



**BCHS** BALLINA COAST  
HIGH SCHOOL

*innovation excellence diversity*



# Student Handbook

## Contents

Introduction.....	4
School Contact Details.....	5
School Opening Hours .....	6
Term Dates 2021 .....	6
All My Own Work.....	6
Anti-Racism .....	7
Assemblies.....	7
Attendance Procedures .....	7
Bell Times.....	10
Breakfast Club.....	10
Bus Travel.....	10
Bring Your Own Device (BYOD).....	10
Café.....	11
Careers.....	12
Change of Contact Details / Address / Email .....	12
Communication .....	12
Computer Network Agreement .....	13
Curriculum Profile 2021 .....	13
Distance Education.....	15
Drug Education .....	15
Enrolment Policy.....	16
Enrolment of Students .....	16
Examinations and Reporting .....	16
Excursions.....	17
Expectations.....	17
Extra-Curricular Activities .....	18
Evacuation and Lockdown.....	18
Financial Assistance.....	18
First Aid and Sick Students.....	18
Flex.....	19
Friends of Ballina Coast High School .....	19
Girl's Contact.....	19
Insurance.....	19
Learning Coaches and Learning Hubs .....	19
Learning Conferences .....	20
Learning Protocols .....	20
Learning and Support Teacher.....	20
Learning Support.....	20

LEO Club .....	21
Library .....	21
Lockers .....	21
Mature Age Students .....	21
Mobile/Electronic Devices .....	21
Office Duty .....	22
Parent Teacher Evenings .....	22
Parent Teacher Interviews .....	22
Peer Support .....	22
Programs, Assessment and Homework .....	22
Road Safety .....	22
School Counsellor/s .....	23
School Fees .....	24
Scripture .....	24
Searches .....	24
Security .....	24
Smoking .....	24
Sport .....	24
Sporting Houses .....	24
Sports Carnivals .....	24
Strategic Improvement Plan .....	25
Student Achievement .....	25
Student Representative Council .....	25
Targeted Sports Program .....	25
Technology .....	25
Uniform .....	26
Visitors .....	28
Year Advisers and Learning Coaches .....	29
Youth Allowance .....	29

## Introduction

Ballina Coast High School (BCHS) was established in 2018 and opened the doors to a brand-new school in January 2019.

BCHS is characterised by a supportive and cooperative home/school relationship. Parental and community support for the school is strong and is demonstrated in a number of ways including café and classroom helpers, sponsorship and general participation in a range of student and school activities and events. BCHS has a strong focus on quality teaching and learning and encouraging students to strive to achieve their best.

In welcoming you to BCHS, we ask that you take the time to read the information contained in this booklet and to contact the school regarding any concerns or queries. Our aim is to prepare your child for a life of learning that is supported by strong and positive links between school and home, thus ensuring we continually strive to uphold our vision of **Growing Together, Creating Futures.**

Janeen Silcock

Principal

"I acknowledge the Bundjalung people, the traditional custodians of this land on which we learn and work together and commit to building relationships, respect and opportunities for all Aboriginal people in our community."

## School Contact Details

<b>Executive Staff</b>	
Principal	Ms Janeen Silcock
Deputy Principals	Mr Aaron McDonald
	Mr Jesse Coates
HT Creative Arts	Mrs Janet Andrews-Engle
HT English (Relieving)	Ms Tess Gould
HT HSIE (Relieving)	Mr Jake Parmenter
HT Mathematics	Mr Stephen Bignell
HT PDHPE	Mr Martin Smith
HT Science	Mr Damian McClymont
HT Tas	Ms Susan Tulloch
HT Support Centre	Ms Jodie Crowther
HT Learning and Support	Ms Cassie Middleton
HT Transition and Engagement	Mrs Sarah McDonald
HT Welfare	Ms Kirrily Myers
HT Admin / Careers Adviser	Ms Donna Ryan
<b>Year Advisers</b>	
Year 7 2022	Ms Sonya Soulsby
Year 7	Mrs Robyn Sheehan
Year 8	Ms Renae Wood
Year 9	Mrs Trixie Donald
Year 10	Mrs Amanda Pratt
Year 11	Mr Caleb Sandercock
Year 12	Mr Marshall Chang
<b>Administration</b>	
School Administration Manager	Mrs Linda Bayliss
<b>Student Wellbeing</b>	
School Counsellor	Mr Dan Wilson
	Mrs Honny Henderson
Teacher Librarian/SRC	Mr Andrew Playford
Girls Contact	Ms Melissa Gold
Learning and Support	Ms Sonya Soulsby & Ms Kirsty Cameron
Telephone	6681 0100
Address	57 Cherry Street, Ballina NSW 2478
Email	<a href="mailto:ballinacoast-h.school@det.nsw.edu.au">ballinacoast-h.school@det.nsw.edu.au</a>
Website	<a href="https://ballina-h.schools.nsw.gov.au/">https://ballina-h.schools.nsw.gov.au/</a>
Facebook	<a href="https://www.facebook.com/ballinacoasthighschool/">https://www.facebook.com/ballinacoasthighschool/</a>

## School Opening Hours

BCHS has a four-period day. Period 1 commences at 9am and Period 4 ends at 3:25pm (see bell times for more information).

Supervision of students commences at 8:30am. Unless for a specific reason, students are not to be at school prior to 8:30am.

The School administration office is open from 8:15am to 3:45pm, phone enquiries are received from 8:00am to 4:00pm.

## Term Dates 2021

Term Dates		Holidays	
<b>Term 1</b>	Wednesday 27 January to Thursday 1 April	<b>Autumn</b>	Monday 5 April to Friday 16 April
<b>Term 2</b>	Monday 19 April to Friday 25 June	<b>Winter</b>	Monday 28 June to Friday 9 July
<b>Term 3</b>	Monday 12 July to Friday 17 September	<b>Spring</b>	Monday 20 September to Friday 1 October
<b>Term 4</b>	Tuesday 5 October to Friday 17 December	<b>Summer</b>	Monday 20 December to Thursday 27 January

### Note Below

Commencement of the 2021 year:

Years 7 and 12 commence on Thursday 29 January and all students return on Monday 1 February. There are Staff Development Days on Wednesday 27 and Thursday 28 January.

Public Holidays:

Good Friday	Friday 2 April
Easter Sunday	Sunday 4 April
Easter Monday	Monday 5 April
Queen's Birthday	Monday 14 June

## All My Own Work

It is a NESA (regulatory body) requirement that students in Year 10 complete the All My Own Work program BEFORE they can enrol in Year 11.

