



HENLEY
HIGH SCHOOL

Year 7 Transition Guide 2024

This guide is for parents and caregivers of students starting in Year 7 in 2024.

Your
Journey

Your
Journey
///



A student's journey through school is one of life's greatest and most important adventures.

School guides, and shapes, and transforms. It allows students to explore – explore new ideas and concepts, new ways of thinking and feeling, new ways of being. It tests students. It pushes them beyond their limits, again and again. It strengthens them, developing their resolve to become the person they are meant to be.

School helps provide purpose, revealing in students passions and pursuits that may remain with them for the rest of their lives. It gives them direction – a path to follow beyond the voyage of school, where the next great journey awaits.

At Henley High School, our vision is to prepare our students to flourish in an evolving and challenging world. We value the school journey and are dedicated to helping each student grow and become their best self, able to adapt, respond and contribute as a resilient, ambitious and contemplative human being.

Like a boat sailing on the ocean, a core symbol of Henley High School, a student is free to make their own journey. Our students aren't alone as they set out. Just as our boat has four sets of oars, so too do our students:

- ✓ Our school with its committed teachers and staff
- ✓ The student's parents and family
- ✓ Their friends and the local community
- ✓ The students themselves.

All are driving their oars, helping the student on their journey, to strive, to seek and not to yield.

Henley High School acknowledge and recognise Aboriginal and Torres Strait Islanders as the First Nations people of Australia and that they are the traditional owners and custodians of the land and waterways throughout our country.

Henley High School is on Kurna Land. We pay our respects to the Kurna people, the Elders both past and present and their spiritual relationship with country.

At the end of 2023, Mr Eddie Fabijan steps down as Principal of Henley High School and looks ahead to a well-earned break.

Meanwhile, Mr Tony Sims steps into the Principalship from 2024 and sets his sights on continued growth and excellence for our students and community.

On behalf of the entire Henley High School community, thank you Mr Fabijan for your tireless and compassionate efforts over the past 7 years. Welcome Mr Sims to the role of Principal, we look forward to flourishing under your leadership.



The Henley High School community is excited to welcome our new Year 7 students and families in 2024. We understand that the transition from primary school to high school is a big milestone and we want to make this process as simple as possible for you and your child.

This Transition Guide has been prepared for parents and caregivers of students starting in Year 7 in 2024. It contains all the information you need to prepare your child for the start of their high school journey. It includes details about a number of forms that need to be completed before school commences and other important information.

Please pay close attention to information marked as **Important!** to ensure your child's best success for their first weeks of high school.

Eddie Fabijan
Principal in 2023

Tony Sims
Principal from 2024



Contents

Checklist	6	Mobile phones	18
Transition Day	8	Stationery and book list	18
Single School Transition Day	9	Lockers	19
Parent Information Session	9	Governing Council	19
Laptop Program	10	Timetable	20
Year 7 Camp	11	Compass	21
Water Safety	12	EdSmart	21
Swimming Carnival	12	Qkr!	22
Surf Safety	13	Homestay	22
Media consent	13	The first day of school	23
Early dismissal	14	Map	24
School fees and invoices	14	Annexure A: Laptop Program Contract	26
School Card	15	Annexure B: Wilderness Escape Letter	30
School uniform	16	Contact us	32



Checklist

We are excited for your child to start their learning journey with us, but before they do there are a number of things you need to know and do.

Each is easy and straightforward, but there is quite a bit to get through. To make it simpler and so you don't miss anything this checklist has been prepared.

It includes all of the tasks that you are required to complete as part of the transition process including the due dates for each.

Between now and the start of the 2024 school year, please work through this checklist, adhering to the due dates.

Topic	Actions	Due	Done
Transition Day Pg 8	<ol style="list-style-type: none"> 1. My child attended Transition Day. <p>Important: See Transition Day on page 8</p>	Fri, 8 Dec 23	
Single School Transition Day Pg 9	<ol style="list-style-type: none"> 2. I received an invitation for my child to attend the Single School Transition Day. This only applies to some students. 3. If yes, I registered for my child to attend the Single School Transition Day. 4. If yes, my child attended the Single School Transition Day. <p>Important: See Single School Transition Day on page 9</p>	Thu, 26 Oct 23 Wed, 22 Nov 23 Wed, 29 Nov 23	
Parent Information Session Pg 9	<ol style="list-style-type: none"> 5. I received a link to register for the Parent Information Session via an email from EdSmart. 6. I registered to attend the Parent Information Session via EdSmart. 7. I attended the Parent Information Session. 	Fri, 27 Oct 23 Mon, 11 Dec 23 Tue, 12 Dec 23	
Laptop Program Pg 10	<ol style="list-style-type: none"> 8. I completed the Laptop Program Contract and Agreement to Pay on page 26. 9. The student has signed the contract. 10. At least one parent/caregiver has signed the contract (if 2 parents/caregivers are responsible for the student, then BOTH must sign. If only 1 parent/caregiver signs, they accept full financial responsibility for the laptop payments). 11. I returned the Laptop Program Contract and Agreement to Pay. 12. I received the Laptop Program invoice. 13. I paid the invoiced amount of either \$700 or \$1400. 14. I attended the Laptop Collection Session and collected my student's laptop (a parent/caregiver must collect the laptop). <p>Important: See Laptop Program on page 10</p>	Fri, 8 Dec 23 Fri, 8 Dec 23 Fri, 8 Dec 23 Fri, 8 Dec 23 Mid-Jan 24 Wed, 24 Jan 24 Mon, 29 Jan 24	
Year 7 Camp Pg 11	<ol style="list-style-type: none"> 15. I received the link to the Year 7 Camp Consent Form via an email from EdSmart. 16. I completed the Year 7 Camp Consent Form on EdSmart. 17. I received the link to the Commitment to Pay Letter via an email from EdSmart. 18. I completed the Commitment to Pay Letter on EdSmart. 19. I am aware that I must also complete the Water Safety Consent Form in order for my child to participate in the Year 7 Camp. 20. I completed the Wilderness Escape registration and consent form via the link: https://wildernessescape.configio.com/hhs72024 <p>Important: See Year 7 Camp on page 11</p>	Fri, 27 Oct 23 Wed, 24 Jan 24 Fri, 27 Oct 23 Wed, 24 Jan 24 Wed, 24 Jan 24 Mon, 15 Jan 24	

