

### St Agnes Catholic High School

ph: 8882 0700 fax: 8882 0790

email:stagnes@parra.catholic.edu.au

to truth through love

SCHOOL WEBSITE: www.stagnesrootyhill.catholic.edu.au

Follow us on FACEBOOK: StAgnesRootyHill

### Diary Dates

14-16 March Year 7 Camp

18 March
TAS Royal Easter Show
Excursion

21 March
Year 7 Vaccinations
Year 7/2017 Information
Evening

23 March Art Express Excursion

**25 March** Good Friday

28 March
Easter Monday

30 March
PASS (B line) Surf School

**6 April**PASS (A line) Surf School

8 April
Term 1 Concludes

TERM 2

**25 April** Anzac Day

**26 April**Term 2 Commences

3 May PDSSSC Cross Country

10-12 May NAPLAN 11 March 2016

In Sunday's Gospel (Luke 15:1-3,11-32) we hear the parable of The Prodigal Son. When the story begins, the two sons have not yet led lives they could call their own. They are part of a close-knit family. Suddenly this life is interrupted by one of the sons wanting to seek his independence and break away from the close-knit family, revolts from conformity in search of a different life. After a while the 'good life' becomes very unsatisfactory and, I'm sure with a great deal of self-reflection and trepidation, the son returns home to be welcomed back with a warm and joyous embrace from his father. We discover the joy of being forgiven and the power to forgive. "You love me Lord and I know it" is the theme that we take away from this reading as God's love is eternal. Just like the father, we as parents need to let our children 'spread their wings' and be ready to catch them should they fall. They will not fall all the time but just knowing we are there to support can often be just enough. To be able to feel confident and comfortable to do so, we as parents need to spend quality time with our children. Enjoy the time this week with your children.

Parenting can be an emotional journey. Recent studies tell us that parents spend as little as 3 - 5 minutes a day in meaningful conversation with their teenagers. Telling our children to clean their room, go to bed, get up, brush their teeth and go to school don't count as meaningful conversation. Three to Five minutes a day, no matter how meaningful, is simply not enough to compete with the multitude and variety of influences being presented to our children.

We need to spend a meaningful amount of time with our children so we can get to know what's going on in their lives, what they are thinking and what are the outside influences that are forming their moral and ethical values. Spending time raising responsible children who are happy, self-disciplined and able to think for themselves is a worthwhile goal. Finding out how we can help our children towards that end is our job and responsibility as parents. Our children rely on us to bring a mature adult perspective to our parenting and to be their main influence.

I would like to take the opportunity to thank Mr Phil Stewart and Mr John Cruickshank who filled in for me while I was on my extended leave with my family in America. I am certainly so glad to return back to this wonderful community.

Peter Regan

Peter Regan Acting Principal



# CHRIS CATHOLIC COLLEGE COMMUNITY OF SCHOOL

St Agnes
Catholic High School
Evans Road
Rooty Hill

Ph: 02 8882 0700 Fax: 02 8882 0790

St Clare's Catholic High School 175 Buckwell Drive Hassall Grove Ph: 02 9835 2466 Fax: 02 9835 2539

Loyola Senior High School 91 North Parade Mt Druitt Ph: 02 9832 4455

Fax: 02 9832 1839



### FROM THE ACTING ASSISTANT PRINCIPAL

#### Students Taking Control Of Their Own Learning Success

Here at St Agnes we are making an exerted effort to up-skill students in the area of 'providing' and 'owning' success opportunities in the classroom. Within each class, teachers continue to promote each lesson's Learning Intention, which enables students to establish a clear focus of where that particular lesson is heading and what the teacher is aiming to achieve.

Teachers measure student understanding and achievement within each lesson by providing carefully constructed Success Criteria. This criterion is provided to all students at the start of the lesson, which allows students to self assess by gauging their learning achievements for that lesson. This occurs through a formalised Reflection Process at the end of each lesson.

As part of our Pastoral Program students work throughout the year on their Learning Portfolio that acts as a focal point for setting goals, centralising work samples and accessing feedback from teachers. Feedback is an essential tool in students improving their study techniques and learning from their mistakes. Students are continually encouraged to both ask for feedback from their teachers and analyse how that feedback can help them moving forward.