The **HSC: All My Own Work** program is designed to help Higher School Certificate students to follow the principles and practices of good scholarship. This includes understanding and valuing ethical practices when locating and using information as part of their HSC studies.

The program has been developed as part of the NSW Government's Respect and Responsibility strategy and complements other approaches such as brochures for teachers, students and parents and strengthened student and teacher declarations for the HSC.

The HSC: All My Own Work program is integrated with other NSW syllabuses and programs. The program is designed to be delivered flexibly as self-paced learning modules.

The program's content is divided into five modules:

1. Scholarship Principles and Practices
2. Acknowledging Sources
3. Plagiarism
4. Copyright
5. Working with others

## Anti-Racism

BCHS rejects racist behaviour and makes a commitment to eradicating racial discrimination in the learning and working environment. Strategies and procedures have been set up in schools to support this policy. Any person or group of people with a complaint should seek assistance from the school's nominated antiracism contact officer. At BCHS this contact officer is Mr Aaron McDonald.

## Assemblies

Assemblies are held each fortnight on Tuesday Week A at 10:15am. The school captains facilitate these assemblies. Year Advisers can call impromptu year assemblies as the need arises.

## Attendance Procedures

Students are required to attend school each day the school is open. It is the responsibility of students and parents/carers to ensure that students attend school regularly. BCHS uses an electronic attendance system. BCHS will text parents/carers to inform them if their child is absent from school. Parents can respond to this text with a legitimate reason, and this will count as an explained absence. Absences are recorded as being either justified or unjustified on student school reports. Attendance in each course will also appear on student reports.

The Education Act requires the Principal to review students' attendance patterns if they have an unsatisfactory pattern of attendance.

### Absences

- Official student attendance is recorded during period 1 each day.
- Student attendance is monitored each period and absences are recorded.
- Truancy is notified to the Head Teacher Administration.

### Absence, what to do when my child is away

**Please wait for the text message and respond to that message** – it is not necessary to phone the school. Please note this is not the school mobile number - it changes daily; or

Log in to the Parent Portal, click above your child's photo on the 'absences' button and on the left click on the grey 'explain absence' button; or

Send in a hand written note with parent/carer signature within seven (7) days of being absent.

### Extended Absences

- If students will be absent for more than two (2) days, parents should contact the school:
  - Inform the school of a possible return date;
  - If well enough, request work through the Year Adviser.

### Notification of Student Absence

- Students who are absent need to provide a notification explaining that absence within seven days. **Preferably by replying to the sms that same day.**

- In relation to **sick leave**, the note must provide a reasonable and specific explanation of the student's sickness.
- In cases where sickness is in excess of **four** school days, medical certificates detailing the nature of the sickness and the duration of the sickness are required.
- **The Head Teacher Administration or Hub Coach will make contact with parents when student absenteeism becomes a concern.**
- In the case of students absent due to sickness for examinations and/or assessment tasks a medical certificate is required along with an Illness Misadventure Form (from Head Teacher Teaching and Learning).
- If a student has been absent from school and has not supplied an acceptable note within seven days they are recorded as an Unexplained Absence.

### **Leaving Early - collecting students from school before the end of day**

If you know your child has to leave school early for any legitimate reason please follow the process below.

- **Send a note written and signed by a parent/carer.**
- **Students must present their note to the administration office before 9 am** to receive their leave pass.
- Students present their leave pass to teachers in order to leave the class early, or if they are challenged by teachers on supervision.
- Students who subsequently return to class after an appointment must sign in at the administration office before returning to class.
- Parents are reminded that this facility should be used only for medical or dental appointments that cannot be made after school or for other matters of an extremely urgent nature.

**\*\* It is extremely important to follow this process** as it is not always possible to get your child from class. This allows the student to leave their class, at the time required and without disruption to the learning of the other class members.

### **Important**

**\* If you need to collect your student unexpectedly you will be required to phone the administration office to sign the student/s out. Phone calls are for emergencies or unforeseen events only, for all prearranged appointments a note before 9 am is required.**

**\* No student should leave the school grounds without permission.**

### **Students being collected by someone other than their parent/carer or emergency contact**

During school hours students are only allowed to leave with their own parent/carer or a person listed as an "emergency contact" as per the enrolment application. If you require another person to pick up your child for any reason you will need to write a note for your child. This note will need to be signed and approved by the Head Teacher Administration before 9am and a leave pass issued by the office. The person named on the note will be required to come to the office with identification.

**Leave may be approved by the principal for some situations where documentation is provided:**

- Misadventure and unforeseen events, e.g. fire, flood.
- Industrial disputes.
- Participation in special events, e.g. eisteddfod or equestrian events.
- Family holidays which cannot be taken within the normal school vacation period.
- Domestic necessity, e.g. death of an immediate relative or care provider, recognised religious holidays or ceremonies.



**NB: Travel exemption forms must be completed. Located on our school website in 'Forms for download'.**

### **My child is late for school**

Arriving at school and class on time ensures that students do not miss out on important learning activities scheduled early in the day, helps students learn the importance of punctuality and routine and reduces classroom disruption.

### **If arriving after 9am**

Please provide a written note. Ask your child to go to the office. Your child will be asked for their reason for being late. A late pass will be issued to the student. Lateness is recorded as a partial absence and must be explained by parents/carers.

### **After school arrangements**

Please ensure all arrangements for your child/ren relating to after school area arranged prior to arriving at school. It is not always possible to get a message to your child during the day.

### **When my child has a study period 1**

All students from Years 7 - 10 are required to be at school from 9am every day of the week.

If your child is in Year 11 or 12 and has a study period during period 1, they are required to sign in before their first period of the day i.e. If their first period is Hub they will need to sign in at the office on arrival. If their last period is prior to period 4, students may sign out through the administration office.

### **Sport attendance**

Sport is a mandatory requirement for Years 7 to 10. Where possible, it is encouraged that medical appointments are not made during sport time. Students wishing to leave sport from the venue must have a written note signed by the Head Teacher Administration. Students who need to leave school before sport commences must have a note signed by Head Teacher Administration.

### **Senior attendance**

It is expected that Senior students will attend school regularly and will participate in associated activities and assemblies. Satisfactory completion of any course for the Preliminary or Higher School Certificates requires that classes be attended regularly and that application and effort be acceptable. Where attendance is deemed to be unsatisfactory a Certificate or Record of Achievement may not be issued.



