



**HENLEY**  
HIGH SCHOOL

# Years 8 to 12 Transition Guide 2024

This guide is for parents and caregivers of students starting in Years 8 to 12 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 8 to 12 students and families in 2024. We understand that the transition from one school to another is a time filled with nerves and excitement 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 8 to 12 in 2024. It contains all the information you need to prepare your child for the start of their Henley 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.

A handwritten signature in black ink, appearing to read 'E. Fabijan'.

**Eddie Fabijan**  
Principal in 2023

A handwritten signature in black ink, appearing to read 'Tony Sims'.

**Tony Sims**  
Principal from 2024





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# 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
Laptop Program Pg 8	<ol style="list-style-type: none"> <li>1. I completed the Laptop Program Contract and Agreement to Pay on page 22 (if your child is joining the Henley Sports Academy, you have already completed the contract and are not required to complete it again).</li> <li>2. The student has signed the contract.</li> <li>3. 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).</li> <li>4. I returned the Laptop Program Contract and Agreement to Pay.</li> <li>5. I received the Laptop Program invoice.</li> <li>6. I made an initial Laptop Program payment of at least \$700.</li> <li>7. My child collected their laptop on the first day of school (Years 8 to 11 only).</li> <li>8. My child collected their laptop on the second day of school (Year 12 only).</li> </ol> <p><b>Important:</b> See Laptop Program on page 8</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  Tue, 30 Jan 24	
Media consent Pg 9	<ol style="list-style-type: none"> <li>9. I received the link to the Media Consent Form via an email from EdSmart.</li> <li>10. I completed the Media Consent Form on EdSmart.</li> </ol>	Fri, 27 Oct 23  Wed, 24 Jan 24	
Early dismissal Pg 9	<ol style="list-style-type: none"> <li>11. I received the link to the Early Dismissal Consent Form via an email from EdSmart.</li> <li>12. I completed the Early Dismissal Consent Form on EdSmart.</li> </ol>	Fri, 27 Oct 23  Wed, 24 Jan 24	
Student Driver/ Parking Permit Pg 10	<ol style="list-style-type: none"> <li>13. I completed and returned the Student Driver/Parking Permit Application on page 26.</li> <li>14. The student and a parent/caregiver has signed the application.</li> </ol> <p><b>Important:</b> See Student Driver/Parking Permit on page 10</p>	If required  If required	
School fees and invoices   Pg 10	<ol style="list-style-type: none"> <li>15. I received invoices for school fees and am aware of the due dates and payment options for each.</li> </ol>	Mid-Jan 24	
School Card Pg 11	<ol style="list-style-type: none"> <li>16. I considered my eligibility for School Card and, if eligible, I will submit an application in February 2024.</li> </ol>	If required	
School uniform Pg 12	<ol style="list-style-type: none"> <li>17. I scheduled a booking for uniform fitting or general uniform appointments, if required.</li> <li>18. I purchased all uniform items that my child will require and my child is ready to be in full uniform from day 1.</li> </ol>	If required  Wed, 24 Jan 24	



Stationery and book list   Pg 14	19. I purchased all stationery items that my child will require.	Wed, 24 Jan 24	
Governing Council Pg 15	20. I have considered joining the Henley High School Governing Council and, if interested, have sent an expression of interest to <a href="mailto:governing.council@henleyhs.sa.edu.au">governing.council@henleyhs.sa.edu.au</a> .	If interested	
Compass Pg 17	21. I received an email with information on how to access Compass. 22. I logged in to Compass for the first time.	Term 1, 2024 Term 1, 2024	
Qkr! Pg 18	23. I downloaded the Qkr! app, created an account and set up a profile for my child.	Wed, 24 Jan 24	
Homestay Pg 18	24. 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 19	25. 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. <b>Important: See The first day of school on page 19</b>	Mon, 29 Jan 24	



# 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.
- ✓ If your child is joining the Henley Sports Academy, you have already completed the contract and are not required to complete it again.
- ✓ If your child is not joining the Henley Sports Academy, the contract for you to complete is included as Annexure A on page 22.
- ✓ 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.

## 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!

If your child is joining the Henley Sports Academy, you have already completed the contract and are not required to complete it again.

If your child is not joining the Henley Sports Academy, the contract for you to complete is included as Annexure A on page 22.

## Important!

The Laptop Program Contract and Agreement to Pay 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 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!

Year 8 to 11 students will collect their laptops during the first day of school, Monday, 29 January 2024.  
Year 12 students will collect theirs on Tuesday, 30 January 2024.

Laptops are unable to be collected prior to this date.

## Laptop collection

- ✓ Year 8 to 11 students will collect their laptops during the first day of school, Monday, 29 January 2024.
- ✓ Year 12 students will be taking part in an excursion on the first day of school and will therefore collect their laptop on Tuesday, 30 January 2024.
- ✓ Laptops are unable to be collected prior to this date.



# Media consent

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

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, 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.



# Student Driver/ Parking Permit

**A student car park is available to Year 11 and 12 students with a valid car licence.**

To access the student car park, a Student Driver/Parking Permit Application needs to be completed and returned to Student Services. The application must be signed by the student and a parent/caregiver.

Students with an approved application will be issued a parking permit which must be displayed in the vehicle.

## **Important!**

This application only applies to students in Year 11 or 12 who have a valid car licence and intend to park in the student car park during school hours.

