The first bell is at 8.40am. Your care teacher will use 'Care' to pass on any important information you need to know and also use the time to keep an eye on how you are going and to talk to you about your progress. Besides seeing you in 'Care', your care teacher will also teach you for at least one other subject and will get to know you better than any other teacher.

HOW DO I BUY LUNCH OR RECESS?

Our school canteen operates each day during Recess 2 and Lunch time selling a variety of food, snacks and drinks with the canteen menu published regularly in the school newsletter and our school website. Recess and Lunch orders are to be ordered via the Qkr App by 9.00am each morning.

Parent and community volunteers are appreciated. If a member of your family can assist in any capacity, please contact the school office.



WILL I HAVE A LOCKER?

Your care teacher will issue you a locker and lock on your first day. Your lock has a special combination which you should keep secret from everybody, even your friends. The school accepts no responsibility for the loss of items not securely stored in student lockers. Learn the combination as soon as you can and don't leave it where others may see it. Locker and lock hire fee is included in your Inclusive Levy.

CAN I RIDE BY BIKE, SCOOTER OR SKATEBOARD TO SCHOOL?

Students are permitted to ride a bike to school but not skateboards or scooters. Students must dismount the bike prior to entering the school site. We have this rule in place for the safety of both the rider and other people at Prospect High. We also expect all students to be riding these safely in the broader community and ensuring they obey all road laws. A bike rack is provided for student use. Helmets are compulsory and a lock must be used at the bike rack to ensure the security of the bike.



WHAT SPORTS CAN I PLAY?

During Terms 2 and 3 you will have the option to play a variety of winter sports in an organised sports roster with other schools. These matches will be played during school time. The Northern High School Sport Association (NHSSA) organise this on Wednesday afternoons (Years 9/10) and Thursday afternoons (Years 7/8). An extra cost will be charged if you choose to play in after school or weekend roster such as the Weekend Basketball Tournament.

WHICH HOUSE WILL I BE IN?

If you have an older brother or sister already in one of the school houses (Warialda, Impara, Nyanda or Karalta) you will be placed in the same house. There are annual inter-house competitions in swimming, cross country and athletics. House coloured sports polo tops are available to purchase, which can be worn for PE classes or during carnivals only.

Colours:

Warialda – Yellow

Nyanda – Blue/White

Impara – Red

Karalta – Green



YOU WILL FIND OUT YOUR HOUSE UPON ENROLMENT TO THE SCHOOL



IMPORTANT INFORMATION

SCHOOL LEVIES

Levies form a significant portion of funds to support the school and are one of the many ways that families contribute to our school community. Levies support student learning by contributing towards the cost of essential items and services. The authority to charge levies is provided under the Education Act 2016 in consultation with the School Association.

<https://www.decyp.tas.gov.au/learning/enrolment/fees-levies/>

A detailed 2024 Levy Policy is available from the school administration office or school website.

2025 INCLUSIVE LEVY – Ratified by the School Association 29 October 2024.

- **Years 7 and 8 \$560.00**
- **Years 9 to 12 \$585.00**

The term **“Inclusive Levy”** refers to items a student consumes, takes possession of, costs associated with providing resources, travel or entry fees. The annual Inclusive Levy covers such items as;

- Starter stationery pack for all subjects (replacement items to be personally funded)
- Textbooks, library books and general subject materials and supplies
- ICT consumables, software and network printing
- Hire of a locker and combination lock (to be returned at end of year)
- School ID Card – issued in Years 7 and 9 (a replacement fee will apply if they are lost)
- Grade excursions and performances, with the exception of non-curricula excursions as they arise and personally chosen after school activities
- Winter sport NHSSA Sports Roster or option

OTHER CHARGES – (OPTIONAL ACTIVITIES)

In some instances, additional charges may be applied for the participation in optional activities (Other Charges). All participating students including those that are STAS approved will be invoiced for selected additional activities not included in the Inclusive Levy. Examples being;

Examples of Optional “Additional Charges” <i>Costs detailed are estimates only and will be advised when confirmed</i>	\$	Other Cost Examples
School Photos	\$25 to \$60	• School Uniform • After school sport teams • Extension activities (excursions, activities) • Replacement materials and supplies (e.g stationery) • Items selected by students included in timetabled classes where materials are more expensive than what the standard curriculum requires.
Year 10 Celebration Expenses	\$100	
School Magazine – “Karinya”	\$25	

STUDENT STATIONERY

All students will receive a stationery pack on the first day of school (6th February 2025) from their Pastoral Care teacher. Subject stationery will be provided as required. These costs are included in the Levy.

STUDENT ASSISTANCE (STAS)

Families approved for Student Assistance (STAS) are not required to pay the Inclusive Levy, however, may be required to pay “Other Charges”.

<https://www.education.tas.gov.au/parents-carers/parent-fact-sheets/fees-levies/>

STAS is financial assistance available to assist with the cost of school levies. The scheme provides assistance for low-income families towards the cost of levies for students enrolled from kindergarten through to grade 12. Funding for eligible applicants will be provided directly to the school. Income assessment is applied to parents/guardians of dependent students, independent students and grandparents raising grandchildren may also be eligible for STAS. Application forms are available from the school office or online. Approved STAS students will be provided with a starter stationery pack.

For specific enquiries regarding completing the application or application procedures please contact: Financial Assistance Services on 1800 816 057 or via email at stas@decyp.tas.gov.au

LEVY PAYMENT

The Department of Education will mail an invoice to you in February 2025 or upon enrolment, if you enrol during the school year. Approved Student Assistance Scheme (STAS) recipients will not receive an invoice.

