

**CLEELAND
HIGH SCHOOL**



**PROSPECTUS
1989**

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CLEELAND HIGH SCHOOL

23 ANN STREET, DANDENONG. 3175

706 7802

PRINCIPAL - MR. J. WHITE
DEPUTY PRINCIPAL - MR. D. BAKER

Cleeland High School provides quality education. The curriculum recognises and caters for the individual backgrounds, abilities, interests, needs and potential of students. There is a strong academic stream through to Year 12.

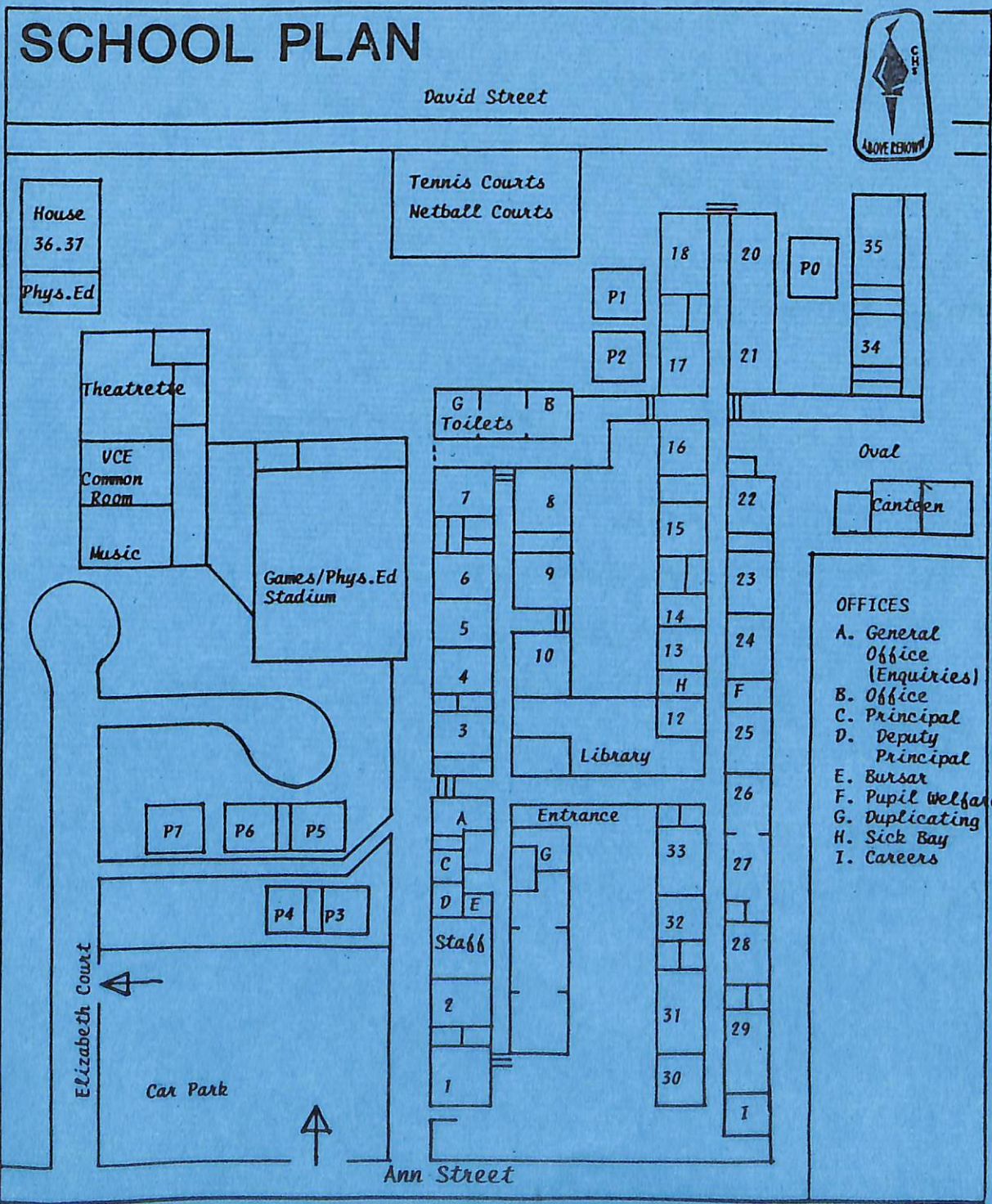
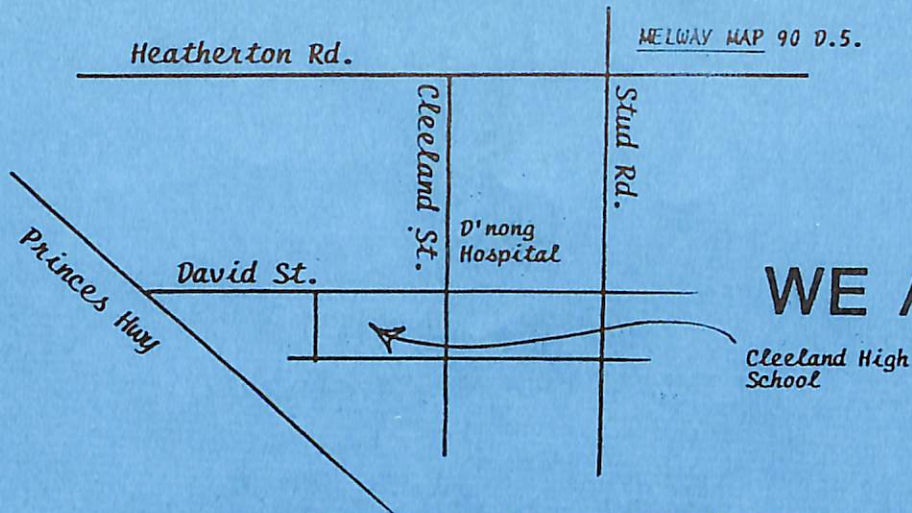
The School is definite and traditional in discipline, classroom behaviour, homework, examinations, uniform and assessment. It has an established tradition of consultation with parents.