Throughout our Know Your Learner (KYL) program students will have the opportunity to update their Learning Profiles but this isn't restricted to KYL time. The idea of the profile is for students to collate a selection of work they have produced over the year in order to showcase to their parents at our parent/teacher days which are held at the end of each semester.

Please feel free to contact any of our teaching staff at any time to get updated verbal reports on your child's progress.

John Cruickshank Assistant Principal

### Year 7/2017 Information Evening

### MONDAY 21 MARCH 2016

Tours begin at 5.30pm. Information Session commences at 7pm

Showcases, tours and our Information Session shares key educational and transition material, as well as the opportunity to ask those questions you would prefer to speak about face-to-face.

All year group enquiries welcome.

a diverse community learning together



### FROM THE TEACHING & LEARNING COORDINATOR

#### 2016 National Assessment Program - Literacy and Numeracy (NAPLAN)

In May 2016, all students in Years 7 and 9 will complete the National Assessment Program - Literacy and Numeracy (NAPLAN). NAPLAN has the support of all State and Territory Education Ministers and will assess the literacy and numeracy learning of students in all Australian schools.

The results of the tests will provide important information to schools about what each student can do and will be used to support teaching and learning programs. Parents will receive a report indicating their child's level of achievement. Each student's level of achievement will be reported against the national minimum standard

The tests will be conducted across Australia for all students from 10-12 May 2016.

Year Level	Tuesday 10 May	Wednesday 11 May	Thursday 12 May
Year 7	Language Conventions*		Numanasy **
	45 minutes	Reading	Numeracy ** 40 minutes x 2 (80 mins total)
	Writing	65 minutes	
	40 minutes		
Year 9	Language Conventions*		Numeracy **
	45 minutes	Reading	
	Writing	65 minutes	40 minutes x 2
	40 minutes		(80 mins total)

<sup>\*</sup>Language Conventions incorporates Spelling, Grammar and Punctuation.

In the Numeracy tests students do not require any measuring tools such as rulers or protractors. There will be two Numeracy tests: one where a calculator is allowed and one where calculators are not to be used. For the calculator test, the student should use the calculator that they currently use at school.

A 'catch-up' day is scheduled on Friday 13 May for students who missed a test or were absent on a test day.

Additional information about NAPLAN can be found at http://www.nap.edu.au/NAPLAN/Parent\_Carer\_support/index.html

All students are to take these examinations seriously and do their best. NAPLAN results will be included in students Semester Two Reports. Whilst students have been practicing answering NAPLAN style questions at school I encourage parents to spend time at home with their children preparing for these examinations.

There are numerous websites that provide access to sample papers and are a good source of revision. One of the better sites can be found at <a href="http://www.qsa.qld.edu.au/24629.html">http://www.qsa.qld.edu.au/24629.html</a> Furthermore; Pascal Publications provide numerous NAPLAN workbooks and iPad applications that are very suitable. More information on these resources can be found at <a href="http://www.pascalpress.com.au/naplan/">http://www.pascalpress.com.au/naplan/</a>

Please contact me directly at school on 8882 0713 if you have any questions regarding the NAPLAN examinations.

Laurence De Martin

Teaching & Learning Coordinator: Curriculum

<sup>\*\*</sup> Numeracy incorporates Number, Algebra, Function and Pattern, Chance and Data, Measurement and Space.

### FROM THE RELIGIOUS EDUCATION COORDINATOR

The St Agnes Catholic High School Formation Goal for 2016 is to gain a deeper understanding and response to scripture through prayer. It is about having both students and teachers realise the sacramentality of the bible itself as our sacred scripture. It is through reading the Bible that God is able to be present to the reader.

We started to read the Gospel of Luke, as a school community, in the week beginning March 2. Each day in homeroom students are to read selected chapters and verses as part of Morning Prayer. At the end of each week students are asked to reflect on the sections read. Our reflective questions are:

- What is the Scripture saying?
- What is the message and key teaching?
- How can this be applied to life?

In the coming weeks I am hoping to develop a blog related to the scripture reading in which I hope to invite all parents/guardians to contribute. I also hope to publish some of the student responses to the reflective questions.

This is something very new and different for us at school and it is great to see how well staff and students have embraced this new initiative.