- Parents and carers are requested to pay levies on the receipt of invoice.
- Please bring your invoice to the school when paying
- Preferred payment options are:
 - BPay – Direct Banking is the preferred payment option. Use your BPay code from the bottom of your invoice.
 - Centrepay Deductions – Payment can be deducted from your Centrelink payments. Please complete a form at Centrelink or contact the school administration office to arrange this option.
 - Cash or Card (Mastercard or Visa)



DIFFICULTY PAYING?

Payment can be negotiated by contacting the school office. If flexible arrangements are required, payment by instalment is available. Parents/Carers should complete the 'Agreement to Pay Levies by Instalment' form. This form is available from the school office or by discussion with the School Business Manager.

ADDITIONAL INFORMATION

Where levy payments are split between parents, a percentage split is recorded on the enrolment form. Written consent by both parties, and/or court orders, indicating the split levy payments must be provided – this is updated annually on the Student Validation Form. Without written evidence, the person signing the enrolment form will be responsible for 100% payment.



If a student enrolls in another Tasmanian Government School after full payment of levies for that school year, parents are not required to pay additional levies. If levies were being paid in instalments, negotiations will be required. Other charges may apply.

As levies and charges form part of the revenue of the school, and their allocation and expenditure is often committed early in the school year, levies and charges *will not be refunded*. Individual circumstances may be considered. For example; if a student has been charged and the student will not be able to participate, and where the charges have not been committed.

Students who enrol from interstate or from a non-government school will be invoiced for a pro-rata levy.

CURRICULUM

At Prospect High we aim to provide students with the opportunity to learn and achieve the highest outcomes they can from the Australian Curriculum.

- All Year 7 student's study: English, Humanities and Social Sciences, Mathematics, Science, Health and Physical Education, ICT Skills and Care. Students in year 7 choose two full year and two half year option subjects. These are dependent on student numbers and staffing allocation. Some examples of option subjects are: Visual Art, Music, Drama, Languages, Design in Technology, STEM and Winter Sport.
- Year 8 core subjects are: English, Humanities and Social Sciences, Mathematics, Science, Health and Physical Education and Care. Students in year 8 choose two full year and two half year option subjects. Option subjects are dependent on student numbers and staffing allocation. Some examples of option subjects that have run at PHS are: Arts, Materials Technologies, Digital Technologies, Languages, Health and Physical Education and Winter Sport.
- Year 9 and 10 core subjects: English, Mathematics, Science, History, Health and Physical Education and Care. Students in year 9/10 choose two full year and two half year option subjects. Option subjects are dependent on student numbers and staffing allocation. Some examples of option subjects that have run at PHS are: Visual Art, Music, Drama, Dance, Digital Technology, Foods, Catering, Media, Japanese, Wood, Metal, Sport Science, Mathematics Stage 9/10A, Business Studies, Digital Art and Mountain Biking.
- All grades also complete some Career and Life Planning activities each term. For more information visit the website <http://my.education.tas.gov.au>.



EXTRA-CURRICULAR

- Prospect High School provides a range of extra-curricular activities and programs to complement the main curriculum. These include Chess, Mountain Biking, Cricket and Basketball. Please note the running of these activities is dependent on student interest and staffing.
- Other optional sport and cultural activities are regularly offered.

TIER PROGRAMS

Prospect High School provides a provision that is aimed at effectively engaging all learners. This is best described as a continuum from 'Tier 1' universal provision, designed to engage every learner, through to 'Tier 3' re-engagement provision. Adjustments are made in close consultation with students and their parents and carers, professional support staff and are regularly reviewed and moderated to assess their effectiveness and to identify any need for changes.

STUDENT ABSENCES

If an absence is known in advance, you should inform the school by note, email, or phone call prior to the absence:

- Phone: 6344 4744 - this is a recorded message service overnight, and if all lines are busy. Please speak clearly.
- Email: prospect.high@decyp.tas.gov.au

For each of these methods of contact, please give your child's name, your relationship to the child and the reason for absence (e.g. sickness, appointment, etc.).

Any absence, even for part of a day, should be explained by note or phone call immediately on return. For extended absences regular contact with the school is necessary.

LATE ARRIVAL/EARLY DEPARTURE

- If students are arriving late (after 8.40am) or leaving early, parents or guardians must notify the school by phone, with a note, or email.
- The student must sign in at the administration/student reception when arriving late and sign out when leaving early. Students will be issued with a 'late pass' which they are to take to their grade leader for signing.
- If the student is leaving for an appointment and returning later, they must sign out and sign in again on their return.
- If a student feels unwell at school they are to go first aid at the administration office, where staff will call their emergency contact. Students must sign out before leaving the school. Students should not contact parents/guardians directly.

OUT OF SCHOOL APPOINTMENTS DURING THE DAY OR LEAVING EARLY

The school is responsible for the conduct and safety of children whilst at school and we must have parental permission before we can allow a student to leave the school grounds. Passes must be signed by a Grade Leader or Assistant Principal. Students leaving school grounds for any reason must sign out at the administration office using the sign out screen provided.

CONTACT DETAILS – STUDENT VALIDATION FORM

Each year you are required to update your family details, medication details, excursion permissions etc., via the Student Validation form. It is very important that this form is returned to the school directly after receiving and updating. If you have a change of family situation, address, phone numbers or emergency contacts during the year, please contact the school office to update details.



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ILLNESS OR INJURY AT SCHOOL

It is recommended that students **do not** come to school if they are ill. If ill at school, students should report to the administration office where a First Aid Officer will contact their parent or guardian, if necessary. **Students are not to call parents directly.**

Parents of students who are required to take medication at school must supply the school with an authority to dispense medication. Medication forms are available from the administration office. This will be kept by the First Aid Officer, who will issue the medication as prescribed.