## Bell Times

### 2021 BCHS TIMETABLE

2021	
<b>Period 1</b>	9.00 – 10.15
<b>Hub</b>	10.15 – 10.40
<b>Break 1</b>	10.40 – 11.00
<b>Period 2</b>	11.00 – 12.15
<b>Break 2</b>	12.15 – 12.35
<b>Period 3</b>	12.35 – 1.50
<b>Break 3</b>	1.50 – 2.10
<b>Period 4</b>	2.10 – 3.25

### Breakfast Club

Each morning a nutritious breakfast is provided for any student who would like to have toast, smoothie, fruit or cereal to start their day. We thank the generosity of the numerous local businesses that donate for this program to continue.

### Bus Travel

Students are eligible for bus travel if they reside more than 2 kilometres (radial distance) from the school, or 2.9 kilometres or more by the most practical walking route to the nearest point of entry to the school. Despite this criterion, students who do not fall within this category may apply for a special consideration on safety, medical, or other special grounds.

Students will need a travel pass for bus travel. Go to the Transport NSW website for more info: <https://apps.transport.nsw.gov.au/ssts/#/howToApply>

### Bring Your Own Device (BYOD)

#### Minimum System Requirements

BCHS is a BYOD school. These devices should meet the minimum specifications outlined below. It is the expectation that every student has their own device and comes to school with it each day fully charged. BCHS uses Google classrooms. We have two Technology Support

Officers employed full time to support the high level of technology embedded in our school teaching and learning programs.

All students have access to FREE copies of Microsoft Office and the Full Adobe Creative Cloud suite via their student portal for both Windows and OSX (Apple).

### BYOD TECHNICAL SPECIFICATIONS

<b>Wireless connectivity:</b>	The department's Wi-Fi network installed in high schools operates on the 802.11ac 5Ghz standard.
<b>Operating system:</b>	Windows 10 Mac OSX (current is Catalina 10.15) iOS 9.0 or later
<b>Software and apps:</b>	Google Chrome - BCHS utilises G Suite for Education Microsoft Office - Students may license MS Office free via DoE sign-in/account, School can assist.
<b>Battery life:</b>	Must be able to operate under normal conditions for a minimum of 6 hours <b>Note:</b> Charging stations for devices are located at the school. These are the only method of laptop charging for safety reasons.
<b>Storage and RAM:</b>	A minimum specification for storage of 128 GB HDD or SSD for Laptops, and 4 GB RAM (8 GB preferred), to process data rapidly. Devices with less than 128GB may require access to additional external/ cloud storage.
<b>Hardware features:</b>	Built in camera and microphone
<b>Display:</b>	Integrated display no smaller than 11 inches
<b>Pointer:</b>	Touch screen or track-pad
<b>Weight:</b>	Weight - 2 kg maximum
<b>Accessories</b>	<b>Carry case:</b> Supply a carry case or skin to protect the device. <b>Insurance and warranty:</b> Be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage. <b>Back-up storage:</b> Consider a portable external drive as an appropriate source of back-up storage for essential documents. Students also have access to Google Drive and OneDrive to back up their data.

## Bullying and Harassment

Bullying and harassment will not be tolerated at BCHS. The school has an anti-bullying and harassment policy, which has been endorsed by the students, staff and parents. The policy is reviewed on an ongoing basis.

## Café

The café at BCHS prides itself as a healthy school café providing its students, teachers and school employees with a wide range of healthy food choices for breakfast, lunch and recess.

The café is school operated and employs two café staff. The café operates daily and sells a range of healthy foods at very reasonable prices catering for all food requirements, e.g. Gluten free, vegetarian, etc.

Students can order their lunches before school or at recess or buy their lunch during the day. The Cafe is open at 8:40 am and on breaks. When queuing to be served, students are:

- To be polite to the cafe staff at all times.
- To line up in an orderly fashion and make their own purchases (no bulk ordering for friends).
- To move away after being served.
- Breakfasts consisting of yoghurt, fresh fruits, freshly baked scrolls, toasties, and hot chocolate and hot coffee(for seniors).
- Salads
- Multigrain rolls - ham salad, chicken salad and avocado salad

- Wraps - chicken and falafel salad wraps
- Burgers - chicken, beef, veggie or fish
- Daily specials including sushi, lasagne, nachos, pizza, fried rice, salads, and curries.

## Careers

The Careers Adviser has current and accurate information about entry to University, colleges, TAFE and requirements of employers and organises Work Experience programs for Year 9 and 10 students and provides advice to all students.

## Change of Contact Details / Address / Email

Changes of address, phone or email or changes in other personal details, including changes in legal status of guardianship, should be reported in writing to the administration office. This would include changes to work/home telephone numbers or email addresses for either parent. A Change of Address form can be obtained at the administration office or on our website.

Information regarding student's emergency contacts and special needs must be current. Please notify the school of all changes promptly. This enables computer data to be updated. It may prove critical in an emergency.

## Communication

The major official channels of communication of BCHS are:

- **Email – when the school needs to contact you with important information it will be via email.** Please ensure you check this daily and that we are a 'safe sender' in your email browser.
- If you need to contact your child's teacher please email the school email address with the teacher's name in the subject line.

*\*\* Please note that teachers may not get back to you on the same day due to full teaching loads and other commitments on the day, however they will endeavour to get back to you as soon as possible.*

- **Facebook and email . Term newsletter called the VIBE.**
- Appointments with year advisers, class teachers and executive can be made by phoning the school on 6681 0100.
- **Friends of BCHS** - These provide an opportunity for parents to have input into school programs and a voice for parent opinion. These meetings are held on Mondays of Week 3 and week 8 from 6-7pm in the TAS room.
- **Student Daily Notices** - These are read to students in roll call every day.
- **The Parent Portal** (you will have been emailed a key to set this up) – Go to Parent Portal Login. A great place for checking your student's timetable, updating contact details and amending your student's attendance.
- **Information Evenings** - These include parent teacher nights, curriculum information evenings and special events.
- **Assessment Policy Booklets** - Year 10-12 students receive a copy of the Assessment Policy for Preliminary Courses during Term 1 and the HSC Assessment Policy in Term 4. These are also available on your Parent Portal.
- **Curriculum Information Guides** - An "Elective Subjects for Year 9" booklet is published and distributed to Year 8 students in Term 3. A "Senior Handbook for Year 11" is published and distributed to Year 10 in Term 3. These are also available on your Parent Portal.

## Computer Network Agreement

The school is constantly purchasing and upgrading its IT equipment. Every student has an obligation to respect and appreciate their IT resources. It is your network - look after it. As a user of the BCHS computer network, you have the following responsibilities to other users of the network:

- To take note of and follow any special instructions regarding your use of the system that may be given by the System Administrators;
- To use all equipment and software in a careful manner and as instructed;
- To advise the System Administrators immediately any fault (hardware or software) or inappropriate use becomes apparent.
- All students will be expected to sign a technology agreement from January 2021.