SPECIAL FEATURES:

- A co-educational school of 800 pupils
- A proven record of outstanding academic achievement with a tradition of excellent H.S.C./V.C.E. results, an 80%+ pass rate for 9 years
- A varied, comprehensive curriculum
- Carefully planned discipline and welfare policies
- School uniform
- A pleasant and developing environment with excellent facilities
- Teaching and support staff are a dedicated, caring, qualified and involved team

PARENTS ARE WELCOME:

Should you wish to see the School, please arrange a visit.



ABOUT YOUR SCHOOL

PARENT CONTACT

The School encourages parent involvement in their children's education. Parents are invited to visit the School at any time to discuss matters which concern them. Please make an appointment by ringing 706 7802.

COMMUNICATION

Every attempt is made to keep parents informed and to involve them in the life of the school via:-

- Information handbooks such as this one
- Year Level handbooks and course selection information
- A weekly Newsletter is issued on every Friday
- Student reports and Parent/Teacher evenings
- Information evenings

SCHOOL COUNCIL

This body has the major responsibility for policies affecting the school. All groups in the school are represented. Cleeland High School is comprised of:-

7 parents; 5 teachers; 2 students, plus Principal (= 15)

All groups in our school community have the opportunity to express an opinion through their representatives.

PEOPLE YOU SHOULD KNOW



MR. WHITE has been the Principal of our school since 1985. His office is in the Administration area.

MR. BAKER has been the Deputy Principal of our school since 1984. His office is also in the Administration area. You will meet Mr. Baker frequently around the school.



YEAR LEVEL CO-ORDINATORS. Each year level has an experienced teacher appointed as YEAR LEVEL CO-ORDINATOR, to supervise students of that level. The responsibilities of the Year Level Co-ordinator include:-

- Enrolments
- Monitoring progress and attendance
- Counselling and discipline
- Contacting parents

FORM TEACHERS are responsible for one class of students in regard to general administration, attendance records and general welfare. The Year 7 Form Teachers are specially selected for their ability to help students in their transition to post-primary schooling. Each student belongs to a form which meets with their Form Teacher each morning. In addition to daily routine tasks, the Form Teacher is a most important person in the daily life of students and a vital link between teachers, parents and students.

STUDENT WELFARE CO-ORDINATOR. Mrs Eastaugh is available to assist students who have problems - social, financial, emotional or academic. Parents are invited to contact her at any time.



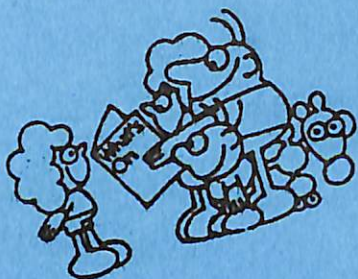
CAREERS TEACHER.

Mr. Murray is available to answer queries from parents and students regarding career choices. In addition, Mr. Murray organises the Work Experience program for Year 10 students.