BEHAVIOUR MANAGEMENT

The Behaviour Management policy is available from the school website and outlines the importance of staff and student wellbeing and maintaining a positive and respectful relationship between all members of the school community.

MAKING PHONE CALLS

Refer to the Mobile Phone Policy (included in this booklet and available on the school website). If a student needs to make a call to parents, they can request assistance at the administration office.

MEETINGS WITH PARENTS AND TEACHERS

There are times when a parent may want to discuss a matter with a teacher or school leader and vice versa. Please note that the best way to do this is through a pre-arranged meeting. This enables the staff member concerned to gather any relevant information and helps to ensure a suitable amount of time is devoted to the conversation. Teachers have classes to teach, yard duty and other responsibilities which they are required to attend to and therefore are not always able to take phone calls or meet with parents '*on call*'. It would be appreciated if you could arrange appointments via the main office and this should ensure that the matter is attended to in a timely manner.

We value open, regular and respectful communication with parents/carers.

VISITOR POLICY

Prospect High School welcomes the contributions of volunteers and visitors to the school. All visitors to the school are required to sign in and out at our administration office. Respectful school volunteer and visitor behaviour ensures that the school environment supports child, student and staff wellbeing. Further details regarding this policy are available on our website, or on request from our school office.

BORROWING MONEY

Students on occasions require money for bus fares or lunch passes. Funds are only given with permission of parents and in emergency situations and not on a regular basis. Any borrowed money is to be paid back within one week. If the money is not paid in this timeframe, an invoice will be issued to students as a reminder to forward payment.

PERSONAL PROPERTY / VALUABLE ITEMS

Students are responsible for their own belongings. Students are discouraged from bringing valuable items to school including jewellery and clothing. Necessary items of value should be locked in student's lockers. Staff do not take responsibility for looking after student's belongings.

STUDENT BELONGINGS

Students are responsible for looking after their school equipment, stationery, books and are liable to be charged for any losses, breakages or damages. We recommend that all property of a private nature which the owner brings to school is NAMED clearly. Student belongings and school bags should be stored in lockers during the school day.

STUDENT SUPPORT

Besides your Care Teacher, you have a Senior Grade Leader, Grade Leader, Social Worker, School Psychologist, School Health Nurse and School Chaplain to talk to. These people may be contacted through the school office or your grade leader. External services can also be accessed via either our Social Worker, School Psychologist or Nurse.

SCHOOL CHAPLAIN

The Prospect High School Association supports a chaplaincy service at the school. As described in the Department's *Chaplaincy Guidelines for Tasmanian Government Schools*, chaplains are responsible for supporting the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader school community. The primary role of a chaplain is to support students and their families. The program is not part of the school curriculum and it is not compulsory for any student to participate in activities or receive services from a school chaplain. Working with the school chaplain requires the voluntary consent of students who participate and the support of parents/carers.

STUDENT PHOTO DAY

On 20th February 2025, MSP Photography will be at the school to take student photos. An information letter and order/payment envelope will be sent home in February.

STUDENT STATIONERY

A pack of essential stationery is given to each student at the beginning of the year with optional subject stationery distributed to students in class as per published book pack guide. This book pack is covered by the Inclusive Levy. Additional stationery or replacement of calculators will be at the student's expense.



STUDENT IDENTIFICATION CARDS

Student ID or Library Cards are issued in Years 7 and 9. Students in Years 8 and 10 will need to retain their card from the previous year. Students will need to carry their Library card with them for:

School Purposes:

- Book hire
- Identification purposes
- Printing



SCHOOL LIBRARY

Students are encouraged to use the school library to access the resources available. The library is open most lunch times for activities and quiet reading. Students can collect their printing and photocopying here.

SCHOOL AND GRADE ASSEMBLIES

Whole school assemblies are held each term. Grade assemblies are held regularly throughout the year. Assemblies celebrate student achievements and important information is shared during these assemblies.

SCHOOL MAGAZINE - KARINYA

The KARINYA magazine is a special record of significant school events and is distributed to students in the last week of school. Orders can be taken throughout the year, with orders closing late November.

SCHOOL NEWSLETTER

We publish our newsletter every second week of the school year. Our newsletter is called the Prospector, it acknowledges all the great things we do each week and is packed with photographs.

Your family can access the Prospector via Facebook or sent home via email.

FACEBOOK/INSTAGRAM

The school Facebook page at https://www.facebook.com/PHS.Tas/?ref=aymt_homepage_panel keeps the school community updated on current events and celebrates achievements in our school. The school also has an Instagram page that students might like to follow to see relevant information including café specials and daily reminders.



Prospect High School, Tasmania
High School · 3K followers



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SCHOOL ASSOCIATION

The School Association is an elected group of parents, teachers and community members. Student representatives also attend meetings. This is a forum for discussing important educational matters, ratifying policies, providing advice and feedback to the school. The Prospect High School Association meets once each term at the school on a Tuesday afternoon/evening. Please refer to the school calendar published in the Prospector for meeting dates. All members of the school community are encouraged to attend meetings and contribute to discussion, ask questions, make suggestions and offer assistance.

If you have a matter to discuss at a School Association meeting, please contact either the School Association Chair or Principal to ensure your item is added to the meeting agenda.

Please consider joining the association or attending a meeting as this is an important means for parents to have a voice in our school. We welcome your input.

The School Association would appreciate a voluntary donation from families. Donations and fundraising assist the School Association to sponsor an Eagle Award and donate end of year award prizes. Donations also help to fund the Student Support Scheme. The support comes in the form of a \$75 contribution to individual students, who have been selected to represent the State or Australia in a sporting or cultural academic activity.

Please note this funding does not support regional representation for example Northern or club representatives.



