



## TERM 3 WEEKS 3 AND 4

31 July – 11 August 2023

### Important Dates – Term 3 2023

|     |                    |  |
|-----|--------------------|--|
| W3  | Monday<br>31 Jul   | School examination period begins   |
| W5  | Friday<br>18 Aug   | School examination period concludes  |
| W6  | Tuesday<br>22 Aug  | School Council Meeting, 6pm  |
| W9  | Tuesday<br>12 Sep  | Heritage Day 2023  |
| W10 | Monday<br>18 Sep   | Elections for School Captains 2024   |
| W10 | Tuesday<br>19 Sep  | Major Works Assembly   |
| W10 | Thursday<br>21 Sep | Year 12 Graduation 2023 Rehearsal  |
| W10 | Friday<br>22 Sep   | Year 12 Graduation 2023, Hillsong Convention Centre<br>Year 11 Seminar Day 2 2023<br>Final day of classes for Term 3 |

### Principal's Report

It has been a busy two weeks for students preparing for their formal examinations in both Year 11 and Year 12. Students are reminded that they only need to attend school for their timetabled examinations and can utilise non-examination times to study and complete practice papers.

It is imperative that students understand that the time listed on their examination timetable is the start time of their paper: they are expected to be seated in the venue, not arriving at this time. Students reporting to their examination space early helps to ensure that they have time to settle before the start of each paper and can make the most of the time provided to them to complete it. If there are any delays travelling to school during the examination period due to unforeseen circumstances, please try to contact the front office or your Deputy Principal who will assist as best they can.

Students are reminded that if they are unwell at any time, they should not attend school. If this impacts on the completion or submission of an assessment task, they will need to obtain a medical certificate as outlined

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## ***Principal's Report continued***

in the school's assessment policy. If this applies to you at any time, including during the school examination period, please contact the school (02-9623-8333) and email your Deputy Principal, Danielle ([danielle.ervine@det.nsw.edu.au](mailto:danielle.ervine@det.nsw.edu.au)) or Leah ([leah.havord@det.nsw.edu.au](mailto:leah.havord@det.nsw.edu.au)) to let them know you are not well. During the examination period, this must be done on the day of the examination prior to 7.30 am. The illness and misadventure forms for each year group can be accessed via the relevant year group Google Classroom and must be supported by independent evidence, such as a medical certificate. We will then endeavour to provide you with an opportunity to complete an alternate examination paper when you are well.

The school café will reduce their hours of operation during the examination period. They will open from 7.45 am until 11.45 am each day with a reduced menu. I am sure they will have their famous brekky wraps and I will request that there is a good supply of brownies and cookies.

The Student Digital Devices and Online Services Policy is being extended to include a ban on mobile phones in our high schools from Term 4 this year, actioning a key commitment from the new government. Some important aspects of the ban:

- It will apply during lunch and recess, as well as in class.
- Students will still be able to carry their phones while travelling to and from school.
- School staff can allow students to use their mobile phones in specific circumstances, such as for an educational purpose, their wellbeing or to support students with specific needs.
- Individual requests to exempt a student from the ban from parents, carers and students will be assessed, with alternative communication options considered.

We are currently working on developing our school policy in line with this announcement and will seek feedback from our school community after the examination period to implement a policy that is suitable for a young adult learning environment.

Finally, we would like to wish all of our students good luck during the examination period. We would also like to extend our best wishes to parents and carers who support our young people during this time.