BURSAR. Mrs. Daly is responsible for the management of school finances. She looks after the collection of money. Her office is near to the Staff Room and Principal's office in the Administration area.

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IMPORTANT DATES, 1989

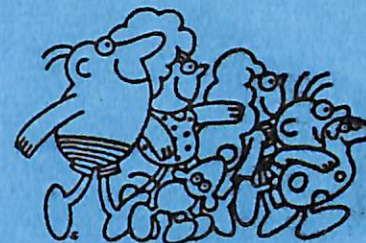
TERM 1

Wednesday Feb. 1
Thursday Feb. 2
Wednesday Feb. 15

Monday March 6
Wednesday March 8
Wednesday March 15
Thursday March 16
Friday March 17
Tuesday March 21
Thursday March 23

Staff Commence school
Students commence school
School photos

Labor Day Holiday
Interhouse Swimming Sports
7A, 7B, special excursion
7C, 7D, special excursion
7E, 7F, special excursion
Fete
Last day, Term 1. 2.30pm dismissal



TERM 2

Monday April 3
Wednesday April 5
Wednesday April 12
Tuesday April 25

Monday May 1
Friday May 12
Friday May 19

Monday June 5
Wednesday June 7
Monday June 12
Monday June 19
Friday June 23

Staff commence Term 2
Year 10 commence Work Experience
Students commence Term 2
Interim Reports. Parent/Teacher Night
Anzac Day Holiday

Year 12 Exams commence
Year 11 Dance-a-thon
Free dress day

Year 11 Exams commence
Year 9 & 10 Exams commence
Queens Birthday Holiday
Reporting Day (Holiday for students)
Last day, Term 2. 2.30pm dismissal



TERM 3

Monday July 10
Tuesday July 11
Thursday July 13
Wednesday July 26

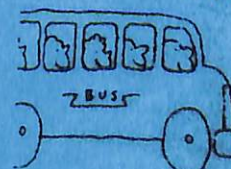
Saturday August 26
Monday August 28

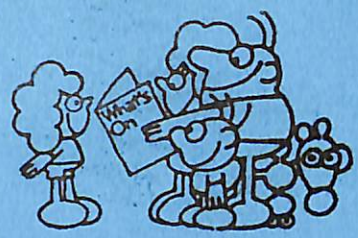
Friday September 15
Thursday September 21
Friday September 22

Term 3 commences
Year 12 Exams commence
Parent/Teacher Day. Reports Years 7, 8, 9, 10, 11
Year 10 Tour, information evening

Year 10 tour commences
Year 10 Work Experience commences

School Prom
Interim Reports. Parent/Teacher Night
Last day, Term 3. 2.30pm dismissal





TERM 4

Monday October 9	Term 4 commences
Tuesday October 10	Year 12 Exams commence
Monday November 6	Curriculum Day (Holiday for students)
Tuesday November 7	Cup Day Holiday
Monday November 13	V.C.E. Exams commence
Tuesday November 14	Middle School information night
Wednesday November 15	Year 11 'Swat Vac.' commences
Friday November 17	Year 11 Exams commence
Friday November 24	Last day, Year 11
Monday November 27	Years 9 & 10 Exams commence
Wednesday November 29	Reporting Day (Holiday for students)



Monday December 4	Year 11 Reports issued
	Year 12 Course selection
Friday December 8	Years 9 & 10 Reports issued
Monday December 11	Year 11 course confirmation & enrolment
Tuesday December 12	Orientation Day - Year 7
Monday December 18	Activities Program
Tuesday December 19	Activities Program
Wednesday December 20	Activities Program
Thursday December 21	Activities Program. Last day for students - 2.30pm dismissal
Friday December 22	Last day for staff



**Be sure that you read the weekly newsletter carefully. Additional dates or changes to the School Calendar are published in the Newsletter.

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DISCIPLINE POLICY

The School's Discipline Policy is based on seven main principles, which are intended to create an environment in which students can feel secure and able to learn and teachers can fulfil their responsibilities effectively.

The categories of Offences and Consequences have been established and relate to the seriousness of the offence.