SCHOOL HOURS

Beginning of day warning bell	8:40
Care	8:45 – 9:00
Lesson 1	9:00 – 10:10
Recess 1	10:10 – 10:30
Lesson 2	10:30 – 11:40
Recess 2	11:40 – 12:00
Lesson 3	12:00 – 1:10
Lunch	1:10 – 1:50
Lesson 4	1:50 – 3:00

Office Hours: 8:00am – 4:00pm

STUDENT TERM DATES 2025

<u>TERM DATES</u>	<u>IMPORTANT DATES</u>
<u>TERM 1</u> Thursday 6th February – Friday 11th April	Thursday 6th February – Students Commence Term 1 Wednesday 26th February – Launceston Cup (regional) Monday 10th March – Public Holiday – Eight Hour Day <i>School Holidays – 14th April to 25th April</i>
<u>TERM 2</u> Monday 28th April – Friday 4th July	Friday 6th June – Student Free Day Monday 9th June – Public Holiday – King's Birthday <i>School Holidays – 7th July to 18th July</i>
<u>TERM 3</u> Monday 21st July – Friday 26th September	Friday 31st October – Student Free Day <i>School Holidays – 29th September to 10th October</i>
<u>TERM 4</u> Monday 13th October – Thursday 18th December	Monday 3rd November – Public Holiday – Recreation Day



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SCHOOL UNIFORM

At Prospect High School we require students to wear school uniform as described by the school dress code and uniform policy. The full policy can be found on the school website or on request from the school.

Purposes of School Uniform

We require students to wear school uniform for the following reasons:

1. Sense of Belonging

When students are dressed in school uniform they all have a sense of belonging to the Prospect High School community.

2. Safety

It is easy to identify young people who should not be on the school grounds if the Prospect students are in full school uniform.

3. Judgements About Our School

We present a positive image to the wider community if all our students are in school uniform and people are more likely to make positive judgements about our school and our students.

4. Social Equalisation

Students are not judged on the basis of what they are wearing if all students are in school uniform. Having all students in school uniform sends a strong message that we value all students equally.

5. Preparing for Expectations in the World of Work

Many workplaces have a uniform and most workplaces have a dress code, so we are preparing students for the world of work by asking them to be in the habit of wearing a uniform at school.

Financial Assistance for Parents - There are some families who have legitimate difficulty in affording a school uniform and we endeavour to support these families. Support can be accessed via the Social Worker, including certain bursaries that become available at times.

Health and Physical Education - A full change of appropriate clothes are required due to hygiene reasons and students must change for PE lessons.



UNIFORM ITEMS

• School polo shirt with logo • School grey shirt with school tie (optional) • School rugby top with logo • School spray jacket with logo • School summer dress • Black shorts or black trackpants (without stripe, beading or logo) • Sports Polo Top (House Colour)	• School tartan winter skirt (black stockings may be worn under the skirt) • Black shoes* (see acceptable shoes in images below) • White socks (without stripes or brand names) • School woollen jumper with logo • School backpack (optional) • School hat – bucket, cap or beanie (optional) • Grey cargo shorts, scarf (optional)
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UNIFORM ORDER/PRICE LIST Subject to change

DESCRIPTION	PRICE <i>(gst inc)</i>
Dress – Summer	
Size 6 - 8	64.00
Size 10 -12	66.00
Size 14 -16	70.00
Size 18	70.00
Size 20 - 26	73.00
Skirt – Winter	
Size 4, 6, 8, 10. 12. 14. 16. 18. 20, 22	58.00
Shirt – Grey - Long Sleeve	
Closed neck with button- suitable for tie: Size 10 - 22	20.00
Shirt – Grey - Short Sleeve	
Open neck: Size 10 - 26	18.00
Closed neck with button- suitable for tie: Size 10 - 22	18.00
Polo Top – Green/Gold Sports Top with Logo	
Size 8, 10, 12, 14, 16, S, M, L, XXL, 3XL, 4XL	30.00
Shorts – Black with Logo	
Size 10 – 16 and S - XL	23.00
Women's Shorts with inbuilt bike short – Youth and Adult sizes available	40.00
Track Pants – Black with Logo	
Size Childs 12 -16 & Adults SM – XXL (MIDFORD)	38.00
Spray Jacket – Yellow & White Stripes with Logo	
Sizes Childs 10, 12, 14, & Adults XS, S, M, L, XL, 2XL, 3XL, 4XL	76.00
Jumper – Knitted with Logo	
Size 8 - 10	56.00
Size 12 - 14	62.00
Size 16 - 18	66.00
Size 20 - 22	71.00
Rugby Jumper with Logo	
Size 8, 10, 12, 14, 16, S	78.00
Size MED	80.00
Size LGE	82.00
Size XL – 2XL	85.00
Size 3XL - 4XL	89.00
House Sport Polo Top – Impara, Karalta, Nyanda, Warialda	
Sizes: Childs 10 – 14, Ladies 6 - 20, Adult XS - 3XL	31.00
School Bucket Hat with logo	17.00
School Cap with logo	15.50
School Beanie with logo	13.00
School Bag with logo	47.00
School Tie	14.00





CANTEEN & CAFÉ MENU

Term 4 2024



Recess 2: Canteen

Ham and Cheese Toastie		\$3.50
Chicken and Cheese, Mayo Toastie		\$4.50
Chicken & Mayo Sandwich		\$4.50
Cheese Toastie		\$3.00
Muffin of the Day		\$1.50
Muesli and yoghurt cup with fresh fruit		\$2.50
Whole Fresh fruit		\$1.00
Banana Bread Slices		\$1.00
Protein Bliss Balls - Nuts included		\$1.50
Savoury toast		\$2.00
Sausage rolls (Recess 2 only)		\$3.50
Fruit Bun		\$1.50
Party Pie		\$1.50