## **Completing the form**

- ✓ The Student Driver/Parking Permit Application is included as Annexure B on page 26.
- ✓ This form needs to be completed and returned to Student Services prior to the student accessing the student car park.

# 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](mailto: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](mailto: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](https://sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme).



# School uniform







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](https://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](https://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](https://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](mailto: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/](https://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](https://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.**

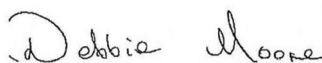
We hope that your child will enjoy their learning experience with Henley High School, where we greatly value our friendly school community and wider Henley Beach community, which is active and vibrant.

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](mailto: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](http://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](http://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](mailto:mandy.matz@henleyhs.sa.edu.au).

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

## Meeting locations for Years 8 to 11

Newly commencing students are required to meet in the following locations at the start of the day, where they will be greeted by their teacher and taken to collect their laptop (see page 24 for School Map):

- ✓ Year 8: Hall with Ms Kloeden
- ✓ Year 9: Outdoor Courts with Ms Eliades
- ✓ Year 10: Outdoor Courts with Ms Eliades
- ✓ Year 11: Gym/Stadium with Ms Gorman

## Meeting location for Year 12

Year 12 students will be participating in an Orientation Day at the University of Adelaide on Monday, 29 January 2024.

Detailed information about this excursion, including when and where to meet, what to expect, and a consent form for parents/caregivers to complete, will be sent later this year.

Year 12 students will collect their laptop on Tuesday, 30 January 2024.

## 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 22
- ✓ 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.



# School map







# Annexure A: Laptop Program Contract and Agreement to Pay

Dear Parent/Caregiver,

## 2024 Laptop Program | Year 8-12 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.

- Students will be provided with 1 laptop for their years of secondary schooling.
- The cost of the 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. 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.
- Newly enrolled students to Year 12 can pay a non-refundable payment of \$200 for a 'lease' laptop for the duration of their schooling. Payment needs to be made prior to collection of the laptop. The laptop will need to be returned before the student leaves the school otherwise students will receive an invoice for the full amount of the non-returned 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.**

### 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.



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*Your*  
**Journey**  
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- 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](http://www.henleyhs.sa.edu.au) for further detailed information.

Please read and sign the contract 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](mailto:ICTservices@henleyhs.sa.edu.au).

Yours sincerely,



Eddie Fabijan  
**Principal**



Greg Pascoe  
**Assistant Principal – ICT**

## 2024 Year 8-12 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](http://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](http://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
<input type="checkbox"/>	Newly enrolled students to Year 12 can pay a non-refundable fee of \$200 for the lease of a laptop for the year. Must be paid prior to collection of the laptop. Laptop must be returned in good working order before student leaves otherwise an invoice for the full amount will be generated and sent.	\$200 non-refundable fee for 1 year use

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: Student Driver/ Parking Permit Application



For office  
use only

Parking  
Permit No.

# Student Driver/Parking Permit Application



**HENLEY**  
HIGH SCHOOL

## Return form to Student Services to receive your parking permit

Students are only permitted to use their cars when travelling to and from school. They must not be used to go to the shops and back during school time or to transport other students to sporting events or excursions.

Students who drive their cars must observe the following expectations:

1. The driver must be the only occupant of the vehicle. No unauthorised passengers are to be carried at any time. If students drive siblings/other students to school then this needs to be specified on the bottom of this form.
2. Students must park in the designated student car park area. Parking permits **MUST BE DISPLAYED** while parked in the student car park between 8.30am to 3.30pm on school days. The school is not responsible for any cars in the student car park area.
3. If a student uses more than one car then details of each car must be submitted. All information must be recorded on separate forms. The completed permit application must be handed into Student Services for recording and a separate parking permit will be issued for each vehicle.
4. Students must drive safely in the streets around the school to ensure the safety of the community.  
**The speed limit is 25km/h on roads around the school.**
5. Students must not be in the car park unless they are arriving or departing from school.

Students are reminded of their Licence conditions:

- ✓ You must display the correct size 'P' plates so that they are clearly visible from the front and rear of the vehicle (rear only for motorcycles)
- ✓ You must not use any mobile phone function while driving, including hands-free mode and Bluetooth technology or loud speaker operation
- ✓ If you are under the age of 25 years, you must not drive between midnight and 5am, or with more than one passenger aged 16 to 20 years (excluding immediate family members).

**If a student drives irresponsibly the matter will be reported to the police and parents will be informed immediately.**

Student name		
Student agreement	I agree to observe Henley High School's expectations about being a driver.	
Details of the vehicle I will be driving	Registration number	Colour
	Model/make	
Student signature		Date
Parent/caregiver permission	I give permission for my child (named above) to drive to and from school and I accept the conditions of this agreement.	
Parent/caregiver signature		Date
Parent/caregiver passenger permission	I give permission for my son/ daughter to transport siblings/other student in the above mentioned vehicle.	
Sibling/other student name(s)		

## 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](mailto:info@henleyhs.sa.edu.au)  
**W** [www.henleyhs.sa.edu.au](http://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](mailto:studentservices@henleyhs.sa.edu.au)

## Finance

**P** 08 8355 7008  
**E** [finance@henleyhs.sa.edu.au](mailto:finance@henleyhs.sa.edu.au)

## ICT Services

**E** [ICTservices@henleyhs.sa.edu.au](mailto:ICTservices@henleyhs.sa.edu.au)



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