



HENLEY
HIGH SCHOOL

Year 8 to 12 Transition Guide

This guide is for parents and caregivers of students starting in Year 8 to 12.

Your
Journey

Your
Journey
///



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.

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 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.





The Henley High School community is excited to welcome our new Year 8 to 12 students and families. 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 8 to 12. 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.

A handwritten signature in dark ink, appearing to read "Tony Sims".

Tony Sims
Principal



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Checklist

We are excited for your child to continue 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 school year, please work through this checklist, adhering to the due dates.

Topic	Actions	Due	Done
Laptop Program Pg 8	1. The Laptop Program Contract and Agreement to Pay forms will be sent in Term 4 2025. Payments due before collection in 2026.	Wed, 21 Jan 26	
Student Driver/ Parking Permit Pg 9	2. I completed and returned the Student Driver/Parking Permit Application on page 24. Important: See Student Driver/Parking Permit on page 9	If required	
Media Consent Pg 9	3. I completed the link to the Media Consent Form via an email from EdSmart.	Wed, 21 Jan 26	
Early Dismissal Pg 10	4. I completed the link to the Early Dismissal Consent Form via an email from EdSmart.	Wed, 21 Jan 26	
School Fees and Invoices Pg 10	5. I received invoices for school fees and am aware of the due dates and payment options for each.	Mid-Jan 26	
School Card Pg 11	6. I considered my eligibility for School Card and, if eligible, I will submit an application in February 2025.	If required	
School Uniform Pg 14	7. I scheduled a booking for uniform fitting or general uniform appointments, if required so my child is ready to be in full uniform from day 1.	Wed, 21 Jan 26	
Stationery and Book List Pg 16	8. I purchased all stationery items that my child will require.	Wed, 21 Jan 26	
Governing Council Pg 17	9. 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	
Daymap Pg 19	10. I received an email with information on how to access Daymap and have logged in to Daymap for the first time.	Term 1, 2026	
Qkr! Pg 20	11. I downloaded the Qkr! app, created an account and set up a profile for my child.	Wed, 21 Jan 25	
Homestay Pg 20	12. 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 21	13. My child is ready for the first day of high school. Important: See The first day of school on page 21		



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. We are currently updating our Laptop Program and documentation for 2026. The Laptop Program Contract and Agreement to Pay forms will be sent in Term 4 2025.



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 A on page 24.
- ✓ This form needs to be completed and returned to Student Services prior to the student accessing the student car park.

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
- ✓ Please ensure you complete this form by Wednesday, 21 January 2026.



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
- ✓ Please ensure you complete this form by Wednesday, 21 January 2026.

Material and Services charges (school fees) and invoices

Invoices for school fees will be posted by mail to parents/caregivers in mid-January 2026.

These will cover Materials and Services Charges (and the associated \$200 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, 3 July 2026, with the exception of the initial Laptop Program payment which is due by Wednesday, 21 January 2026.

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, 2026. 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 2026. If you are eligible for the School Card, you do not receive the \$200 government rebate.

For more information or to apply, please visit:

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

Student ID Cards

All students are required to bring their student ID cards to school every day. These cards are essential for accessing the toilets, as they must be scanned for entry.

If a student forgets their ID card, they can visit Student Services to receive a temporary fob. It's important that they return this fob to Student Service after use.

In the unfortunate event that a student loses their ID card, parents or caregivers can easily purchase a replacement through the Qkr! app for \$8.

Bus Timetable

Henley High School students can conveniently use Adelaide Metro services for their daily commute.

All students are required to purchase a Metro Card for travel. This card makes it easy to access public transport and helps streamline your journey.

For detailed information about bus stops, simply visit the [Adelaide Metro website](#) and search for your specific route number.

Or on the Henley High School [website](#).



Canteen

The Henley High School canteen is operated by Rory's School Lunches.

Rory's School Lunches is a local based Catering and Canteen Management Company who provide excellent and extensive healthy choice food offerings to numerous schools across South Australia. They employ a team of qualified chefs to prepare fresh, delicious and healthy meals.

The menus are updated to keep them exciting for students and to encourage them to try a range of food. There are some popular items students love so we always keep them on the menu.

The menu includes fresh baguettes, wraps, sandwiches and focaccias, salads and fruits, hot pasta, curries and stir-fries, sushi, yiros, toasted subs, burgers, hotdogs and many other specialty dishes. The canteen also stock a range of drinks, ice blocks and snack items.

Ordering and payment

Opening hours: 8.00am to 2.00pm, Monday to Friday

Orders: Lunch can be ordered before 8.30am through the Qkr! app. All students will need to collect their order direct from the canteen.

Senior students may also come directly to the canteen at recess and lunch to purchase from a great selection of hot and cold foods, drinks, ice blocks and snacks.

Canteen Menu

Payment: Students can pay by cash or card. Mobile phones are not to be used during school time.