Lunch: Canteen

Fresh Sandwiches, Rolls and Wraps (white, grain, w/meal and GF bread available)

Ham and Salad		\$5.50
Ham, Cheese & Relish		\$3.50
Cheese & Tomato		\$4.00
Chicken & Salad		\$5.50
Egg & Mayo		\$3.50
Ham & Cheese		\$3.50
Salad (V)		\$5.00
Chicken & Mayo Sandwich		\$4.50
Chicken Caesar Wrap		\$5.50



Toasted Sandwiches, Wraps and Burgers

Ham and Cheese Sandwich		\$3.50
Chicken, Cheese & Mayo Sandwich		\$4.50
Cheese & Tomato Sandwich		\$4.00
Hawaiian wrap (ham, cheese and pineapple)		\$5.00
Spicy chicken wrap (chicken breast coated in taco spices, with cheese and salsa)		\$5.50
Sweet Chilli Chicken Wrap		\$5.50
Chicken Burger		\$5.50
Vegetable Burger		\$5.50
Party Pie		\$1.50



DRINKS

Bottled Water \$1.00

Apple or Apple/Blackcurrant Juice \$2.50

SCHOOL BUSES (Subject to change 2025)

Students whose parent(s) hold a Government concession card (Pensioner Concession Card, Veterans' Affairs Pensioner Concession Card or Health Care Card) may be eligible for a bus pass enabling them free travel to and from school on the Metro Bus Service.

Applications can be made online at <http://www.transport.tas.gov.au>

(click on **Apply for a student bus pass**, then **Apply for a pass for the first time**)

Paper applications can be obtained from Service Tasmania, Launceston or Metro offices.

MORNING BUSES

Metro City Buses (6336 5888)

<https://www.metrotas.com.au/timetables/schools/>

Time 7:52 am Route No: 161

Depart Blackstone Heights, Panorama Road past Pitcher Pde

Route Panorama Rd past Pitcher Pde, Bayview Drive, Blackstone Rd before Panorama Road, Prospect Marketplace, St Patricks College, Ralph St to Prospect High, arriving at 8.09am.

Time 7:52 am Route No: 835

Depart North Riverside, West Tamar Rd, then via City Stop A1 at 8.09am, via Charles St, Normanstone Rd.

Route North Riverside, Riverside Plaza, Launceston College, Charles St, Mulgrave St, Meredith Cres, Normanstone Road to Prospect High, arriving at 8.25am.

Time 8:10 am Route No: 165

Depart Stop A – Launceston City, St John Street

Route West Launceston, Granville St, Brougham Street, Summerdale Primary, Peel Street/St Stanley Street, Hardwicke Street, Willow Lane, Prospect Marketplace, St Patricks College, to Prospect High School, arriving at 8.40am.

Westbury Bus 7:45 am (Westbus 6427 7626)

Route Depart festival Supermarket Westbury. Pick up Police Station, Old Chocolate shop, travelling the Meander Valley Highway picking up students where necessary, pick up students from Selbourne/Rosevale area at Entally House.

Rosevale Bus 7:35 am (Westbus 6427 7626)

Route Depart Selbourne Hall and pick up students along the roadside anywhere between Rosevale and Entally House. Meet the Westbury bus and change over.

Whitemore Bus 7:40 am (Alan Wesley 6393 7650)

Route Depart Hagley Station Road, Adelphi Road, Whitemore Road, Oaks Road, Carrick, Liffey Street – BS - 8.07am

Longford Bus 7:55 am (Philip Loone 0417 309 858)

Route Depart Longford – Show Grounds, Antique Shop and Pateena Road stopping where necessary

Hadspen (Redline) 8:05 am (6336 1400)

Route Depart Hadspen main road near bridge, Hadspen main road bus shelter highway to PHS



AFTERNOON BUSES

Westbury Bus 3:30 pm

Route West's Bus to Westbury – Travelling the Meander Valley Highway via Selbourne and Rosevale, dropping students along the way, Old Chocolate shop, Police Station and Festival Supermarket.

Metro Buses to the City

3:10 pm Route No: 834

Route Metro Bus, to Summerdale Primary, Stanley St, West Launceston, Granville St/Brougham Street, Launceston City arriving at 3.29 pm

3:15 pm Route No: 852 (Collects students from St Pats and Prospect)

Route Metro Bus via Prospect High, then via St Patricks College, Normanstone Road, Hobart Rd, Charles and St Johns Street, arriving in Launceston City at 3.39 pm.

Hagley 3:32 pm

Route Liffey Street, Carrick, Oaks Road, Whitmore Road, Adelphi Road, Hagley Station Road.

Blackstone 3:12 pm Route No: 856 (Collects students from St Pats and Prospect)

Route Metro Bus via Ralph St, Wesbury Rd, Chris St/Akuna Crt, St Patricks College, Las Vegas Dr, Panorama Rd, Bayview Dr, Blackstone Rd before Panorama Rd arriving at 4.01 pm

Hadspen (Redline) 3:11 pm <https://www.tasredline.com.au/hadspen-prospect>

Route Travels via Travellers Rest on Highway, Hadspen main road bus shelter and arrives at Hadspen main road near bridge at 3.25pm

Longford 3:15 pm

Route Loone's Bus to Longford via Pateena Road

CATCHING THE BUS HOME

At the end of the school day, move to the area outside the gym to await your bus. Duty teachers are always there to show you where to wait for your bus.

Please note bus times sometimes change.

Please call the bus companies to confirm your route and times.