PRINCIPLES

This Discipline Policy is based on the following principles:-

- CONSIDERATION AND RESPECT FOR PEOPLE
- CONSIDERATION AND RESPECT FOR PROPERTY
- CONSIDERATION AND RESPECT FOR THE REPUTATION OF THE SCHOOL
- THAT SCHOOL SHOULD BE A SAFE, HEALTHY AND PLEASANT PLACE
- THAT NO STUDENTS HAS THE RIGHT TO INTERFERE WITH ANY OTHER STUDENT'S RIGHT TO LEARN
- THAT TEACHERS HAVE THE RIGHT TO FULFIL THEIR RESPONSIBILITIES WITHOUT ANY UNDUE STRESS AND DISRUPTION
- THAT UNDESIRABLE BEHAVIOUR LEADS TO CERTAIN CONSEQUENCES

SCHOOL LEARNING PROGRAM

The School's Curriculum is guided by the "Learning Program", which is oriented towards providing:-

1. Mastery of basic skills, e.g. literacy and numeracy, as well as basic knowledge for our society.
2. Development of thinking skills.
3. Development of inquiry skills associated with the various disciplines of knowledge.
4. Development of positive self-concept and interpersonal skills.
5. Development of skills, knowledge and values so that students can participate in their society.

This learning program was established by teachers, parents and students.

See Following page for
Curriculum Details

<u>YEAR 7</u>	<u>YEAR 8</u>	<u>YEAR 9</u>	<u>YEAR 10</u>	<u>YEAR 11</u>	<u>YEAR 12</u>																	
ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH or ENGLISH AS A SECOND LANGUAGE	ENGLISH or ENGLISH AS A SECOND LANGUAGE																	
				Plus Five of	PLUS Four of																	
MATHS	MATHS	MATHS	MATHS	ENGLISH LITERATURE MATHS A MATHS B MATHS - REAL WORLD	ENGLISH LITERATURE MATHS A MATHS B																	
SCIENCE	SCIENCE	SCIENCE	SCIENCE	PHYSICS CHEMISTRY BIOLOGY	PHYSICS CHEMISTRY BIOLOGY																	
HISTORY	HISTORY	HISTORY	HISTORY	HISTORY	AUSTRALIAN HISTORY																	
		(one semester)	(one semester)																			
GEOGRAPHY	GEOGRAPHY	GEOGRAPHY	GEOGRAPHY	GEOGRAPHY	GEOGRAPHY																	
FRENCH				FRENCH	FRENCH																	
HUMAN RELATIONS PHYSICAL EDUCATION	PHYSICAL EDUCATION	HUMAN RELATIONS PHYSICAL } EDUCATION }		PHYSICAL EDUCATION TEXTILES CATERING HOME ECONOMICS CREATIVE ARTS ART SOCIOLOGY POLITICS ECONOMICS ACCOUNTING LEGAL STUDIES KEYBOARDING COMPUTER STUDIES SECRETARIAL PRACTICE GRAPHIC COMMUNICATION	PHYSICAL EDUCATION HUMAN DEVELOPMENT AND SOCIETY ART POLITICS ECONOMICS ACCOUNTING LEGAL STUDIES COMPUTER SCIENCE BUSINESS MATHS (Group 2) CATERING (Group 2)																	
<table border="1"> <tr><td>DRAMA</td></tr> <tr><td>HOME</td></tr> <tr><td>ECONOMICS</td></tr> <tr><td>ART</td></tr> <tr><td>WOODWORK</td></tr> <tr><td>MUSIC</td></tr> <tr><td>COMPUTER ST</td></tr> </table>	DRAMA	HOME	ECONOMICS	ART	WOODWORK	MUSIC	COMPUTER ST	<table border="1"> <tr><td>DRAMA</td></tr> <tr><td>HOME</td></tr> <tr><td>ECONOMICS</td></tr> <tr><td>ART</td></tr> <tr><td>WOODWORK</td></tr> <tr><td>TEXTILES</td></tr> <tr><td>METALWORK</td></tr> <tr><td>FRENCH</td></tr> <tr><td>MUSIC</td></tr> </table>	DRAMA	HOME	ECONOMICS	ART	WOODWORK	TEXTILES	METALWORK	FRENCH	MUSIC	<table border="1"> <tr> <td>ELECTIVES: SEMESTER UNITS FROM:</td> </tr> <tr> <td>ART, WOODWORK, CRAFT (Textiles, Weaving, Garment Construction). METALWORK, CERAMICS, PRINT MAKING, GRAPHIC COMMUNICATION, CAREER EDUCATION, COMPUTER AWARENESS, TYPING, CONSUMER STUDIES, ACCOUNTING, DRAMA, HOME ECONOMICS, HISTORY, (American Classical), SOCIAL STUDIES, GEOGRAPHY, (Regional/Worldwide), FRENCH, HUMAN RELATIONS, MUSIC, PHYSICAL EDUCATION, PRACTICAL SCIENCE.</td> </tr> </table>	ELECTIVES: SEMESTER UNITS FROM:	ART, WOODWORK, CRAFT (Textiles, Weaving, Garment Construction). METALWORK, CERAMICS, PRINT MAKING, GRAPHIC COMMUNICATION, CAREER EDUCATION, COMPUTER AWARENESS, TYPING, CONSUMER STUDIES, ACCOUNTING, DRAMA, HOME ECONOMICS, HISTORY, (American Classical), SOCIAL STUDIES, GEOGRAPHY, (Regional/Worldwide), FRENCH, HUMAN RELATIONS, MUSIC, PHYSICAL EDUCATION, PRACTICAL SCIENCE.		
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N.B. Subjects NOT shown in boxes are taken by all students.