Water Safety Pg 12	21. I received the link to the Water Safety Consent Form via an email from EdSmart.	Fri, 27 Oct 23	
	22. I completed the Water Safety Consent Form on EdSmart.	Wed, 24 Jan 24	
Swimming Carnival Pg 12	23. I received the link to the Swimming Carnival Consent Form via an email from EdSmart.	Fri, 27 Oct 23	
	24. I completed the Swimming Carnival Consent Form on EdSmart.	Wed, 24 Jan 24	
	25. I am aware that I must also complete the Water Safety Consent Form in order for my child to participate in the Swimming Carnival.	Wed, 24 Jan 24	
Surf Safety Pg 13	26. I received the link to the Surf Safety Consent Form via an email from EdSmart.	Fri, 27 Oct 23	
	27. I completed the Surf Safety Consent Form on EdSmart.	Wed, 24 Jan 24	
	28. I am aware that I must also complete the Water Safety Consent Form in order for my child to participate in the Surf Safety Program.	Wed, 24 Jan 24	
Media consent Pg 13	29. I received the link to the Media Consent Form via an email from EdSmart.	Fri, 27 Oct 23	
	30. I completed the Media Consent Form on EdSmart.	Wed, 24 Jan 24	
Early dismissal Pg 14	31. I received the link to the Early Dismissal Consent Form via an email from EdSmart.	Fri, 27 Oct 23	
	32. I completed the Early Dismissal Consent Form on EdSmart.	Wed, 24 Jan 24	
School fees and invoices Pg 14	33. I received invoices for school fees and am aware of the due dates and payment options for each.	Mid-Jan 24	
School Card Pg 15	34. I considered my eligibility for School Card and, if eligible, I will submit an application in February 2024.	If required	
School uniform Pg 16	35. I scheduled a booking for uniform fitting or general uniform appointments, if required.	If required	
	36. I purchased all uniform items that my child will require and my child is ready to be in full uniform from day 1.	Wed, 24 Jan 24	
Stationery and book list Pg 18	37. I purchased all stationery items that my child will require.	Wed, 24 Jan 24	
Governing Council Pg 19	38. I have considered joining the Henley High School Governing Council and, if interested, have sent an expression of interest to governing.council@henleyhs.sa.edu.au .	If interested	
Compass Pg 21	39. I received an email with information on how to access Compass.	Term 1, 2024	
	40. I logged in to Compass for the first time.	Term 1, 2024	
Qkr! Pg 22	41. I downloaded the Qkr! app, created an account and set up a profile for my child.	Wed, 24 Jan 24	
Homestay Pg 22	42. I considered hosting an international student in my home and, if interested, completed a Homestay Reply Slip.	If interested	
The first day of school Pg 23	43. My child is ready for the first day of high school. They are excited and eager to start on this important journey of learning and discovery.	Mon, 29 Jan 24	
	Important: See The first day of school on page 23		

Transition Day

Transition Day will take place at Henley High School on Friday, 8 December 2023.

The Transition Day allows current Year 6 students who will be starting with Henley High School from next year to get a taste of the high school experience. It allows students to start building relationships with other students and staff and helps them become familiar with the school grounds and facilities.

Details

Who:

All students that will be commencing Year 7 at Henley High School in 2024.

Transition Day is for students only.

Where:

Cudmore Terrace,
Henley Beach SA 5022

Students to meet at the Hall (see page 24 for School Map).

Date:

Friday, 8 December 2023.

Time:

8.35am to 3.15pm.

Registration:

You are not required to register, but if your child is late or unable to attend, please contact Student Services on 08 8355 7015.

Schedule:

- /// 8.35am: Arrival and Care Group placement
- /// 10.45am to 11.05am: Recess
- /// 1.15pm to 1.55pm: Lunch
- /// 3.15pm: Dismissal.

Important!

The Laptop Program Contract and Agreement to Pay must be signed and returned by Transition Day.

If you have not returned the completed form to the school prior to this date, please ensure you give it to your child to hand in to the school on Transition Day.

Program:

- /// Where to arrive on the first day of 2024
- /// Tour of the school and learning areas
- /// Houses and Care Groups
- /// An opportunity to meet teachers and future classmates
- /// Sampling subjects (eg English)
- /// Introduction to school policies and expectations (eg mobile phone and uniform policies).

Dress code:

Students are to wear their current primary school uniform.

What to bring:

Recess and lunch can be brought from home or purchased through the school canteen. See henleyhs.sa.edu.au/section/student-services/canteen.

Students should also bring a pencil case, with pencils/pens and a notebook/notepad.

Transport:

Students can make their own way to and from school.

For bus routes, please refer to henleyhs.sa.edu.au/section/student-services/bus-timetable.