***Sally Smithard***

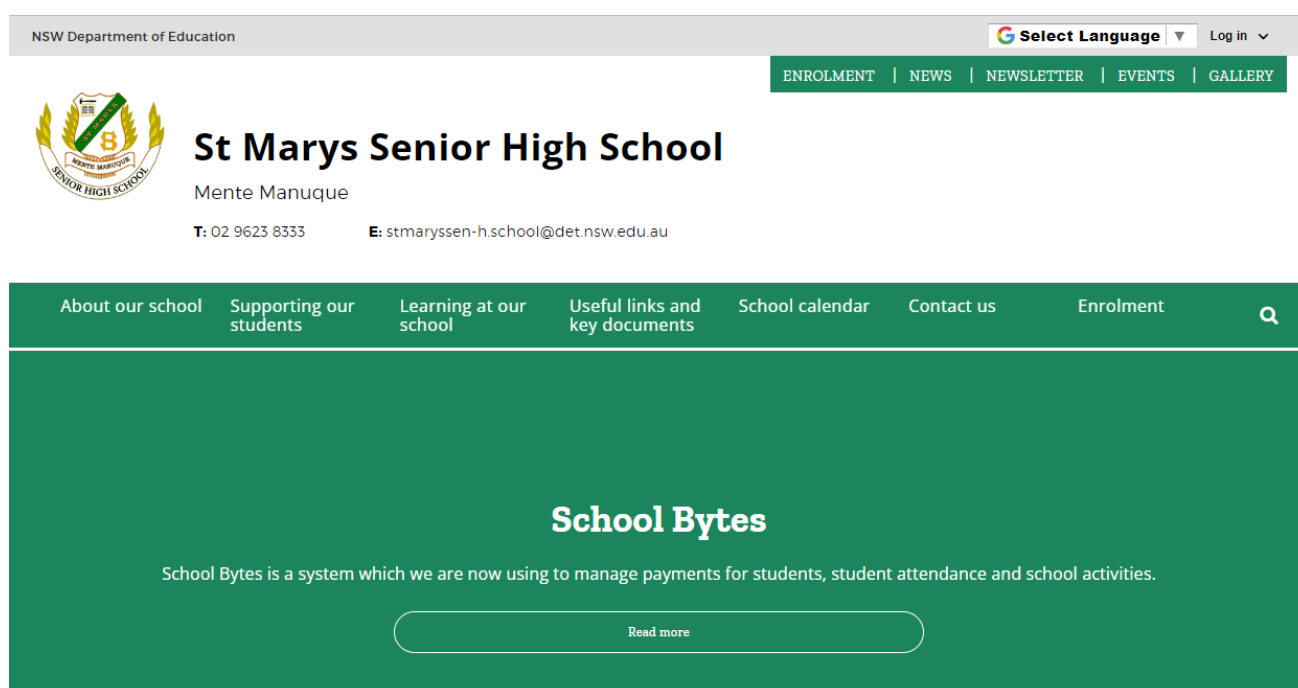
*Principal*



## FINDING OUT MORE INFORMATION ABOUT SCHOOL BYTES

We encourage parents, carers and families to see the information provided by School Bytes which is available through our school website:

<https://stmaryssen-h.schools.nsw.gov.au/>



The screenshot shows the top section of the St Marys Senior High School website. At the top, there is a grey navigation bar with 'NSW Department of Education' on the left, a 'Select Language' dropdown menu, and a 'Log in' link. Below this is a green navigation bar with links for 'ENROLMENT', 'NEWS', 'NEWSLETTER', 'EVENTS', and 'GALLERY'. The main header area features the school's crest on the left, followed by the school's name 'St Marys Senior High School', the motto 'Mente Manuque', and contact information: 'T: 02 9623 8333' and 'E: stmaryssen-h.school@det.nsw.edu.au'. Below the header is a green navigation bar with links for 'About our school', 'Supporting our students', 'Learning at our school', 'Useful links and key documents', 'School calendar', 'Contact us', and 'Enrolment', along with a search icon. The main content area has a green background with the title 'School Bytes' in white, followed by the text 'School Bytes is a system which we are now using to manage payments for students, student attendance and school activities.' and a 'Read more' button.

### Some key links to “how to” guides”

- Setting up a parent account in the School Bytes Parent Portal - <https://support.schoolbytes.education/hc/en-us/articles/5184859634191-Parent-Portal-Set-up-your-parent-portal-account>
- Making a payment through the Parent Portal - <https://support.schoolbytes.education/hc/en-us/articles/5186380941583-Parent-Portal-Make-a-payment>
- Provide consent and make a payment for a school activity - <https://support.schoolbytes.education/hc/en-us/articles/5288567801999-Parent-Portal-Provide-consent-and-payment-for-an-excursion>



# 2023

## Exam Block

### Important Information for Students



## ★ Exam Block

## GENERAL INFO



### Schedule

Make sure you have checked the FINAL examination timetable (the blue one) so you know when and where your examinations are at the time they are due to start !



### Be on Time

Please make sure that you are at your exam room at least 15 minutes prior to the examination time listed on the timetable.



### Be Considerate

Be mindful that when you are exiting examination rooms some examinations are still going - so please be quiet!





## ★ Exam Block

# THE L.C



### Open Hours

During the exam block the Learning Centre will be open from 8:10am to 1:30pm only.



### Shh...

It is for QUIET STUDY only and if you wish to talk or collaborate you will be asked to go to the Cafeteria.



## ★ Exam Block

# EXAM RULES



All students should place their Student ID card face up on their examination table at the start of each examination.

All Year 12 students are required to use their NESA number for these examinations.



No computers, iPads, iPods/MP3 Players, iWatches etc can be taken into an exam venue. Students should not bring these to school on the day of their examinations.

No hats/hoods to be worn (for ID purposes) or blankets to be taken into the examination room.