### Things to remember:

1. When you are given a user name and/or password NEVER tell it to anyone unless you have permission. YOU are responsible for everything done in your name.
2. Deliberate or accidental damage to the system causes inconvenience to the whole school community. If you don't know what you're doing, DON'T DO IT.
3. Workstation hard-drives may be completely cleared of data from time to time. Always store important data on a backup, and check removable storage (e.g. Memory sticks) regularly for viruses.

## Curriculum Profile 2021

### Curriculum Profile 2021 | Stage 4 - Years 7 And 8

* KLA	YEAR 7	YEAR 8
E	English	English
M	Mathematics	Mathematics
S	Science	Science
HSIE	History/Geography	History/Geography
LOTE	Language - Japanese	
TAS	Technology Mandatory (includes Food, Textiles, Industrial Arts)	Technology Mandatory (includes Food, Textiles, Industrial Arts)
CAPA	Visual Arts/Music	Visual Arts/Music
PDHPE	Personal Development, Health, Physical Education	Personal Development, Health, Physical Education
	Sport	Sport

## Years 9 and 10

In Years 9 and 10 students continue to undertake studies from the English, Mathematics, Science, Human.

Society and its Environment and Personal Development, Health and Physical Education Key Learning Areas.

### Curriculum Profile - 2021 - Stage 5 - Years 9 And 10

YEAR 9	YEAR 10
English	English
Mathematics	Mathematics
Science	Science
Geography/History	Work, Wellbeing and the World
Personal Development, Health and Physical Education	Personal Development, Health and Physical Education
Sport	Sport
Year 9 Electives	Year 10 Electives
Child Studies	Agriculture
Commerce	Commerce
Developing Elite Athletes	Developing Elite Athletes
Drama	Family Studies
Engineering Systems	Fashion and Design - Textiles
Food Technology	Food Technology
Human Movement	Foundation Skills for a Vocational Pathway
Information Software Technology	Industrial Technology - Timber
Industrial Technology - Metal	Photographic and Digital Media
Industrial Technology - Timber	Physical Activity and Sports Science
Marine Studies	Marine Studies
Maths Acceleration	Music
People & Events that Shaped the World	People & Events that Shaped the World
Photographic and Digital Media	Visual Art

Physical Activity and Sports Science	VET Business Services Certificate II
Textiles	
Visual Art	

## Year 11 and Year 12

In recent years, the HSC curriculum has been broadened to cater for an increasingly diverse senior school population. We cater for students who want to use their HSC as a prerequisite to enter the workforce or to progress to Tertiary study.

Students in Year 11 are required to undertake 12 units of study. Subjects chosen must include: At least 2 units (6 periods per cycle) of English. 3 Board Developed Courses.

**(CEC) = Content Endorsed Course** - these courses do not count for an ATAR

## Year 12

Students undertake a minimum of 10 Units. Subjects chosen must include:

At least 2 Units (6 periods per cycle) of English. 3 Board Developed Courses.

**(CEC) = Board Endorsed Course** - these courses do not count for an ATAR

## Distance Education

BCHS may have a student who is unable to study their desired subjects. If the subject is not offered at their school, the student is eligible for Single Subject enrolment (conditions apply). These students complete Distance Education study in the library at school during allocated periods. Co-ordination of Distance Education applications is through the Deputy Principal. Course materials, including text books, need to be purchased at the cost of the student. BCHS has a set quota of six new enrolments in Distance Education per year.

## Drug Education

**BCHS addresses Drug Education through its PDHPE programs within stages 4, 5 & 6.**

1. The education of students as to the effects of drugs.

In the course in Year 7, the students are made aware of the types and effects of drugs, they develop evaluation skills to devise strategies to manage future challenges.

During the Term 2 unit of 'Risky Business', Year 8 students will learn and practice assertive communicative skills on ways to say 'No' to drugs.

In the Year 9 unit of 'Influences'. Students will look at everyday issues and peer pressures that today's adolescence experience, focusing on alcohol, marijuana and you.

In Year 10, they overview all the previous work done on this topic.

In Years 11 & 12 students attend Life Ready and RRISK that cover real life experiences that students will face as they finish their final years at school and beyond.

All faculty areas offer a consistent approach to drug education and to varying degrees include student's information about drugs.

2. Students requiring prescription drugs for a medical condition must report to the school office to the member of administration staff who will supervise such.

Parents of such students must fill in an indemnity form.

These students will be provided with support and privacy where needed (see Medications Policy).

3. Counselling services are available within the school from various personnel, especially including the School Counsellor and Year Advisers. Referrals to outside agencies may be facilitated.

## **Enrolment Policy**

A student is considered enrolled when he/she is placed on the admission register.

A student may only be enrolled in one school at any given time.

Students are entitled to be enrolled at a government school that is designated for the intake area in which/he she resides.

The intake area for Ballina Coast High School has been determined and approved by the Department.

Parents may seek to enrol their child at a school of their choice,

Enrolment in the school will not be finalised until the students records from the previous school have been received.

Proof of student identity is required (birth certificate or identity documents – passport, driver's licence, citizenship certificate).

Acceptance will be dependent on evidence of your residential address (100 points required).

Parents are asked to complete an enrolment form which provides the school with important information regarding each student's background.

It is of vital importance that any illness/disability be noted - also full particulars should be given where parents (or friend/relative) can be contacted in case of illness or injury.

## **Enrolment of Students**

Telephone/Desk enquiries regarding proposed enrolments are referred, in the first instance, to the Administration staff for clarification and checking regarding non-zone enrolment and arrangement of appointments.

Enrolling students from overseas or interstate are requested to provide copies of visas, identification, records and reports. They are further requested to disclose information which may impact on enrolment and educational needs. Special conditions apply.

*Out of Zone applications are referred to the Principal and applications are considered according to policy.*

## **Examinations and Reporting**

Two reports will be issued to all students during the year at the end of Term 2 and Term 4. Parent/Teacher interviews will be at the end of Terms 1 and 3.

Parents are encouraged to discuss any problem with the teaching staff whenever they feel concern by emailing [ballinacoast-h.school@det.nsw.edu.au](mailto:ballinacoast-h.school@det.nsw.edu.au)

Examination dates are published in assessment booklets provided to students and students are given a copy of Exam Schedule by Head Teacher Administration.

### **Examination rules (summary)**

- 1 Only students wearing full school uniform are allowed to sit their examinations.
- 2 Students should go to the toilet before entering the examination room.