If travelling by push bike, there is a bike rack located between the Hall and Arts Centre (see page 24 for School Map). Students are to use their own bike locks.



Single School Transition Day

A Single School Transition Day will take place at Henley High School on Wednesday, 29 November 2023.

The Single School Transition Day is for students from primary schools where they are the only student attending Henley High School. The Single School Transition Day is held to allow these students the opportunity to meet and connect with students from other primary schools where they are also the only student attending.

Henley High School is in contact with each primary school to find out which students are in this category.

Students that attend the Single School Transition Day are also required to attend the Transition Day held on Friday, 8 December 2023.

Important!

The Single School Transition Day does not apply to all students. If it does apply to your child, you will be emailed an invitation on Thursday, 26 October 2023.

By invitation only

Parents/caregivers of students from single schools will be emailed an invitation on Thursday, 26 October 2023.

If you receive an invitation, please register by Wednesday, 22 November 2023.

Parent Information Session

A Parent Information Session will be held at Henley High School on Tuesday, 12 December 2023.

The Parent Information Session allows us to welcome parents/caregivers to Henley High School, provide general information about your child starting with us and gives you the opportunity to ask any questions you might have.

Details

Who:

Parents/caregivers of students that will be commencing Year 7 at Henley High School in 2024.

Where:

Cudmore Terrace,
Henley Beach SA 5022

Parents/caregivers to meet at the Hall (see page 24 for School Map).

Date:

Tuesday, 12 December 2023.

Time:

6.00pm to 7.30pm

Registration

- ✓ Your registration to attend is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to the registration form on Friday, 27 October 2023
- ✓ Please ensure you complete this form by Monday, 11 December 2023.

Laptop Program

Henley High School has a strong focus on Information and Communication Technology (ICT) literacy that will enable students to be successful global citizens in the 21st century.

To support this vision, Henley High School has a 1:1 Laptop Program in place where each student has their own laptop. This initiative utilises a shared-cost model between the school and the parent, where parents make a contribution to the cost in exchange for 24/7 access, IT support, software and licensing, extended warranty and more.

The Laptop Program cost to parents is \$1400. This can be paid as one lump sum or as two payments of \$700.

Laptop Program Contract and Agreement to Pay

- ✓ You must complete, sign and return the Laptop Program Contract and Agreement to Pay by Friday, 8 December 2023. This is the date your child will be attending Transition Day. If you have not returned the completed form to the school prior to this date, please ensure you give it to them to hand in to the school on Transition Day.
- ✓ This contract must be signed by the student and at least 1 parent/caregiver. If 2 parents/caregivers are responsible for the student, then both need to sign. If only 1 parent/caregiver signs, they accept full financial responsibility for the laptop payments.
- ✓ The contract for you to complete is included as Annexure A on page 26.

Laptop payment

- ✓ Parents/caregivers will be invoiced for the initial payment amount they selected in the Laptop Program Contract and Agreement to Pay (either upfront payment of \$1400 or 2 payments of \$700) in mid-January 2024.
- ✓ Parents/caregivers must pay the invoiced amount, \$1400 or \$700, by Wednesday, 24 January 2024, prior to collection of the laptop.
- ✓ If two payments of \$700 was selected in the contract, the second payment of \$700 will be invoiced the following year.
- ✓ Our preferred payment method is through Qkr!. The option to pay on Qkr! will become available once invoices have been issued in mid-January 2024.

Important!

The Laptop Program Contract and Agreement to Pay is included as Annexure A on page 26 and must be signed by:

- ✓ The student
- ✓ At least one parent/caregiver.

If only 1 parent/caregiver signs, they accept full financial responsibility for the laptop payments.

Important!

The Laptop Program Contract and Agreement to Pay must be signed and returned by Transition Day on Friday, 8 December 2023.

Important!

The invoiced amount of \$700 or \$1400 must be paid by Wednesday, 24 January 2024.

Laptops cannot be collected until this initial payment has been received by the school.

Important!

Laptops can only be collected by a parent/caregiver on Monday, 29 January 2024 between 2.45pm and 5.30pm.

Students are unable to collect the laptops themselves.

Laptop collection

- ✓ A laptop collection session will take place in the Henley High School Staff Room (see page 24 for School Map) on Monday, 29 January 2024 between 2.45pm to 5.30pm.
- ✓ Laptops are unable to be collected prior to this date.
- ✓ A parent/caregiver must collect the laptop.

Year 7 Camp

The Year 7 Wilderness Escape Camp will take place in Week 2 of Term 1 2024 in Dzintari Campsite, Normanville.

The camp provides a two-night experience for students in support of a successful and positive transition to Henley High School. The aim is to allow students to start developing relationships within their House and across their year level.

Students will participate in a number of activities during the camp, including:

- ✓ Challenge Hill
- ✓ High Ropes and Low Ropes
- ✓ Adventure Tower (including Zipline and Rock Climbing)
- ✓ Mega Swing.

Two camps will be held during the week, with different Houses attending each:

✓ Camp 1:

- ✓ Monday, 5 February to Wednesday, 7 February
- ✓ Florey and Mawson Houses

✓ Camp 2: Wednesday, 7 February to Friday, 9 February

- ✓ Lowitja, Mitchell and Oliphant Houses

Your child will be notified of the house they have been placed in on Transition Day.

You will receive more information about transport to and from the camp, what to bring, clothing requirements and more at a later date.

Cost

The cost of the Year 7 Camp is \$375.