All watches are to be removed and placed on the right-hand-side of your desk.



## ★ Exam Block

# EXAM RULES

Bags will be permitted in examination venues. They must be placed in the area designated by the examination supervisors. Mobile phones must be switched off and left in your bag. If your phone rings during the examination, it will be removed from the examination room and given to the Principal or Deputy Principal.



Any student found in the possession of a phone or whose phone rings during the examination will be considered as committing malpractice and a mark penalty of zero will apply.



If you wish to take water into the examination room, it must be in a clear bottle

## ★ Exam Block

# EXAM RULES

Pencil cases must be colourless and transparent.



A blue or black pen only should be used to complete examinations. Students should bring several pens into the examination venue. They should be placed in a clear plastic sleeve or a colourless and transparent pencil case.



No tissue boxes can be taken into the examination rooms (supervisors will supply tissues if required).



Students will not be permitted to leave an examination room early. All students will be required to remain in the examination room for the duration of their examination





## ★ Exam Block

# COVID PROCEDURES

### Be COVID-safe in the exams

To help keep our community safe during our examinations, the following COVID-safe practices will be followed in all examinations



### Step 2: Hands



When you enter the examination room, be sure to use the hand sanitiser provided

### Step 4: Clean up



As you leave the venue, put all used wipes and tissues in the bin

### Step 3: Wipe down



At the end of the examination, wipe down your table and chair with the antibacterial wipes provided so they are ready for the next student

### Not feeling well?



- Stay at home
- Contact your DP before 7:30 am on the day of the exam via email
- Go to the doctor to get your medical certificate

Email contacts:  
Year 12 DP - Leah Havord - [leah.havord@det.nsw.edu.au](mailto:leah.havord@det.nsw.edu.au)  
Year 11 DP - Danielle Ervine - [danielle.ervine@det.nsw.edu.au](mailto:danielle.ervine@det.nsw.edu.au)

## ★ Exam Block

# ABSENCE PROCEDURES



### Notify

Notify your DP of your absence by email by 7.30 am on the morning of your absence.



### Contact emails

Year 12 DP - Leah Havord - [leah.havord@det.nsw.edu.au](mailto:leah.havord@det.nsw.edu.au)  
Year 11 DP - Danielle Ervine - [danielle.ervine@det.nsw.edu.au](mailto:danielle.ervine@det.nsw.edu.au)



### Paperwork

You are required to go to the doctor that day (the day of the examination) and obtain a medical certificate stating you are unfit for the examination. You are also required to submit the Illness and Misadventure Google Form which is found in your Year Group

Google Form.



### Schedule

Your DP will reschedule your task and let you know by email — CHECK your emails! The task will be rescheduled as near as possible to the original date of the examination.



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# SMSHS – SOURCES OF SUPPORT



|                            |  |
|----------------------------|--|
| School phone: 02 9623 8333 | School email: <a href="mailto:stmaryssen-h.school@det.nsw.edu.au">stmaryssen-h.school@det.nsw.edu.au</a> |
|----------------------------|--|