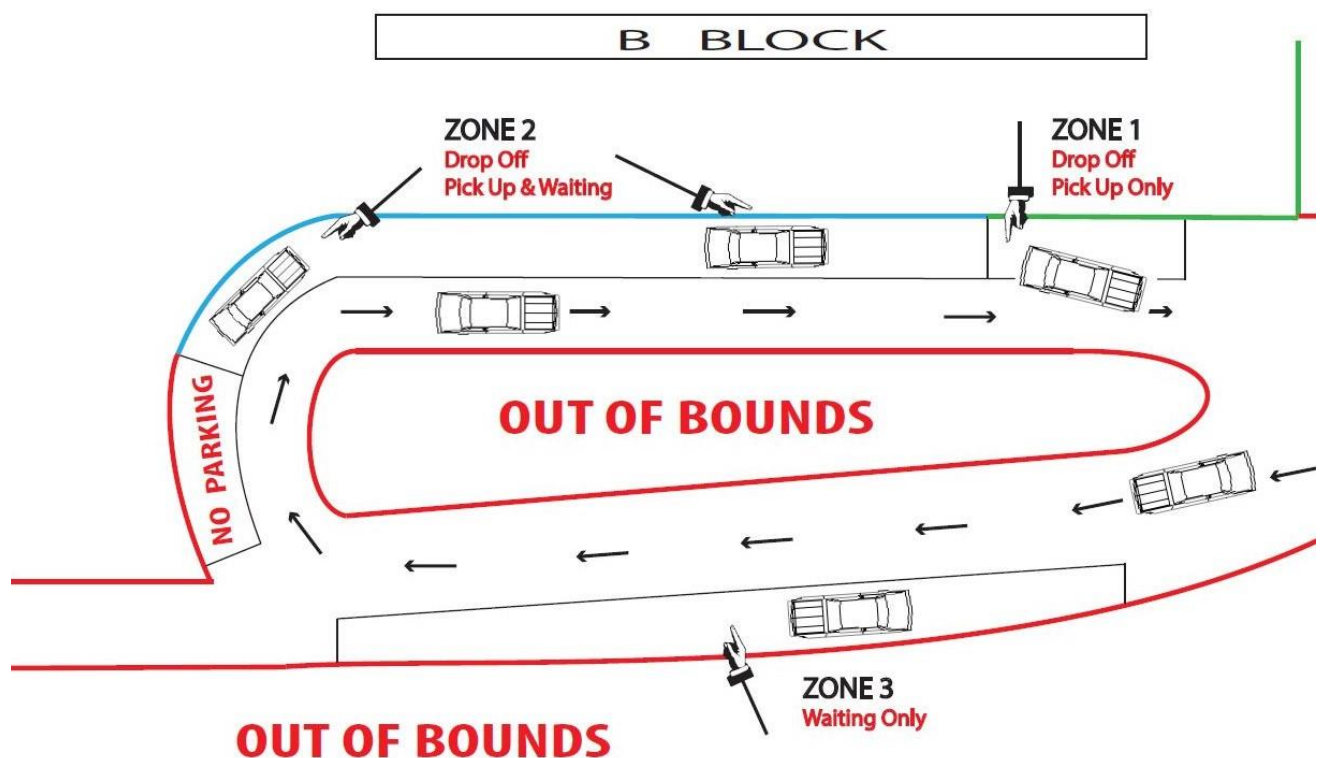


SAFETY PROCEDURES FOR CARS

DROPPING OFF AND PICKING UP STUDENTS

These safety procedures are designed to ensure students are safe and do not walk through traffic.

- **Zone 1** – Drop off and pick up only
Cars are not to wait in this zone. This will allow traffic to continue to flow.
- **Zone 2** – Drop off, pick up, waiting
- **Zone 3** – Waiting only
 - Cars are **not** allowed to drop off, or pick up in Zone 3 because Zone 3 is not next to the footpath where students enter the school.
 - Parents/guardians will need to move from Zone 3 to vacant spots in Zone 1 or Zone 2 when dropping off, or picking up students.
 - Students can signal or text parents when they are on the footpath at a vacant spot in Zone 1 or Zone 2 ready to be picked up at the end of the day.



MOBILE PHONE/ELECTRONIC DEVICE POLICY

1. Policy Statement

The Department of Education does not permit the use of mobile phones by students in Tasmanian Government Schools unless for the approved exemptions outlined below.

It is important to note that it is not a requirement at Prospect High School for students to have a mobile phone at school. Some schools may be implementing the Bring Your Own Technology (BYOT) Policy and processes, and this would fall under the approved exemption of direct teacher instruction.

Prospect High School recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their child/children with mobile phones. This policy details the restriction and management of mobile phones at Prospect High School.



Conditions of Use

- Students must not use mobile phones from arrival at school from Kindergarten to Year 12.
- Students must have their phones switched off and stored in their locker from 8.40am until 3.00pm.
- Students with 'smart watches' must have them stored in their locker.

2. Exemptions

Requests for exemptions must be submitted to the school Principal for consideration. Prospect High School students may only use their mobile phone for an approved exemption as listed below:

- For students with a reasonable adjustment to a learning program because of a disability and/or learning difficulty.
- For students with health conditions where a mobile phone is used to monitor the condition.
- For students undertaking school activities outside of school hours that are not on school campuses.
- For students experiencing extenuating circumstances other than the above, where agreed by the principal or their delegate.

Communication with students during the school day

While at Prospect High School students are the responsibility of the school. All communication between parents/carers and students, during school hours, must occur through the school office.

PROSPECT HIGH SCHOOL has a duty of care for all students while they are at school. All communication between parents/carers and students, during school hours, must occur through the school office.