Parents/caregivers are required to sign a Commitment to Pay Letter agreeing to pay the full amount by Friday, 5 July 2024. The parent/caregiver who signs the Commitment to Pay Letter is liable to pay the full invoiced amount. Invoices will be issued in mid-January 2024. Our preferred payment method is through Qkr!. The option to pay on Qkr! will become available once invoices have been issued.

Providing consent for your child to attend the Year 7 Camp

You are required to complete 4 forms in order for your child to attend the Year 7 Camp. All 4 forms must be completed and signed prior to the camp or your child will be unable to attend.

Important!

You are required to complete 4 forms in order for your child to attend the Year 7 Camp. If any of the forms are not completed your child will not be able to attend!

Three forms are to be completed by Wednesday, 24 January 2024 through EdSmart:

- ✓ Year 7 Camp Consent Form
- ✓ Commitment to Pay Form
- ✓ Water Safety Consent Form.

One form is to be completed by Monday, 15 January 2024 via the following link:

- ✓ Wilderness Escape Registration
<https://wildernessescape.configio.com/hhs72024>.

The forms are:

✓ Year 7 Camp Consent Form

- ✓ This form is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to this form on Friday, 27 October 2023
- ✓ Please ensure you complete the form by Wednesday, 24 January 2024.

✓ Commitment to Pay Letter

- ✓ This form is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to this form on Friday, 27 October 2023
- ✓ Please ensure you complete the form by Wednesday, 24 January 2024.

✓ Water Safety Consent Form (see page 12)

- ✓ This form is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to this form on Friday, 27 October 2023
- ✓ Please ensure you complete the form by Wednesday, 24 January 2024.

✓ Wilderness Escape Registration

- ✓ Wilderness Escape Outdoor Adventures require parents/caregivers to complete their own registration and consent form at:
<https://wildernessescape.configio.com/hhs72024>.
- ✓ A letter from Wilderness Escape Outdoor Adventures is attached as Annexure B on page 30 which includes more information and instructions on how to complete the form
- ✓ Please ensure you complete the form by Monday, 15 January 2024.

Water Safety

Henley High School delivers multiple camps and excursions that include water activities.

In order for your child to participate in water activities, you must complete the Water Safety Consent Form.

The completed form for each student is shown to school staff, water safety instructors and emergency services personnel responsible for student safety in water activities.

Completing the form

- ✓ This form is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to this form on Friday, 27 October 2023
- ✓ Please ensure you complete the form by Wednesday, 24 January 2024.

Swimming Carnival

On Tuesday, 13 February 2024, Year 7 students will take part in the Henley High School Swimming Carnival.

The swimming carnival is held at the SA Aquatic and Leisure Centre in Oaklands Park. It is free for your child to participate.

Attendance at the Swimming Carnival is compulsory for all Year 7 students, meaning you are required to complete the Swimming Carnival Consent Form, however participation in water-based activities is optional.

In order for your child to take part in the swimming carnival, you must complete the Swimming Carnival Consent Form and the Water Safety Consent Form (see above).

Completing the form

- ✓ The Swimming Carnival Consent Form is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to this form on Friday, 27 October 2023
- ✓ Please ensure you complete the form by Wednesday, 24 January 2024.

Surf Safety

On Thursday and Friday, 22 to 23 February 2023, Year 7 students will take part in a Surf Safety Program.

This program is delivered at the Henley Beach Surf Life Saving Club by Surf Life Saving SA. This is a compulsory and assessable part of your child's Physical Education curriculum. The Surf Safety Program is free for your child to participate.

In order for your child to take part in this program, you must complete the Surf Safety Consent Form and the Water Safety Consent Form (see above).

Completing the form

- ✓ The Surf Safety Consent Form is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to this form on Friday, 27 October 2023
- ✓ Please ensure you complete the form by Wednesday, 24 January 2024.

Media consent

The Department for Education and Henley High School develops teaching, learning and promotional materials and publishes them in print and digitally (eg websites and social media).

Completing and returning this form allows you to grant (or not grant) permission for the Department for Education and Henley High School to use your child's photos, videos, work and/or first name in teaching, learning and promotional materials.

Completing the form

- ✓ The Media Consent Form is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to this form on Friday, 27 October 2023
- ✓ Please ensure you complete this form by Wednesday, 24 January 2024.



Early dismissal

Occasionally, the school may be required to dismiss students earlier than the normal end of the school day.

For instance, students are dismissed up to one hour earlier on the last school day before the Easter long weekend, sports day, or during extreme heatwaves.

The Early Dismissal Consent Form details the scenarios where an early dismissal may be required, the notice periods provided to you in each scenario, and allows you to provide your consent to the school dismissing your child in these circumstances.

Completing the form

- ✓ The Early Dismissal Consent Form is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to this form on Friday, 27 October 2023
- ✓ Please ensure you complete this form by Wednesday, 24 January 2024.

School fees and invoices

Invoices for school fees will be posted by mail to parents/caregivers in mid-January 2024.

These will cover Materials and Services Charges (and the associated \$100 Materials and Services Charges Rebate), Laptop Program payments and Year 7 Camp costs.

Invoices are made out to the parent/caregivers who sign the enrolment form. For instance, if 2 parents/caregivers signed the enrolment form, both parents/caregivers are invoiced. The invoice is only mailed to the parent/caregiver listed as the primary contact. In the case of separated families, if you require a second copy to be emailed to the other parent/caregiver, please contact finance by emailing: finance@henleyhs.sa.edu.au.