CURRICULUM

EXTRA CURRICULAR ACTIVITIES

Our school believes that important education takes place beyond the classroom. There are many opportunities for students to take part in many activities.

Excursions, sport and camps are integrated into the school program. They allow students to experience and understand each other, different places, to gain confidence in tackling new things and encourages understanding of a healthy, varied lifestyle.

In 1988, the following were held:-

- ... Inter House Swimming and Athletic Sports
- ... Inter School Sport
- ... Central Australia Trip
- ... Team taking part in the Great Victorian Bike Ride
- ... Numerous day excursions
- ... End of year activities program
- ... Drama

A similar range of activities will take place in 1989.

ASSESSMENT/REPORTING

Assessment provides students and parents with information about their learning and provides the school with information concerning student development.

Student performance is assessed continuously. Assessment will be based on topic tests, essays and assignments. Examinations will be conducted in Years 10, 11 and 12.

REPORT FORMS have grades and detailed comments. These are distributed at the following times:-

TERM 1	Interim Report
MID YEAR	Full Report
TERM 3	Interim Report
DECEMBER	Full Report

Parents are given the opportunity to discuss reports at Parent/Teacher interviews.

PROMOTION

Most students are promoted, however it may sometimes be in their best interests to repeat a year level.

When promotions are discussed, the following are taken into account:-

- ... Achievement
- ... Attendance
- ... Effort
- ... Course Selection
- ... Age and maturity
- ... Attitude

SCHOOL UNIFORM

The Cleeland High School uniform is attractive and practical. It promotes the self esteem of students and the image of the school. All students from Years 7 to 11 are expected to wear the school uniform.

SUPPLIERS

SCHOOL CANTEEN:

Cleeland High School jumpers
Coats
Tights
Phys. Ed. t-shirts
Phys. Ed. skirts
Phys. Ed. windcheaters
Woodwork aprons

GEMINI UNIFORMS:

104 Foster Street,
Dandenong.

Summer frocks, winter skirts, shirts, skivvies,
grey trousers.
Blazers may be ordered.

VEREY'S SHOES:

259 Thomas Street,
Dandenong.

Black school shoes - 10% discount to all C.H.S. students



GIRLS UNIFORM:

<u>SUMMER</u>	FROCK	<u>of school fabric</u> , with sleeves and collar
	JUMPER	Cleeland High School jumper
	FOOTWEAR	Black leather school shoes. Roman sandals may be worn with the Summer uniform, but for safety reasons <u>are not permitted</u> in science, woodwork, metalcraft or home economics, when feet <u>must be protected</u> by heavier shoes.
	SOCKS	White socks only with Summer uniform
<u>WINTER</u>	SKIRT	Plain grey pleated skirt of school fabric
	SHIRT	White or pale blue
	SKIVVY	White or pale blue
	JUMPER	As for Summer
	TIGHTS	Navy blue ribbed
	FOOTWEAR	Black school shoes. Fashion shoes not accepted.
	TIE	Optional

MAKE UP is not to be worn.

JEWELLERY

The only items permitted are watches and sleepers or studs in pierced ears. All other jewellery is potentially dangerous in many aspects of school life and must not be worn to school. Other items which are worn as a result of current fashion trends, such as badges, hair ornaments, multi-coloured ribbons etc. are not to be worn with school uniform.