- 3 Students are to remain in the examination room for the duration of that examination - spare time should be used to check answers.
- 4 There is to be no talking in the examination room.
- 5 Students are to bring all necessary equipment for each examination.
- 6 In Years 11 and 12 examinations used for assessment purposes, - no paper is to be taken into or out of the examination room.
- 7 Students should carefully read all instructions on examination papers and should follow all instructions of the supervisors.

## Excursions

Excursions may be classified as any activity which is a variation of normal school routine. They may involve attendance or participation in a performance, sporting event, academic or social activity.

Excursions are legitimate components of educational programs when planned in line with the stated aims of the whole school. The potential outcomes of excursions are compared with the proven educational outcomes of other teaching strategies available in order to ensure that they are legitimate and necessary. Excursions can be unparalleled learning experiences.

School uniform must be worn unless specified by the organising teacher.

Information regarding excursions and permission notes will be sent home to parents and will include all details and a clear indication of the refund policy, due dates for payment, insurance and medical information.

The information notes are distributed along with Medical, Student Agreement Act and Consent forms to parents with a return by date and also the last date that money is due to finalise details.

### Excursion Permission Notes

- Permission notes and payments **MUST** be handed in together no later than 2pm two days prior to the excursion.  
**\*\*NO permission notes or money will be taken after this time due to the organisation of staffing for the excursion, student rolls, medical information, etc.**
- If paying online your permission note must include your receipt number – payment does not guarantee a place until the permission note is handed in.
- Permission note **MUST** be signed by parent/carer.
- BCHS may refuse students who do not follow BCHS rules from attending non-mandatory excursions.

## Expectations

- Attend school every day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

## **Extra-Curricular Activities**

Numerous opportunities exist for students to participate in extracurricular activities. This includes the Student Representative Council, LEOs, Tree Planting, Clean Up, Cancer Council fundraising, Duke of Edinburgh, Youth Frontiers, SES and many more. Information about activities is put on daily notices and screens.

## **Evacuation and Lockdown**

In the event of an evacuation, an evacuation signal will sound. Students are to make their way calmly to the Bentinck Street side of the oval. Once there, teachers will mark rolls. Students are to stay at the evacuation site until the all clear is given.

In the event of a lockdown, a signal will sound. Students are to remain in their classrooms. Doors are to be locked and blinds or curtains closed. The all-clear will be given by a repeat of the siren. If a lockdown occurs during a break, students are to go immediately to the PAS.

There are mandatory practices of evacuation and lockdown each year.

## **Financial Assistance**

Parents or care givers who require assistance to provide for school uniforms, laptops, books, school fees or compulsory excursions are invited to contact the Principal. All enquiries are strictly confidential.

## **First Aid and Sick Students**

It is important that students are not sent to school when sick. It is school policy to contact parents to advise them if a student is sick so that they can be collected and taken home.

### **Students attend sickbay**

Students who are sick at school or who have minor cuts/abrasions should ask to be allowed to go to the Office and they will be attended to by the First Aid Officer.

The ambulance will be called for emergencies.

### **Prescribed medications administration policy**

BCHS has a policy regarding the administration of prescribed medications. Our commitment to student welfare and support of students includes positive consideration and implementation of medication policy. A summary of the main guidelines is listed below:

The Principal should be informed in all cases of students bringing necessary medicines to school. Parental consent for medication must be given. Parents must consult the school regarding medication when the student is on an excursion or at sport.

Parents are required to execute an indemnity if regular medication is required or if intermittent or emergency medication may be needed. Indemnity forms are available for this purpose from the school.

The designated staff members who administer medication and first aid are currently the administration office staff who are located in the main office. When the designated staff member administers prescribed medicines another adult must verify the identity of the student and the nature of the dosage of medication.

Medication must be clearly identified by the label. Parents are required to discuss with the designated staff to explain preparation, application, dosage and situations pertinent to the administration of prescribed medicines.

In relation to the use of analgesic substances in schools, policy stipulates that aspirin can only be administered with written authorisation when it has been prescribed for a specific condition.

Students suffering from asthma are allowed to have their medication on their person.

Specific policies relate to diabetic children in schools and it is essential that the school be informed of students with this condition. Similarly the school should be informed of the special needs of students with epilepsy.

## **Flex**

Students in Year 7/8 participate in Flex. This is on every second Wednesday afternoon and is an opportunity for students to select an interest activity. This includes such things as Fishing, Mind Craft, cooking etc. Some activities have costs associated with them.

## **Friends of Ballina Coast High School**

A warm welcome is extended to new students and parents.

Friends of BCHS meet on Monday of Week 3 and Week 8 from 6:00- 7:00pm. This association is encouraged to participate in the decision-making processes relating to all aspects of the school.

This team has a dual purpose:

- To work co-operatively with the school in providing a good educational program for the students.
- To allow all parents and citizens to share their views and ideas concerning matters affecting the students and their school.

Successful education of students in the 21<sup>st</sup> Century demands a partnership between parents, students and teachers - the school invites all parents to participate.

## **Girl's Contact**

The Girl's Contact provides essential welfare support for female students. Students may seek an appointment with the teacher to discuss issues. This role forms part of the school's wellbeing team. Single gender assemblies, presentations or counselling groups may be called at times to discuss or present issues.

## **Insurance**

The school does not carry personal insurance for students. If this kind of cover is needed then it is the individual responsibility of the parents/guardians/student.

## **Learning Coaches and Learning Hubs**

Ballina Coast High School Learning Coach program is a key part of our wellbeing and learning structure. It aims to ensure that every student is known, supported and has a positive experience at high school. Each Learning Coach is assigned to a cohort who works with a team of fellow Learning Coaches, Head Teachers and Year Advisers. They provide individual support, community links, and oversee learning and wellbeing for those students within their Hub.

Students meet each day throughout the year with their Learning Coach for 25 minutes. The Hub Program is pivotal to the wellbeing and future ready success of students at Ballina Coast High School. This innovative practice ensures that each student has the opportunity to meet with a Learning Coach to provide support and guidance as well as addressing administrative or social issues as they arise.

The Learning Coach is the first port of call for all students and parents. They are the connection between the school and the home. By having a group of approximately 20 students the Learning Coach is best positioned to be the liaison between the school and the student and the parent. The Learning Coach knows the student and the family best and is able to be the facilitator for conversations and planning for the student learning of the student. The connection created in year 7 is established and fostered in the growth of students to their graduation in year 12.

## Learning Conferences

Learning Conferences are a three-way conversation between the student, parents/carers and their learning coach. They occur twice a year and focus on discussing work samples and learning goals. The Student-Led conferences compliment the traditional Parent Teacher Nights to engage the students and parent/carers in receiving and providing feedback.