**NO CELL PHONE
USE PERMITTED**



Connection



Courage



Growth



Respect



Responsibility

Non-compliance with this policy

- Non-compliance with this policy will be managed in accordance with the school's Respectful Student Behaviour Policy.
- Students who do not comply with this policy may have their mobile phone confiscated and held at the school administration office for a period or days. The phone/device/earphones will be stored in a sealed plastic bag in the office. Students will show their ID card and collect their phone/device/earphones from the office at the end of each day.
- There will be regular notes on the daily newssheet and TV screens to remind students to leave their phones/electronic devices/earphones in their lockers during the day.

STORAGE OPTIONS

- Mobile phone is kept in personal locker (with door locked) and switched off.

PHS RESPECTFUL SCHOOL VOLUNTEER AND VISITOR BEHAVIOUR EXPECTATIONS

- Students and staff have a right to feel safe and secure in their school and working environment. The safety of students and staff on a school campus or at a school activity is everyone's responsibility; volunteers and visitors **MUST** behave in a way that supports a safe school environment.
- Volunteers and visitors to schools are a valued part of a school and their contributions to schools should be acknowledged. Volunteers and visitors include parents and carers, friends of the school, children and young people not enrolled at the school.
- Collaboration between school staff, students, volunteers and visitors is important to a student's learning and experiences at school. By enrolling a child or young person in a state school, parents and carers are expected to work in partnership with the school to model positive and respectful behaviour that supports student learning and maintains a safe school environment.
- Unacceptable behaviour of volunteers and visitors on a school campus or at a school activity **may** result in the person being asked to leave.

Unacceptable behaviour of volunteers or visitors at PROSPECT HIGH SCHOOL

The types of behaviour that are considered unacceptable behaviour of volunteers and visitors while at Prospect High or school activity include:

- Shouting (in person or over the phone)
- Racist, sexist or other discriminating comments
- Speaking in an aggressive/threatening tone
- Swearing or using inappropriate language
- Physically intimidating someone by standing very close or making physical contact
- Pushing, spitting, or hitting (slapping, punching or kicking)

Requirements at PROSPECT HIGH SCHOOL

Volunteers and visitors to State schools are required to follow the school's evacuation and emergency procedures, including when there are fire, lockdown or evacuation drills.

- Visitors who are at a school to attend a school event (e.g. assembly, awards, student performance) are invited to be at the school for the time of that event and unless invited to volunteer or visit at the school for another reason after the event, are expected to leave the school once the event is finished.
- Visitors who are at a school to drop-off or pick-up a student should consider that their presence at the school once class time has started (after the morning bell or during the school day) may be distracting for students and staff.
- Volunteers and visitors should ensure that their movement around the school does not impede student learning.
- Any tags or badges provided by the school to identify volunteers and visitors **MUST** be worn and returned.

Volunteers and Visitors

- **MUST** follow all school policies, processes and procedures applicable to volunteers and visitors to a school campus or school activity.
- **MUST** follow the instructions of a principal, their delegate or a Person in Charge at all times, including a requirement by a principal (or their delegate) to leave a school campus or school activity.
- Volunteers or visitors who are parents/carers of a student enrolled at the school **should** work collaboratively with the school to manage the behaviour of their child while on a school campus or at a school activity. This includes not interfering with staff management of unacceptable student behaviour or approaching other students directly to address a matter of concern.
- Volunteers or visitors who are parents/carers of a student enrolled at the school **should** ensure they are respectful when communicating with the principal and school staff, in person, over the phone and in writing.
- **Volunteers within DECYP schools must hold a valid RWVP Card.**
- **Volunteers must also complete DECYP safeguarding training, which is in the form of a short video.**

Once the relevant training is complete, a certificate will be issued. The training can be accessed through the following link: [Safeguarding Training - Department for Education, Children and Young People \(decyp.tas.gov.au\)](#)



COMMUNICATION FLOWCHART

Process for Supporting Teachers in Managing Inappropriate Behaviour from a student



SUBJECT TEACHERS

Reflective Questions

Is the work too challenging or not challenging enough for the student?
Is there a learning plan with adjustments?
What strategies have been tried?
What support has been given?

CONCERNS



Year 7
SGL/GL

Year 8
SGL/GL

Year 9
SGL/GL

Year 10
SGL/GL

Year 11-12
SGL/GL

FURTHER CONCERNS



Mr Mario Bergamin
Year 7/8 Assistant Principal

Ms Bonnie Hall
Year 9-12 Assistant Principal

ONGOING CONCERNS



Mrs Lee Barker
Principal



Connection



Courage



Growth



Respect



Responsibility

SUN SAFE AWARENESS GUIDE

CLOTHING

Sun-safe clothing is encouraged as part of our school and sports uniform. This includes shirts with collars, sleeves, longer style dresses and shorts. Our school uniform clothing has UV protection.

SUNSCREEN

- The use of broad-spectrum, water resistant, SPF 30 or above sunscreen is encouraged.
- Students are encouraged to provide their own broad-spectrum, water-resistant SPF 30 or above sunscreen. This may also be available for use at the school.
- Sunscreen is applied 20 minutes before going outdoors and re-applied every 2 hours when outside for long periods.

HATS

- All students are strongly advised to wear sun-safe hats that protect the face, neck and ears when outside. We have a school bucket hat and cap option available for purchase from our school uniform shop. These are the **only** hats that are allowed at school.
- Students without a sun-safe hat or clothing will be advised to remain in the shade.