## COMPASSION

It has been great to see the enthusiasm of students and teachers raising funds to go to Caritas Australia for Project Compassion. So far we have had guessing competitions, cake stalls and pizza lunches as well as coin donations every morning. Our fundraising efforts run up to and include March 24, 2016. At this stage we have the year groups efforts as follows:

Year 7 - \$175 Year 8 - \$336 Year 9 - \$321 Year 10 - \$253





World Youth Day 2016 will be a pilgrimage to Krakow, Poland for a weeklong festival of faith with millions of youth from around the world joining Pope Francis for an encounter with Jesus.

It is part of a tradition initiated by the late Pope John Paul II (now St John Paul) for the Church to be with the youth, for the youth. Pope John Paul II described World Youth Day's objective as:

"...to make the person of Jesus the centre of the faith and life of every young person so that He may be their constant point of reference and also the inspiration of every initiative and commitment for the education of the new generations."

We are pleased to be sending three pilgrims from our school. Mr Sadsad, Miss Valleri and Martin Mangahas of Year 10 will be taking part in the Parramatta Diocese Pilgrimage which will take in an immersion in the Philippines where they will help communities that were devastated by floods in 2014. From the Philippines our pilgrims will travel to Krakow in Poland where they will participate in a weeklong faith festival.

To support our pilgrims we will be fundraising at different times leading up to their departure in July. Last Friday we held our Gold and Fold day where \$1000 was raised which will be used on resources those pilgrims will use in the Philippines to help rebuild the community of Bohol.

Julie Atkins Religious Education Coordinator

"To be merciful is to be kind, to be open, to be trusting, to be a friend. Mercy,

Shakespeare writes, "is twice blest. It blesseth him that gives and him that takes."

It is when we show mercy that we may be closest to God.

John Chittister OSB, God's Tender Mercy

### QUALITY CATHOLIC SCHOOLING SURVEY

All Catholic schools in the Diocese of Parramatta will be participating in the Quality Catholic Schooling (QCS) Survey in 2016, which will provide data from students, staff and parents about our school's cultural behaviour, relationships and learning community which will assist us to focus our efforts for improvement by building on our successes to date.

From 14 March all staff and students, and 60 randomly selected parents, will be asked to complete a survey. Staff and students will complete the survey online at school. Parents will be sent home a paper survey but will also be able to complete the survey online if preferred. The survey will take about 20-30 minutes to complete.

A survey consultant (Insight SRC) has been engaged to manage the data collection. The survey data will be kept strictly confidential and no individual will be identified to the school or the Catholic Education Office.

If you are nominated to complete the survey, I would encourage your participation as this will help our school to identify our strengths and areas in which we can focus our improvement.



#### PARENT REPRESENTATIVE COUNCIL

The Parents Representative Council, Parramatta Diocese (PRC) is the Diocesan parent body that represents and supports parents and guardians of students enrolled in all primary and secondary Catholic Schools in the Diocese of Parramatta. The PRC works in collaboration with the Bishop, the Catholic Education Office Parramatta, priests and school leaders, in providing students support throughout their education.

Representing St Agnes, **Ms Chaker and Mrs El-Ghossein** attended the Annual General Meeting (AGM) at Blacktown and will continue to attend meetings once a term. These meetings provide parents and guardians with the opportunity to network with other parents and share ideas and information relating to supporting the needs of their children throughout their years of schooling.

During the AGM, on 26 February, a guest presentation was given about 'Setting up for success for your child for 2016'. Sue Veiling and Kathy Ferrari discussed how to set up for your child's success by following simple and effective strategies, which can have a direct effect on a child's belief in his/her academic ability and level of achievement:

- First teach them the values of education by showing them that you are a learner.
- Be encouraging and have a positive attitude.
- Teach them responsibility starting by taking school attendance seriously from the early stages as
  every day counts in academic achievement. Every absence whatever consecutives, sporadic or part
  morning absence, accumulate over time and affect the child level of achievement.
- Talk to your child. Talk to your child's teacher. Be more involved in your child's education. Set a smart goal to reach. Once reached, set another one and so on. Always appreciate and praise the child for what he/she achieved.
- Set boundaries as a parent to make sure there is balance for a healthy body and mind.
- Read your child's report positively, focusing on his/her strength area and encouraging him/her to emphasise and work on areas that need improvement. For example:
  - 1. For the E scale, instead of limited achievement, parents can read it as experienced difficulties.
  - 2. For the D scale, instead of basic achievement, the child did OK.
  - 3. For the C scale, celebrate the work.