Student Lead Conferences are attended by the student, parent/guardian, learning coach, and other adults the student would like present. The Learning Coach facilitates the meeting, but the student is in charge. This process encourages open dialogue and encourages self-reflection of the learning process.

## Learning Protocols

Students have the right to learn. The teacher has the right to teach. No-one has the right to disrupt. This means:

- On time, every time
- Wait quietly outside until directed by a teacher
- Stay seated, not walking around the room
- Raise your hand to ask a question
- Students are to remain in the classroom unless directed to leave by a teacher
- Hats off in the classroom
- Student music devices and mobile phones are turned off and in bag unless requested by a teacher
- Water bottles are encouraged in the classroom – no other food or drink inside
- Attempt all work with due diligence and sustained effort
- Respect others in the class
- Inside voices, school talk
- Leave the room clean and tidy
- Computers on desks
- Accept that you are responsible for your own behaviour

## Learning and Support Teacher

Learning and Support Teachers (LaST) have a role within whole school initiatives to improve outcomes for students with additional learning and support needs. Parents and carers can make bookings with staff to discuss students' needs and plans.

## Learning Support

A Learning Support Team is a whole school planning and support mechanism. It is formed with the purpose of addressing the learning support needs of students through the coordination, development, implementation, monitoring and evaluation of educational programs. A prime function of our Learning Support Team is to ensure that the needs of all students in the school are being met using a three-tiered model of support addressing universal, targeted and intensive supports for students and teachers. A key feature of our learning support team is

facilitation of collaborative planning between teachers, support staff, parents and students. Our learning support team also addresses whole school need, teacher need and student need.

The learning centre is available for any students identified by their teachers who need extra assistance. The Learning and Support Teachers are available to assist students with their work. Students will be assessed and referred to the learning assistant program and will have a Personalised Learning Plan that reflects the level of support.

## **LEO Club**

The LEO Club is overseen by East Ballina and Ballina Lions Clubs. They focus on numerous projects in the school and community to assist people's lives and wellbeing in the community. Any student at school is welcome to join.

## **Library**

Staffed by a qualified Teacher Librarian the school library is a place for relaxation, research and reading. New books are catalogued regularly. There are many students who use the library for private study, Distance Education or Aurora College lessons.

## **Lockers**

To assist students to look after their property, student lockers are provided. The lockers are administered by the school librarian and the use of a locker may be hired for a fee of \$20 per year. Replacement keys will cost an additional \$10.

## **Mature Age Students**

At BCHS we welcome mature age students. The school offers a flexible timetable and a full or part-time study program to gain a Higher School Certificate. Please contact the school for details of senior courses available.

## **Mobile/Electronic Devices**

Recently the NSW Department of Education undertook a comprehensive study into the impact of the overuse of Mobile/Electronic devices amongst students. The review concluded that there are profound adverse impacts on student's academic, social and emotional wellbeing when such devices are used for non-educational purposes during school hours. As a result of this current research, and in line with our commitment to providing safe and productive learning spaces for all students, BCHS has made the proactive step to introduce Yondr pouches in 2021.

All Mobile/Electronic Devices (including earphones) must be switched off or on silent and placed in the Yondr bag on arrival at school. They may be turned on as the student exits school for the day. Our Mobile Phone policy is on our website.

We appreciate that parents and guardians may need to contact their child throughout the day, and in support of our new policy, we kindly ask that this communication be made through the administration office by phoning 66810100. Messages will be promptly passed on to students.

At BCHS we are unreservedly committed to building safe and supportive learning environments which promote academic excellence, innovation and an appreciation of diversity, and we trust that we have your full support in this initiative.

## Office Duty

All Year 7 students are required to do office duty at least once in the year. This duty entails doing errands for the Principal, Deputy Principal and the administration staff. When not so occupied the student will carry on with his/her appropriate school work. Being an office messenger is a valuable means of becoming acquainted with our school. It also helps a student develop a sense of responsibility and often diminishes the anxiety that many feel in coming into contact with unfamiliar staff and rooms.

## Parent Teacher Evenings

There are two parent teacher evenings available for parents to book time to talk to their child's teacher/s. They are held Term 1 and Term 3. Additionally, Year 7 - 10 have learning conferences with their learning coach and parents/carers in Terms 2 & 4. Additional learning conferences may run for Years 7 – 10.

## Parent Teacher Interviews

Each semester families will be advised by **email** of the interview dates and how to make bookings.

Other than these timetabled occasions, parents may make appointments with teachers at mutually suitable times by emailing the school at [ballinacoast-h.school@det.nsw.edu.au](mailto:ballinacoast-h.school@det.nsw.edu.au). Head Teachers will be made aware of all parent interviews.

If parents wish to have a general work report on their son/daughter at any stage of the year they should contact the appropriate Year Adviser who will arrange this report. Communication between home and school is vital at all stages. If parents believe there is any factor which may affect their son/daughter's achievement, progress or adjustment at school, then parents are encouraged to communicate these factors to the school.

## Peer Support

Towards the end of the school year, interested Year 9/10 students undertake training so that they can assist the incoming Year 7 to make a smooth transition to High School, especially through their involvement in the Year 7 Camp.

The function of the Peer Support Program is twofold. Firstly, to develop leadership skills in Year 10/11 students. Secondly it also provides a peer support and opportunities for Year 7 students to develop and maintain relationships with senior students.

## Programs, Assessment and Homework

Every year group receives an overview of assessment at the beginning of the year (Year 12 receive their HSC assessment handbook at the beginning of Term 4 after completing the Preliminary HSC course). These booklets contain information about topics and assessment tasks for each subject; assessment and homework policies are also included. These booklets are also available on the school's website and Sentral Portal.

## Road Safety

### Bicycle / Skateboard / Scooter safety

All bicycles/skateboards should be in good mechanical condition and properly equipped. Students riding to and from school must obey all legal requirements for road safety, as required by the NSW Road Traffic Authority, including the wearing of helmets. Scooters and skateboards are not allowed on roads.

Skateboards and scooters can be secured at the bike/scooter/ skate rack during the day. Riding of bicycles/skateboards and scooters within the grounds of the school is not permitted.

Please ensure you have a working lock for your property. Please take care when leaving school, as a large number of students, cars and buses are moving around.

BCHS encourages responsible attitudes and behaviours of all student drivers and riders. Drivers should obey all BCHS safety signs erected in driveways and be aware of pedestrian safety in the vicinity of the school.

### **Pedestrian Safety**

Students should cross in a safe and responsible manner using the correct procedures

### **Passenger Safety**

The school encourages the use of school buses. The designated bus zone and no stopping zone should not be used for setting down and picking up students. Parents are discouraged from double parking when setting down or picking up students, nor should they be called across roads to waiting vehicles.