SHADE

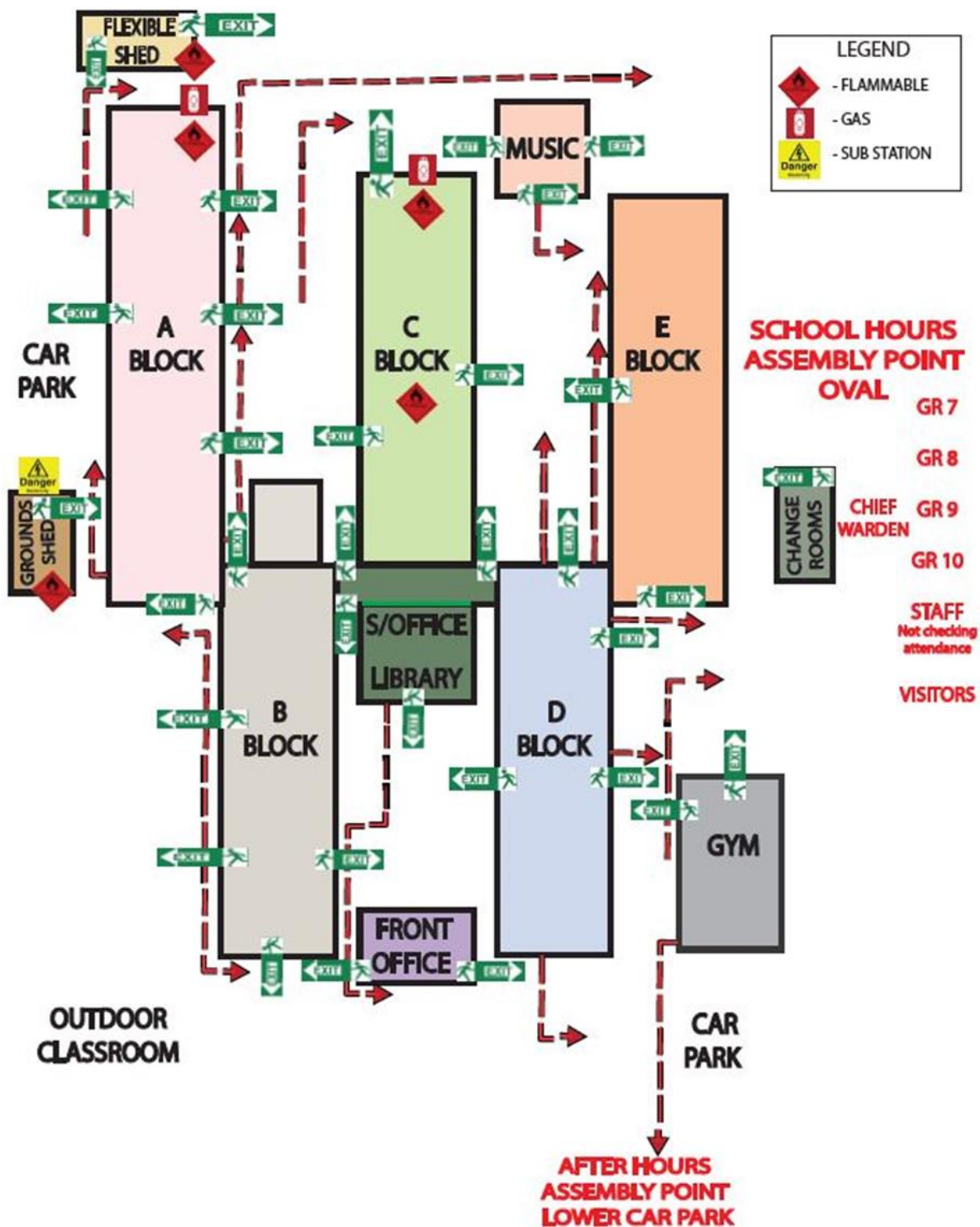
- A shade audit is conducted regularly to determine the current availability and quality of shade.
- The school community is committed to providing shade in areas where students gather such as for eating, outdoor teaching and popular play areas. The use of these areas is encouraged.
- Availability of shade is considered when planning excursions and all outdoor activities and is written into risk management planning.



EVACUATION PLAN

PHS Evacuation Plan

Leave via **SAFE EXIT**
DO NOT re-enter any building



Connection



Courage



Growth



Respect



Responsibility



masterpass

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Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

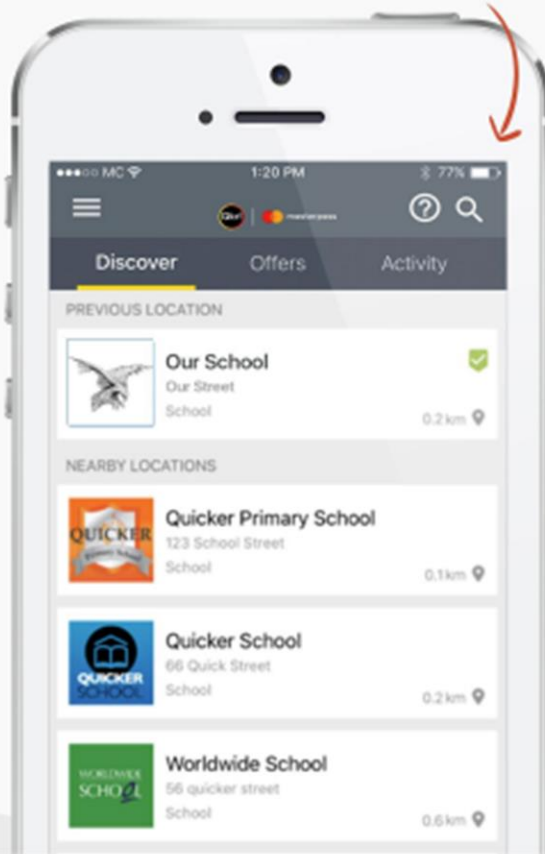
Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'



Connection



Courage



Growth



Respect



Responsibility