Please be aware that all invoices are due on Friday, 5 July 2024, with the exception of the initial Laptop Program payment which is due on Wednesday, 24 January 2024.

Our preferred payment method is through Qkr!. The option to pay on Qkr! will become available once invoices have been issued.

Payment can also be made by:

- ✓ Post, telephone or in person at Henley High School during school hours
- ✓ Direct debits/payment plans. These need to be arranged before the end of Term 1, 2024. Forms are available by emailing: finance@henleyhs.sa.edu.au.

School Card

Low-income families who attend a government school can get financial help with school fees through the School Card scheme.

To qualify for School Card, your family's gross income must be below a certain limit and/or you must meet other eligibility criteria. You may apply for School Card from February 2024.

Number of dependent children	Combined gross family income limit for the 2021-22 financial year	Gross weekly school card income limit
1	\$66,412	\$1277
2	\$67,598	\$1300
3	\$68,784	\$1323
4	\$69,970	\$1346
5	\$71,156	\$1369
Each additional dependent child	\$1,186	\$23

For more information or to apply, please visit:

sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme.



School uniform



Polo top

Relaxed pants

School shoes



Windcheater



Summer dress



Jumper



Rugby top



Spray jacket



The Henley High School uniform is a symbol of pride and inclusivity for our school community and assists in providing a safe school environment for students.

The standard uniform is to be worn by students at all times when on school grounds, travelling to and from school and at all school organised activities and events, except where the PE, Sports Academy or alternative uniforms are required.

- ✓ Uniform items are non-gendered.
- ✓ Footwear must be plain black, flat-soled, leather, lace up school, sport or t-bar shoes.
- ✓ Socks must be plain white, grey or black.
- ✓ The summer dress and skirt must be worn 10cm above the kneecap or longer.
- ✓ Stockings must be skin-coloured (with the summer dress) or black (with the skirt).
- ✓ Undergarments can be worn provided they cannot be seen.
- ✓ Students should be clean shaven, with minimal makeup and unobtrusive nail polish.

For comprehensive information on the uniform, please refer to the Henley High School Uniform Policy on our website at: henleyhs.sa.edu.au/section/student-services/uniforms.

Uniform supplier

Our uniform supplier is Devon Clothing.

Uniform orders

Uniform items can be browsed and purchased instore at Shop 5, 516-520 Henley Beach Road, Fulham or online at: onlinestore.devonclothing.com.au/shop-by-school/henley-high-school.

Uniform fittings

From Wednesday, 1 November 2023 to Thursday, 1 February 2024, bookings are required for uniform fittings or for general uniform appointments.

To book, go to: onlinestore.devonclothing.com.au/shop-by-school/henley-high-school.

Preloved Uniform Shop

Henley High School has a Preloved Uniform Shop that contains a variety of second-hand uniform items donated by current and past students and families. All items in the shop are free. Access is by appointment only. Please email: monique.woolman@henleyhs.sa.edu.au.

Not in correct uniform

Uniform non-compliance will be dealt with through the uniform non-compliance procedure.

Mobile phones

Access to personal devices during school is managed so that students can be present in their learning and interactions with their teachers and peers.

As per the Department for Education's Mobile Phone Policy, mobile phones and other personal electronic devices are to be off and away for the duration of the school day including during break times, unless they are being used for specific class work with explicit permission given by the teacher.

Students who bring mobile phones (or other devices) to school must accept sole responsibility for their care.

Students are to turn off their mobile phones and personal devices, including smart watches and earbuds and place them in their locker at the start of the school day.

Parents may apply for a mobile phone ban exemption for their child for specific purposes at:

henleyhighschool.wufoo.com/forms/m1exytfo1sx2id4/.

To support the school, if a parent has an urgent matter during the school day, then they are asked to contact Students Services who will locate their child.

Please refer to the Henley High School Mobile Phone Policy on our website at: henleyhs.sa.edu.au/section/student-services/mobile-phones.

Stationery and book list

Your child should bring the following basic stationery items with them from the first day of school:

- ✓ Pencil case
- ✓ Pens
- ✓ Pencils
- ✓ Sharpener
- ✓ Ruler
- ✓ Plus, any other basic stationery items they may want (e.g. highlighters).

Please be aware that there is no prescribed book list, so you are not required to purchase any other books in preparation for the start of school. All materials and equipment needed for each lesson is provided by each curriculum faculty.

If your child requires a calculator for their maths lessons, their subject teacher will advise them at the start of the year.

Lockers

All newly commencing students will be allocated a locker and provided a padlock to keep their belongings safe and secured while at school.

Students who bring mobile phones and other personal devices to school are to turn them off and place them in their locker at the start of the school day.

If a student loses or damages a padlock, a replacement needs to be purchased at Student Services for \$28.50.

The padlock remains the property of the school.

Governing Council

Henley High School Governing Council would like to take this opportunity to welcome your family to our school and its parent community.

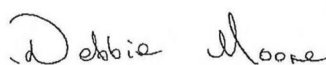
We hope that your child will enjoy their learning experience with Henley High School, where we greatly value our friendly school community and wider Henley Beach community, which is active and vibrant.

If you have some free time and would like to contribute as a volunteer to the school, you may wish to consider joining our Governing Council and/or a Sub-Committee. These include Facilities, Canteen, Uniform and Community Liaison which meet regularly throughout the school year.

If you wish to send in an expression of interest or would like more information on any of the above, please do not hesitate to contact me via:

governing.council@henleyhs.sa.edu.au.