Students are encouraged at all times to wear proper occupant restraints. Students, before becoming a passenger in a car, should think about safety, consider the driver's experience and other circumstances.

### **Buses and Bus safety**

Bus travellers must follow the Department of Transport "Code of Conduct" for Bus Travellers".

Students are picked up and set down each day in the designated bus zone. Students are supervised onto buses by staff. Executive staff voluntarily provide playground supervision after school until the last bus leaves. Students at school wait for buses in an orderly manner.

Buses will be requested to drop students at all venues so that the crossing of roads can be avoided.

Students when they get off buses, should always wait until the bus has gone before crossing the road. Students should not behave in a way that distracts the driver.

Students who live beyond a 2km radius from the school can apply for a bus pass online following link – <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/child-student-concessions>

You only need to apply once in high school unless you change your address.

If your behaviour on the bus is inappropriate, your bus pass may be withdrawn by the bus proprietor.

Complaints about the behaviour of individuals on the buses should be directed to the bus company.

### **School Counsellor/s**

The school counsellor is an experienced teacher who has a degree in child psychology and post graduate qualifications in school counselling. This enables them to work with students of all ages and their families. The school counsellor is available to talk to students if they seek an appointment or if a parent, teacher or member of the school executive has referred them. All information that is discussed is confidential. The school counsellor can assist parents/carers to make informed decisions about their child's education, assess a student's learning and behaviour, identify and address disabilities that affect a student's learning and liaise with other agencies concerned with the well-being of students.

## School Fees

All students will be invoiced for subject fees. These help meet the costs of consumable materials for practical subjects, and are compulsory for elective subjects.

In addition to the subject fees, the school asks for a voluntary contribution from each student. This contribution assists our school to pay for equipment, resources, stationery, printing and school funded projects.

## Scripture

Scripture classes are provided once per week to students in Years 7 – 9. Scripture is optional. A note or email is required from parents if students do not wish to attend.

## Searches

If the school considers the health or safety of any person is at risk, designated staff may search students' bags, lockers and other personal effects which they reasonably suspect may contain prohibited articles, substances or prohibited weapons. If students refuse to allow searches, the police will be called.

## Security

The school has a remotely armed electronic and camera surveillance system and a security company is engaged to provide a security service at night, on weekends, during holidays and for some special events. Entering or remaining on the school grounds without authority and outside hours is not permitted. The school has a security fence to prevent unauthorised entry. Signs declared the school is 'Enclosed land' are on all of our gates.

## Smoking

Smoking and Vaping is prohibited on Department of Education and common premises.

## Sport

Years 7 & 8 have integrated sport. This means that sport is incorporated as part of their PDHPE lessons and taught by a PDHPE teacher.

Years 9 & 10 have sport together and are able to choose from a variety of sports.

In Year 11, students are required to fulfil 25 hours of Personal Development and Health Education Course. All Year 11 have a scheduled term of this.

## Sporting Houses

Gwardi (Dolphin)	Blue
Julum (Fish)	Yellow
Boorabi (Koala)	Red
Gargoan (Kookaburra)	Green

Two captains per house are selected in Term 4 to lead the student's participation at the sporting events.

## Sports Carnivals

There are three sports carnivals per year: swimming, cross country and athletics. The swimming carnival is in Term 1 at Ballina Memorial Olympic Pool. The cross-country carnival is held in Term 2 and the athletics carnival is in Term 2 on the school oval.



## Strategic Improvement Plan

For more information in regards to the strategic improvement plan please go to our website:

<https://ballina-h.schools.nsw.gov.au/about-our-school/school-planning-and-reporting.html>

## Student Achievement

Various methods of feedback for achievement are used by staff. These include verbal recognition, Gotcha awards, merit certificates, public acknowledgement using media, contact with parents, end of year excursions, awards, presentations, scholarships and grant.

## Student Representative Council

The SRC aims to:

1. To provide a forum for student opinion
2. To develop leadership
3. To promote improvement in the school
4. To promote school spirit

It does this through school/student activities, decision making activities and some fundraising activities.

The SRC is made up of representatives from each year 7 – 12. The SRC constitution requires that four captains be elected, but positions are not gender-specific. Elections for the School Captains occur by the end of Term Three.

The SRC organises school socials and other social events for students, as well as deciding on the expenditure of funds to enhance student facilities within the school. The SRC may request regular meetings with Senior Executive.

## Targeted Sports Program

The BCHS Targeted Sports Program is for talented students in the sports of Football (Soccer), Basketball, Surfing, Touch Football and Sporting Excellence (Strength and Conditioning – for individual sport of choice).

TSP students will experience high quality coaching and will be provided with a variety of sports specific learning experiences throughout the year. The program is designed to foster the athletes of tomorrow and help our students on their athletic journey.

The program takes place on a Tuesday and Thursday each week 7:30am – 8:45am.

### TSP Students will:

- Participate in weekly sport specific training programs that will help develop athletes in their chosen sports, improving fundamental skills, knowledge and fitness.
- Be provided a variety of opportunities to compete and represent in their chosen sport.
- Access external high-quality coaching and development opportunities through affiliated and complementary sporting bodies.
- Develop their personal understanding and knowledge of training and health components that build successful athletes.

## Technology

At BCHS, we support the use of the internet, school and other computer networks and school provided and/or personal electronic devices in order to facilitate teaching and learning. We encourage students to take personal responsibility for ensuring what they access on the internet is consistent with the philosophy of the school. It is our aim to promote responsible, ethical and appropriate use of information technology and network resources.

## Uniform

**"The Department of Education and Communities supports the wearing of school uniforms by students and the upholding of high standards of dress by students and staff."**

BCHS is a uniform high school in line with the NSW DoE Uniform Policy and as endorsed by the Friends of BCHS, SRC and staff. At BCHS we aim to educate the whole child, not just academically but in the values of integrity, excellence, democracy, respect, responsibility, participation, care and fairness.

It is with these goals in mind that our uniform policy has been developed. The Uniform Policy of the School has been discussed and approved by the teaching staff and the P&C. There are four key reasons why the School community decided there would be firm rules in relation to the wearing of uniform at our School. They are:

### Safety

Our uniform is distinctive and allows our staff to immediately recognise any intruders or potential dangers at school or on excursion. There are also mandatory safety requirements regarding clothing and footwear for a number of key learning areas at school. These are incorporated in our uniform to ensure all students can participate in a safe manner.

### Fairness

The School Uniform provides an even playing field for all our students regardless of their socioeconomic background. Allowing variations to the uniform provides students with an opportunity, intended or otherwise, to create divisions within our school. The price of our uniform allows parents to avoid the pressure of buying brand name clothes.