|  |   |  |
|--|---|--|
| Year 11 2023 Student Adviser, Surnames A-G | Sussan Allaou   | <a href="mailto:sussan.allaou@det.nsw.edu.au">sussan.allaou@det.nsw.edu.au</a>   |
| Year 11 2023 Student Adviser, Surnames H-O | Wendi Kambolli  | <a href="mailto:wendi.kambolli@det.nsw.edu.au">wendi.kambolli@det.nsw.edu.au</a>   |
| Year 11 2023 Student Adviser, Surnames P-Z | Luigi Serra   | <a href="mailto:luigi.serra@det.nsw.edu.au">luigi.serra@det.nsw.edu.au</a>   |
| Year 12 2023 Student Adviser, Surnames A-G | Adam Bernthaler   | <a href="mailto:adam.bernthaler@det.nsw.edu.au">adam.bernthaler@det.nsw.edu.au</a>   |
| Year 12 2023 Student Adviser, Surnames H-O | Lauren Hasna  | <a href="mailto:lauren.hasna@det.nsw.edu.au">lauren.hasna@det.nsw.edu.au</a>   |
| Year 12 2023 Student Adviser, Surnames P-Z | Jeff Larsen   | <a href="mailto:jeffrey.larsen@det.nsw.edu.au">jeffrey.larsen@det.nsw.edu.au</a>   |
| Head Teacher, Learning and Wellbeing       | Mel Jacka   | <a href="mailto:melissa.jacka@det.nsw.edu.au">melissa.jacka@det.nsw.edu.au</a>   |
| Learning Support Team                      | Sussan Allaou (F)<br>Carmel Harriden (M, T)<br>Carly McPherson (T, W, T)<br>Ashlee Pleffer (M, T) | <a href="mailto:sussan.allaou@det.nsw.edu.au">sussan.allaou@det.nsw.edu.au</a><br><a href="mailto:carmel.harriden@det.nsw.edu.au">carmel.harriden@det.nsw.edu.au</a><br><a href="mailto:carly.mcpherson@det.nsw.edu.au">carly.mcpherson@det.nsw.edu.au</a><br><a href="mailto:ashlee.pleffer@det.nsw.edu.au">ashlee.pleffer@det.nsw.edu.au</a> |
| School Counsellors                         | Tracey Axisa<br>Ximia Han   | Please text the counsellor phone on 0417228192 during school hours to organise an appointment  |
| Student Support Officer                    | Surmeet Kaur  | <a href="mailto:surmeet.kaur@det.nsw.edu.au">surmeet.kaur@det.nsw.edu.au</a>   |
| Careers Adviser                            | Cheryll Ruskin  | <a href="mailto:cheryll.ruskin@det.nsw.edu.au">cheryll.ruskin@det.nsw.edu.au</a>   |
| Deputy Principal Year 11 2023              | Danielle Ervine   | <a href="mailto:danielle.ervine@det.nsw.edu.au">danielle.ervine@det.nsw.edu.au</a>   |
| Deputy Principal Year 12 2023              | Leah Havord   | <a href="mailto:leah.havord@det.nsw.edu.au">leah.havord@det.nsw.edu.au</a>   |





## Term 3 Weeks 3 & 4 2023 @ SMSHS

| Monday 31 Jul             | Tuesday 1 Aug  | Wednesday 2 Aug           | Thursday 3 Aug            | Friday 4 Aug              |
|---------------------------|--|---------------------------|---------------------------|---------------------------|
| School examination period | School examination period                                    | School examination period | School examination period | School examination period |
| Monday 7 Aug              | Tuesday 8 Aug  | Wednesday 9 Aug           | Thursday 10 Aug           | Friday 11 Aug             |
| School examination period | School examination period<br>HSC Dance Practical Examination | School examination period | School examination period | School examination period |

### Our Teams

|                                       |  |
|---------------------------------------|--|
| Principal:                            | Sally Smithard   |
| School Council President:             | Sonia Matthews   |
| School Captains:                      | Charlotte Brown<br>Destiny Sione   |
| School Executive:                     |  |
| - Deputy Principal (Year 11)          | Danielle Ervine  |
| - Deputy Principal (Year 12)          | Leah Havord  |
| - English                             | Julie Robinson   |
| - Mathematics                         | Simone Pett  |
| - Science (Rel)                       | Andrew Mabey   |
| - Commercial Studies                  | Salochna Reddy   |
| - HSIE                                | Shara Walsh  |
| - CAPA                                | Nicole Bonfield  |
| - TAS / Computing                     | Matthew Topp   |
| - LOTE                                | Luigi Serra  |
| - PDHPE (Rel)                         | Joanne Brines  |
| - Secondary Studies                   | Lucas Widdison   |
| - Learning and Wellbeing              | Melissa Jacka  |
| - Head Teacher (Year 11)              | Charly Ebejer  |
| - Head Teacher (Year 12)              | Tracie Huet  |
| - First Australians                   | Leah Havord  |
| - Business Manager (Acting)           | Rebecca Zinghini   |
| - School Administrative Manager (Rel) | Angela Demaio  |
| Student Advisers:                     |  |
| - Year 11, Surnames A-G               | Sussan Allaou  |
| - Year 11, Surnames H-O               | Wendi Kambolli   |
| - Year 11, Surnames P-Z               | Luigi Serra  |
| - Year 12, Surnames A-G               | Adam Bernthaler  |
| - Year 12, Surnames H-O               | Lauren Hasna   |
| - Year 12, Surnames P-Z               | Jeff Larsen  |
| Learning Support:                     | Sussan Allaou (F)<br>Carmel Harriden (M, T)<br>Melissa Jacka<br>Carly McPherson (T, W, T)<br>Ashlee Pleffer (M, T) |
| Student Support Officer:              | Surmeet Kaur   |
| Careers Adviser (Rel):                | Cheryll Ruskin   |

### Contact Us



St Marys Senior High School  
Kalang Avenue  
St Marys NSW 2760



02 9623 8333



[stmaryssen-h.school@det.nsw.edu.au](mailto:stmaryssen-h.school@det.nsw.edu.au)



St Marys Senior High School Official Site - Facebook



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