Rory's Parent Help Line: 0413 575 800

Email: rory@rorys.com.au

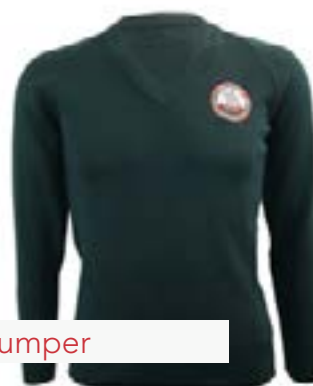
Website: www.rorys.com.au



School Uniform



Windcheater



Jumper



Puffer jacket



Summer dress



Spray jacket



Rugby top



Flex pants



Skirt



Relaxed shorts



Baggy pants



Baggy shorts

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.

- ✓ 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).
- ✓ Undershirt can be worn provided they cannot be seen.
- ✓ Students should be 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](#).

Uniform supplier

Our uniform supplier is Devon Clothing.

Uniform orders

Uniform items can be browsed and purchased instore or online.

Address: Shop 5, 516-520 Henley Beach Road, Fulham SA 5024

Opening Hours: Book your uniform fitting appointment now to avoid delays during peak trading from 1st November 2025 until 1st February 2026.

Link: [Book a fitting](#)

Monday 8am -11am,
Wednesday 3pm – 6pm
and Saturday 10am – 1pm.
Closed Public Holidays.

During Week 0 2026
(Monday 19th - Saturday 24th
January) extended trading
hours will be as follows:
Monday 8am -12pm,
Tuesday, Wednesday and
Thursday 2pm – 6pm and
Saturday 10am – 1pm.

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 from Monday 19th January 2026. Please email:

monique.woolman@henleyhs.sa.edu.au

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:

[Mobile phone ban exemption form](#)

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.

Stationery and Book List

As part of our commitment to ensuring a smooth transition for students, families will receive a stationery list for each year level, which will be distributed in Term 4.

This list outlines the necessary supplies that will support your child's learning throughout the year.

Please note that stationery items are not included in the material and services fees. We encourage families to review the list carefully and gather supplies before the

school year begins. For your convenience, the stationery list will be available on the Henley High School [website](#), where you can find additional resources and information.

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 \$31.50. 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,

Charmaine Mack

Henley High School Governing Council
Chairperson

Lesson and Bell Times

On Monday's students are dismissed early and on Wednesday's students start late for staff meetings.

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

Daymap

Henley High School are using Daymap for our school management system. Daymap will be available on any modern web browser as well as through its iOS and Android apps.

Daymap includes many different features including the ability to:

- ✓ **Student and Parent Portals:** Access real-time updates on student progress, grades, and attendance. Both students and parents can view detailed information and communicate directly with teachers.
- ✓ **Class Timetables:** Easily view and manage class schedules, including any changes or updates, through a user-friendly interface.
- ✓ **Homework and Assessments:** Track assignments, deadlines, and assessment results. Daymap provides tools for students to manage their workload effectively.
- ✓ **Communication Tools:** Receive important

announcements, messages, and notifications directly from the school. Stay informed about school events and updates.

- ✓ **Calendar Integration:** Sync school events and deadlines with your personal calendar to stay organized and on top of important dates.

Using Daymap

You will receive your login details and instructions on how to download and use the Daymap app at the beginning of Term 1, 2026. Until then, important communications will continue through email, post, and phone.

We encourage you to explore Daymap once you gain access, as it will be a primary means of communication between you and the school.

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 our [Qkr! Guide](#) 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 form:

[Homestay registration form](#)

More information

For more information, please contact the Henley High School International Team by phone on 08 8355 7007, email internationalgroup@henleyhs.sa.edu.au or visit our [website](#).

You may also like to watch a short video about the benefits of being a homestay family:

[Homestay video](#)

The First Day of School

The start dates for 2026 are as follows: Year 7, 8 and 12 students will begin on Tuesday, January 27, while Year 9, 10, and 11 students will start the following day, Wednesday, January 28.

Whilst Year 11's usually don't start until after recess on Wednesday, their first day on January 28 will require all Year 11's to start at 9:25am.

For newly commencing students, school hours will be from 8:35am to 3:15pm. On the first day, students should gather in the Hall to meet their teachers and collect their laptops. Year 12 students will be offsite for a compulsory orientation program on their first day. Further information and permission slips will be sent to families soon.

Important!

To make sure your child has a successful first day, please do the following prior to the first day of school

Complete the checklist on pages 6

- ✓ Complete and submit/return all forms, including:
 - ✓ All EdSmart forms
 - ✓ The Laptop Program Contract and Agreement to Pay, sent in Term 4.
- ✓ 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 by Wednesday, 21 January 2026.





HENLEY HIGH SCHOOL

Gate 3

Map

Gate 4

All SLC Disability Unit staff and students

Work Site EMERGENCY ASSEMBLY AREA

Main Oval
All non-teaching, ancillary staff, ISEC classes, Left staff and students, contractors and visitors

Year levels: 12 11 10 9 8 7

Henley Beach Road

Harvey Street



House Colours

- Flourey
- Lowitja
- Mawson
- Mitchell
- Oliphant
- Senior School

Cudmore Tce

Gate 1

School Crossing

Gate 2

Public Courts
454

Student Courts 1
453

Netball Courts
452

Student Carpark

Mitchell Oval 454

Your
Journey



Annexure A: Student Driver/ Parking Permit Application

For office
use only

Parking
Permit No.



HENLEY
HIGH SCHOOL

Student Driver/Parking Permit Application

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
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