Kind regards,



Debbie Moore

Henley High School Governing Council
Community Member

Lesson and bell times

Time		Monday		Time		Tuesday		Wednesday		Thursday		Friday	
Monday only	Lesson	Lines	Tuesday to Friday	Lesson	Lines	Lesson	Lines	Lesson	Lines	Lesson	Lines	Lesson	Lines
8.35am	1	5	8.35am	1	7	No lesson	Staff meeting	1	1	1	2	1	2
9.25am	2	1	9.25am	2	6	2	7	2	5	2	4	2	4
10.05am	3	1	10.05am	3	6	3	7	3	5	3	4	3	4
10.45am	Recess		10.45am	Recess		Recess		Recess		Recess		Recess	
11.05am	4	2	11.05am	4	4	4	1	4	2	4	3	4	3
11.45am	5	2	11.45am	5	4	5	1	5	2	5	3	5	3
12.25pm	6	Care Group	12.25pm	6	3	6	Care Group	6	4	6	Care Group	6	Care Group
1.15pm	Lunch 1		1.15pm	Lunch 1		Lunch 1		Lunch 1		Lunch 1		Lunch 1	
1.35pm	Lunch 2		1.35pm	Lunch 2		Lunch 2		Lunch 2		Lunch 2		Lunch 2	
1.55pm	7	6	1.55pm	7	5	7	3	7	6	7	7	7	7
2.45pm	Dismissal	Staff meeting	2.35pm	8	5	8	3	8	6	8	7	8	7
			3.15pm	Dismissal		Dismissal		Dismissal		Dismissal		Dismissal	

Each line represents all the lessons of a particular subject. For instance, if Line 3 is English, then English lessons will take place on Tuesday Lesson 6, Wednesday Lesson 7 and 8 and Friday Lesson 4 and 5.

Compass

Henley High School utilises a sophisticated school management system called Compass to communicate with you about your child's progress at school and about other important school matters.

Compass includes many different features including the ability to:

- ✓ Enter absence notifications
- ✓ Monitor your child's attendance
- ✓ Enter an explanation for absence or lateness
- ✓ Communicate with your child's teachers
- ✓ View your child's timetable and the school calendar
- ✓ View assessment grades for individual tasks
- ✓ Download and view your child's Semester Reports.

Using Compass

Compass is accessible on any modern web browser or by using the Compass iOS or Android apps.

You will be provided access to Compass in the beginning weeks of Term 1, 2024. You will also receive login details and information on how to download and use the Compass app at this time.

When you are provided access, please take the time to log in and explore Compass, as it will be a primary means of communication between you and the school.

Between now and then, you will receive all important communications via other channels, including email, post and phone.

EdSmart

EdSmart is an online tool used to capture parent permissions and responses for a range of student activities.

When we have a consent form for you to complete, in most cases we will send it to you via an EdSmart email. You simply click the link in the email and complete and sign the form digitally from your phone or computer.

It's quick and easy and it means no more crumpled paper at the bottom of your child's school bag. It works for excursions and activities that have a cost too. You can pay through EdSmart when you complete the form.

Where forms cannot be completed through EdSmart, including those where multiple signatures are required or where the payment options are more complex, we will use other methods including Qkr! or PDF/paper forms.

Many of the forms referred to in this guide will be sent to you via EdSmart.

Using EdSmart

- ✓ When you are required to complete an EdSmart form you will receive an email from "Henley High School - EdSmart" (please check your junk/spam folder if you don't see any in your inbox in the next few days)
- ✓ There is a link within the email that provides access to the form
- ✓ You are not required to login
- ✓ Complete and sign the form digitally through your phone or laptop and click submit.

Qkr!

Qkr! is a mobile payment app that enables parents/ caregivers to order and pay for school items including school fees, lunches from the canteen, camps, equipment and resources such as laptops, calculators and study guides.

Some of the payments that are referred to in this document will be available to pay via Qkr!.

Using Qkr!

To use Qkr!, see henleyhs.sa.edu.au/Media/Default/Documents/HHS_howtoguide.pdf or follow these steps:

- ✓ Download the *Qkr! by Mastercard App* on your iPhone or Android device
- ✓ Sign in or Register an account

- ✓ Use the *magnifying glass* to search for Henley High School and tap to *Select*
- ✓ You will then need to add a profile for your child. Tap *Profiles* and tap *Add Profile*
- ✓ Enter your child's details and tap *Add Profile*
- ✓ Then, from the *Menu* screen, you will be able to select which area you would like to explore (eg school lunches, school payments, camps and excursions and sports) and navigate to the item you want to pay for
- ✓ Once you have found the item, tap *Add to Cart*, then complete any additional information requested
- ✓ You are then able to *Checkout* and pay.

Homestay

Henley High School boasts a quality International Program with 60 to 80 international students enrolled at our school at any one time.

These students, hailing from all around the world, rely on local families to provide them with accommodation, meals, facilities, study support and perhaps most importantly, a caring and supportive environment in which to grow and learn.

Starting with a 2 week Study Tour can be a great way to experience and trial being a homestay family, without the long-term commitment. If you and your family thrive in that environment, then you may also like to consider a longer-term homestay experience that can range from 6 months right the way through to graduation.

Welcoming an international student into your home is a wonderful and mutually rewarding experience. You and your family are able to learn about the language, culture, customs and traditions of the student's home country, make a meaningful and lasting impact in their lives and you get to foster lifelong friendships. Plus, you receive a homestay allowance to cover the costs of hosting an international student.

Register your interest

To register your interest in becoming a homestay family, please complete our Homestay Reply Slip: forms.office.com/r/eRvttFJvst.