BOYS UNIFORM:

<u>WINTER</u>	TROUSERS	Grey flannel school trousers
<u>AND</u>	GREY SHORTS	with grey socks only
<u>SUMMER</u>	SHIRT	White or pale blue
	SKIVVY	White or pale blue (Winter)
	SOCKS	Grey or dark colour in keeping with grey school trousers
	JUMPER	Cleeland High School jumper
	FOOTWEAR	Black leather school shoes only
	TIE	Optional

OUTER CLOTHING - BOYS AND GIRLS:

Blazer (optional) - pre-ordering is required
Plain dark duffle coat or dark blue zip-up jacket.

** Coats, hats and scarves are not to be worn in class.

PHYSICAL EDUCATION UNIFORM:

Also used for inter-school sport.
School provides football jumpers.

BOYS: Yellow t-shirt, preferably with CHS emblem.
Black or blue shorts, white socks,
runners/track shoes

GIRLS: Blue shirt, yellow t-shirt, preferably with CHS emblem.
White socks, runners/track shoes

BOYS AND GIRLS: Phys. Ed. windcheaters - yellow with emblem

FACILITIES

Cleeland High School is proud of its excellent facilities. The School Council is committed to continuing improvements to the school. We have:-

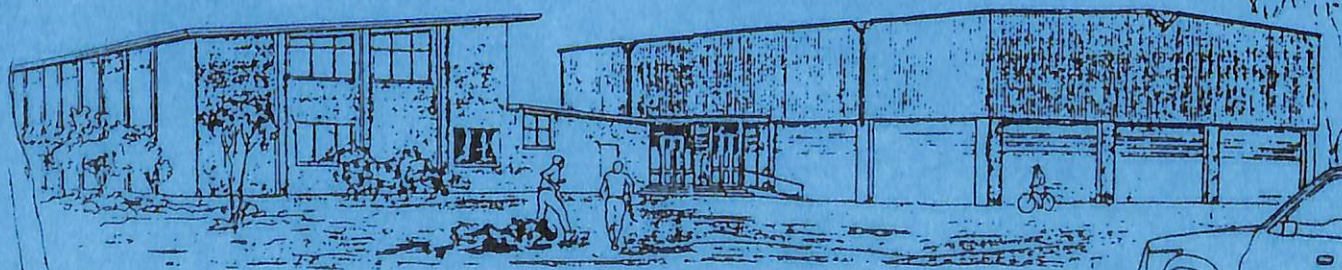
- a well stocked library complex
- two fully equipped computer rooms
- typing rooms
- a well developed canteen
- an extensive range of sport and physical education equipment



NEW COMPLEX

The new Drama/Games Complex will be finished in March, 1989. It will contain:-

- a small theatre to seat 250 people
- a games area for basketball, badminton, volleyball, and many other sporting and physical education activities
- a V.C.E. Common Room
- a new music complex



FINANCE - BUDGETS & CHARGES

Cleeland High School implemented Program Budgeting in 1986 to achieve good management and development of resources.

To ensure the continued growth of the School and to provide students with library books, class sets and other essential consumable equipment, the School Council has set the following charges for 1989.

A. These charges will be on the booklist and paid to the bookseller (Endeavour Books, 42 David Street, Dandenong, 792 3466) when collecting books.

School Council Development Fund	\$25 per family	
Combined Subject Levy	15)	
Magazine	5)	
Diary	3.50)	per student
Locker Charge	1.50)	
	<hr/>	
TOTAL	\$50.00	
	<hr/>	

B. MATERIALS CHARGES.

These amounts are used to help cover the costs of materials used in Specialist Subjects. The amount relating to your child's subjects should be paid to the school before the end of the second week of the school year. Each family will receive an INDIVIDUAL SCHOOL CHARGES STATEMENT when courses are finalised.

Parents of Year 7 students are asked to pay on Orientation Day.

FINANCIAL ASSISTANCE

1. EDUCATION EXPENSE ALLOWANCE (for students 15 years and under)

An amount of \$100 per child is paid into the bank account of families who receive the Family Allowance. This was implemented in 1987 and is to assist parents to provide for their childrens education.

2. MAINTENANCE ALLOWANCE

An allowance of \$254 is paid for students when the parent(s) are Health Card Holders. Application forms which have to be completed at the beginning and mid-way through the year and are available from the General Office. Please complete these forms early.

3. AUSTUDY (for students 16 years and over)

This is a 'needs based scheme', which was introduced in 1987. The children of parents who are Health Card Holders will qualify. Many others will be eligible. Detailed information for 1989 will be published in the School newsletter when available.

Any questions relating to assistance should be directed to the Principal or to the Student Welfare Co-ordinator.
Telephone, 706 7802