### Pride

Our school community wants to see students who are proud to be part of this great school. Presentation in uniform creates a positive tone in our school and reinforces that we are here as one respectful, committed group with a common sense of purpose.

### Perceptions

Our School community wants our school to be seen as well organised, well presented, positive and cohesive. Such impressions influence the public perception of our school and affect potential enrolments and therefore the curriculum opportunities that are made available to our students.

Families experiencing genuine financial hardship may apply for student assistance funding to assist with school uniform costs. These applications are completely confidential.

<https://policies.education.nsw.gov.au/policy-library/policies/school-uniform-policy>

**It is expected that all students present at school are in full school uniform every day.**

If you need assistance please contact the school on 6681 0100.



### Ballina Coast High School Uniform

- Junior students have the choice of polo shirt or dress shirt and navy shorts or skirt with no stripes or logos.
- Senior students have the choice of white polo shirt or dress shirt and navy shorts or skirt with no stripes or logos.
- In winter students can wear stockings under their skirts or navy pants or tracksuit.
- Sports shirts are to be worn for PDHPE practical lessons and for sport.
- The school jacket and hoodie are available from School Locker or alternatively a plain generic navy jumper or jacket can be worn.

There is a pool of clean school uniforms that students can borrow for a day as well as a uniform swap available for changing either sizes or from junior to senior. We welcome the return to school of any uniforms no longer required.

**Footwear:** For safety reasons, all students are required to wear fully enclosed shoes and for practical classes in Science, Agriculture and Technology, shoes must have impermeable uppers. Students are not permitted to wear thongs or sandals.

**Hats:** Strongly recommended for sun-safety in the playground and for outside lessons including sport.

### PDHPE Uniform

All students are required to change for PD/Health/PE and Sport lessons into school sports uniform. Students must wear lace-up joggers/sports shoes.

### Sport

All students are required to wear the sport uniform for sport.

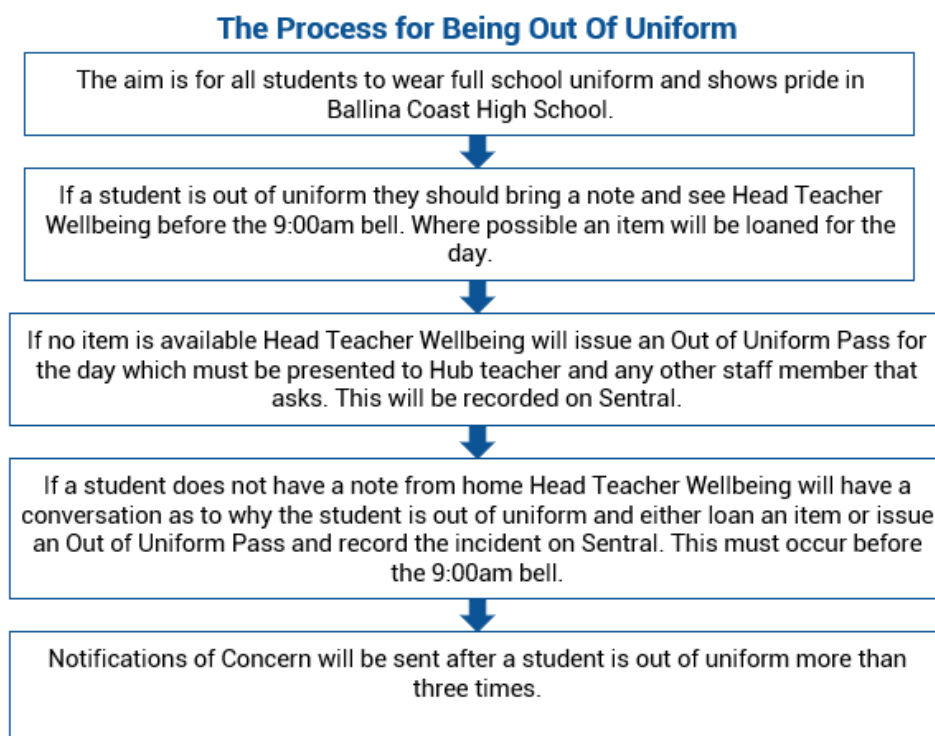
\*Regional or state representative jumpers may be worn as school uniform.

<https://education.nsw.gov.au/policy-library/policies/school-uniform-policy>

## Our procedures to monitor uniform

Uniform will be monitored daily. Prizes will be awarded for those students regularly in uniform. Students wearing torn or inappropriate clothing will be asked to change into uniform provided by the school for that day.

Unless approved all students leaving the school for any activity will be expected to be in full school uniform. If students arrive for an excursion and they are not in uniform then they will be supplied with a uniform or will not attend. Our staff have obligations to fulfil under the safety and supervision of students outside of school.



Your school uniforms are available from:

### The School Locker Ballina

Harvey Norman Home Maker Centre - 26 Boeing Avenue, Ballina

### Trading Hours:

Monday - Friday - 8:30am to 5:00pm

Saturday - 9:30am to 4:00pm

Sunday - 10:00am to 2:00pm

Uniform online ordering is available at <http://theschoollocker.com.au/schools/ballinacoast-high-school> Please note any purchases made at the store will be rebated back to the school.

## Visitors

Visitors to any part of the school should first go to the administration office to sign in and receive a visitor's tag.

Provision is made under the Inclosed Lands Protection Amendment Act 1997, No. 97, for departmental representatives to request unauthorised persons to leave the premises.

## Year Advisers and Learning Coaches

The Year Adviser and the year group teacher support team have a pivotal role in the wellbeing of students. There are six Year Advisers at BCHS (see page 5), one for each year group. Year Advisers form part of the schools wellbeing team and act as the intermediary between staff, parents and students. All staff are assigned to a year cohort and work to ensure students are supported. Every student also has a Learning Coach who they will see every day for 25 minutes in Hub.

## Youth Allowance

Youth Allowance (AUSTUDY) is a student assistance scheme for full time study that is available to students that qualify. Please contact Centrelink for details regarding this allowance. To qualify a student must meet the income test requirements. The scheme pays allowances to help students stay on at school by assisting with fees, uniform requirements and other living expenses. Attendance checks are made on Youth Allowance recipients and deductions are made for unexplained absences (including partial absences and lateness). When students choose elective courses that involve subject fees, there is an expectation that Youth Allowance will be used to pay for these fees or to purchase the materials required.

Students will need a Tax File Number when applying for Youth Allowance. If a student does not already have a Tax File Number, the student may apply online for their Tax File Number at [www.ato.gov.au](http://www.ato.gov.au)