More information

For more information, please contact the Henley High School International Team by phone on 08 8355 7007 or email mandy.matz@henleyhs.sa.edu.au.

You can also visit our website at: henleyhs.sa.edu.au/section/programs/international-education/home-stay.

You may also like to watch a short video about the benefits of being a homestay family: youtube.com/watch?v=dn01QmuEIX0.

The first day of school

The first day of school is Monday, 29 January 2024.

The day commences at 8:35am and ends at 2:45pm. All Year 7 students are required to meet the Hall (see page 24 for School Map).

Important!

To make sure your child has a successful first day, please do the following prior to Monday, 29 January 2024:

- ✓ Complete the checklist on pages 6-7
- ✓ Complete and submit/return all forms, including:
 - ✓ All EdSmart forms
 - ✓ The Laptop Program Contract and Agreement to Pay, included as Annexure A on page 26
 - ✓ The Wilderness Escape Registration at: <https://wildernessescape.configio.com/hhs72024>
- ✓ Purchase all uniform items that your child will require and make sure they are dressed in full uniform from day 1
- ✓ Purchase all stationery items that your child will require
- ✓ Pay the invoiced Laptop Program amount of \$700 or \$1400 by Wednesday, 24 January 2024
- ✓ Have a parent/caregiver ready to collect the laptop at the Laptop Collection Session on Monday, 29 January 2024 from 2.45pm to 5.30pm.



School map





Annexure A: Laptop Program Contract and Agreement to Pay



**HENLEY
HIGH SCHOOL**

Cudmore Terrace
Henley Beach SA 5022

P 08 8355 7000
E henleyhs@henleyhs.sa.edu.au
W henleyhs.sa.edu.au

Dear Parent/Caregiver,

2024 Laptop Program | Year 7 Student Information

Our school community has made a commitment to be a digital school. All students are supported to have access to a computer and are then helped through their learning to become digitally adept.

- As part of the Henley High School Laptop Program, students can purchase 2 laptops over their 6 years of secondary schooling. A new laptop is provided in Year 7 and a second new laptop can be purchased for Years 11 to 12. This ensures that laptops are performing at the optimal level when students are entering their senior years of schooling. We strongly recommend the purchase of a second laptop as the maximum warranty period available is 4 years. After the warranty period, limited support will be available for these devices including the availability of parts and the accidental damage protection policy.
- The cost of each laptop is \$1400. This amount can be paid for in full or as 2 payments of \$700 payable over two years. The first payment of \$700 is required in full prior to the collection of the laptop. For those who choose to opt in, the second laptop will be issued for Year 11 and 12. These will be purchased towards the end of Year 10 and issued at the end of the year, ready for the start of Year 11. Please be aware that the optional second laptop will not be issued if there are outstanding laptop-related debts owed to the school. There are payment plans available that can be negotiated through the Finance Office on 8355 7008.
- A daily borrowing option is available to students whose parents do not wish to participate in the Laptop Program. A laptop will be provided for daily use within school hours only. Daily borrowing is only available to students until the end of Year 10. As there is no provision for daily borrowing for Year 11 and 12 students, the school will make contact with the parents of those students to discuss options for purchase of either their existing Daily Loan laptop or a new laptop.
- All laptops are covered by a 4-year manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse, malicious or accidental damage (eg cracked LCD screens are not covered under warranty).
- All laptops have textbooks and the required software for classes loaded (to a value in excess of \$3000). Specialist software can be deployed as needed. These devices will be fully supported by the school's IT staff.
- Powering or charging of devices at school will not be possible due to WHS compliance advice.
- The laptop remains the property of the school. The laptop may however be offered to the student at the completion of their studies as a part of the school's disposal of asset policy.
- Please note, as per Department for Education requirements, non-school or privately purchased laptops are not permitted to be used at school due to licensing and software agreements.



Government of South Australia
Department for Education

Department for Education T/A South Australian Government Schools CRICOS Provider number: 00018A

Your
Journey
///

Student's responsibilities:

- Given that students will have responsibility for an expensive electronic device it is expected that when not in use it will be locked securely in their locker.
- Laptops must be brought to school fully charged to last for a full day of learning.
- Students leaving school before the full term of the laptop contract have the choice of either returning their financially up-to-date laptop to the school in good working condition or paying off the remaining contract fees and retaining the laptop, at which point an invoice will be generated.

It is recommended that parents and students refer to our laptop program booklet on our website www.henleyhs.sa.edu.au for further detailed information.

Please read and sign the contracts overleaf and return this form to the school as soon as possible. If you have any further questions or queries please do not hesitate to contact IT Services via email ICTservices@henleyhs.sa.edu.au.

Yours sincerely,



Eddie Fabijan
Principal



Greg Pascoe
Assistant Principal – ICT

2024 Year 7 Laptop Program Contract and Agreement to Pay

Student Name

Office use only	
Option	Inv#
Com	Collected

Please confirm by signing this agreement that:

- I have read the Laptop Program Handbook found at www.henleyhs.sa.edu.au and agree to the 'ICT Acceptable Use' policy.
- I understand that this is an optional program which provides a student with access to a laptop which is the property of the school for their exclusive use at school and at home over the duration of the student's schooling at Henley High School.
- I understand that if I do not wish for my student to be involved in a take home option that a laptop will be provided for daily loan within school hours on the school grounds in Years 7-10 only. As there is no provision for daily borrowing for Year 11 and 12 students, the school will make contact with those parents to discuss options for purchase of either the existing Daily Loan laptop or a new laptop.
- I understand that by signing the agreement that this constitutes a commitment to pay either:
 - \$1400 upfront full payment of laptop (due by 24/1/2024 prior to collection of the laptop)
 - \$700 per annum for two years (first payment due by 24/1/2024 prior to collection of laptop, second payment due on the last day of Term 2, 2025)
 - If required, enter a negotiated payment plan with the school with agreed payments due on regular dates.
- I understand that where payment has not been received by the due dates specified that Henley High School's debt recovery policy will apply. This means the laptop can be collected and the contract reverted to a Daily Loan status until the outstanding fees are paid.
- I understand that outstanding invoices for laptop repairs are also included in the debt recovery policy.
- If families have outstanding laptop payments, new enrolled students will be initially placed on the Daily Borrowing option until payments have been resolved and the listed options will once again be made available.
- Payments can be made via the Qkr! app on your phone or tablet device, the school website www.henleyhs.sa.edu.au, Student Services either in person or by phone 08 8355 7014 / 08 8355 7015 or by ringing the Finance Office on 8355 7008.

Payments will be able to be made from early January 2024 via the Qkr! app. Payment of the first instalment must be made prior to collecting the laptop.

I confirm that I have read and understand the above terms and that I agree to pay either an:

<input type="checkbox"/>	Purchase a new laptop through the school. Upfront payment due by 24/1/2024 prior to collection of the laptop.	\$1400 full upfront payment
<input type="checkbox"/>	Purchase a new laptop on a payment plan over 2 years. First payment due by 24/1/2024 prior to collection of the laptop. Second payment due on the last day of Term 1, 2025.	\$700 per year for two years
<input type="checkbox"/>	Enter into Daily Borrowing option available during school hours only.	For Year 7-10 students only

If you believe that none of these options suit your needs, please call the school on 8355 7000 to make an appointment to discuss options.

- I understand my responsibilities regarding the use of the laptop and the Internet.
- In signing below, I acknowledge that I understand and agree to the Laptop User Contract.
- I understand that failure to comply with the Laptop User Contract could result in recall of the laptop and loss of access for home use.

The contract must be signed by the student and at least 1 enrolling parent/caregiver. If 2 parents are responsible for the student, they both MUST sign below. If only 1 parent/caregiver signs, they accept full financial responsibility for the laptop payments.

Student Name	Student Signature	Date
Parent/Caregiver 1 Name	Parent/Caregiver 1 Signature	Date
Parent/Caregiver 2 Name	Parent/Caregiver 2 Signature	Date

Annexure B: Wilderness Escape Year 7 Camp Letter



Henley High School Year 7 Orientation Program 2024

Dear Parent/Caregiver,

Wilderness Escape Outdoor Adventures (WEOA) will be working with Henley High School to assist in providing unique outdoor learning experiences this year. Wilderness Escape has been a South Australian pioneer in the field of outdoor education since 1991 and works closely with many schools and colleges Australia wide in designing and delivering outdoor curriculum.

Your child will soon be taking part in their Year 7 outdoor learning experience at Dzintari Campsite, in Normanville. The program is designed to utilise the features of the unique natural environment to present students with some challenging, exciting and worthwhile learning experiences in the outdoors.

Program Dates	Term 1, Week 2 – Monday 5 th – Friday 9 th February 2024
Registration Deadline	Monday 15 th January 2024

*Please meet at the school/college by **8:30am**. We will return to school/college by **2:30pm**

REGISTRATION STEPS

1. You are required to complete the online registration and consent for your child to participate in the program using the WEOA registration process which is hosted on Configio (a secure event registration system). This can **ONLY** be accessed using the LINK provided below and following the steps outlined. You will gain access to all the program details through this registration.
2. Go to the following link: <https://wildernessescape.configio.com/hhs72024>
(You must type this unique code in the top address box of your browser software. Not in the **SEARCH** box)
3. **Once the program registration page loads, please follow the steps in the registration guide displayed**
4. You need to create an account for yourself as the PARENT / CAREGIVER so you can register your child for the program as a PARTICIPANT. (The page will reload after successful account creation).
 - a. First time users go to the bottom of the page and select [**Register for an account**]. You must prove you are over 18-year-old when making the account by providing your date of birth.
 - b. Returning users go to the bottom of the page and select [**Log into an existing account**].
5. To provide the best care, upload any information such as medical action/care plans or specialist behaviour reports to the registration system.
6. If your child takes medication (including anti-histamines), for asthma, allergies, epilepsy or diabetes we require a **medical care plan signed by a GP**. This must be uploaded to the child under your account.
 - You can modify and upload information up to 7 days prior to the program commencing.
 - By completing the online registration process you are consenting to your child's participation in the outdoor education program for the school/college's purpose. You are required to complete the "General Consent" for your child to attend the program. If you have any questions, please contact the WEOA office to discuss.

Kind regards,

The WEOA Team



Henley High School

Cudmore Terrace, Henley Beach SA 5022

Monday to Friday

8:00am to 4:00pm

P 08 8355 7000
E info@henleyhs.sa.edu.au
W www.henleyhs.sa.edu.au

Student Services

P 08 8355 7015 (Years 7-9)
P 08 8355 7014 (Years 10-12)
E studentservices@henleyhs.sa.edu.au

Finance

P 08 8355 7008
E finance@henleyhs.sa.edu.au

ICT Services

E ICTservices@henleyhs.sa.edu.au



Government of South Australia
Department for Education

Department for Education T/A South Australian Government Schools CRICOS Provider number: 00018A