### STUDENT ATTENDANCE

### Key Facts About School Attendance

- > Attendance affects academic achievement. Every day of attendance contributes towards a child's learning and enhances academic achievement.
- > Attendance has a strong relationship with student outcomes as measured by NAPLAN scores. Each percentage point increase in attendance is related to higher student outcomes by an average of 2-3 NAPLAN scale score points in numeracy, reading, spelling, writing and grammar & punctuation.
- > Absence from school is associated with academic achievement in the current year as well as future years.
- > If children do not attend school regularly they miss out on the chance to build a good attendance habit.
- > Being absent for one day of school each fortnight (2 days a month) adds up to missing more than a year of learning over 10 years. This is called school absenteeism
- > Sporadic absences affect academic achievement as much as consecutive days.
- > School attendance patterns are established early in Kindergarten and Year 1.

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### **CATHOLIC SCHOOLS WEEK**



During Catholic Schools Week we gave parents the opportunity to witness how students are taught in our classrooms.

During the day CEO Parramatta's media unit interviewed two of our visiting parents and produce a short video of "How has school changed"

We will re-open our classrooms to parents during the week of 23-27 May 2016. If you are interested in attending one of these days please contact Mrs Annette O'Keeffe on 8882 0703.

Click here to view this video.

### Students enjoying reading time in the Library





Easter Display in the Library





### **WESTERN SYDNEY WANDERERS SCHOOL OF THE YEAR**



This year St Agnes is participating in the Western Sydney Wanderers School of the Year Competition. (WSW)

Throughout the year we will be participating in various events to earn 'points' through the actions of students, teachers and parents/guardians. To participate in this program you can individually register for a profile and earn points while participating in various <u>pre-set challenges</u>.

Examples of activities include:

- connect your Facebook account and like three WSW posts on Facebook each day.
- connect your Twitter account.
- Connect your Instagram account. Post a school photo using #WSWSOTY tag @wswanderersfc on their official Instagram page.
- If you are over the age of 16 years of age register your interest on the WSW Membership portal visit the WSW website www.wanderland.com.au and click Register Your Interest and follow the prompts, ensure our school you represent is selected in the form to be allocated points.
- Visit wanderland.com.au to purchase a Junior Wanderer Membership pack.

Last Friday we held a 'Red and Black' Day, not only to raise \$1000 for our World Youth Day participants, but by posting this photo on the WSW Instagram page we earned 2000 points. Currently we are running in first place but we need your contribution to keep us in this position.

As well as various prizes throughout the competition, the school that earns the most points over a set period of time will be crowned Wanderers School of the Year and be invited to host a football expo at school with all the WSW teams in attendance. Read more on the WSW website.

Below is a reflection from Mr Azzopardi that highlights the importance of our link with the Western Sydney Wanderers.

Here at St Agnes, we acknowledge the importance that the Western Sydney Wanderers play. It is often seen as a representation of our school community. Within the WSW supporters, there are many different cultures and all walks of life, however they have all united for a common purpose.

This is the same as our school community. Despite the variety of our students we come together for a common purpose, to support our community.

Therefore we can come to the conclusion that we need to support the Western Sydney Wanderers - School of the Year Competition.

These colours unite us all All the places we're from In this city we own We call West Sydney Home

Damien McGuire St Agnes WSWSOTY Coordination



#### 2016 SWIMMING CARNIVAL

On 26 February 2016 we held our Annual Swimming Carnival at Mt Druitt Swimming Pool.

Students from Years 7-10 arrived at 8:15am dressed in their house colours ready to compete.

Everyone tried their best throughout the day cheering and participating in various races. The chanting competitions were the best part of the day because everyone was full of energy, shouting with all their pride while representing their house. It was great to see the Year Ten captains step up as leaders, guiding their own houses with a strong determination.

Congratulations to the Age Champions from the day; Grace Napret (U12 Girls), Pheobe Stepenson (U13 Girls), Jackson Deamer (U14 Boys), Monique Portelli (U15 Girls), Martin Mangahas (U16 Boys) and Alana-Kerri Broomham (U16 Girls).

At the end of the day, the winning house of our Annual Swimming Carnival was XAVIER with 481 points, second place was MacKillop with 473 points, third place was Francis with 380 points and fourth place was Chisholm with 281 points.

Zachary Turney, Cameron Brooke and Year 10 Digital Media/ Communication Portfolio Leaders

More photos on Facebook or on our website



### 2016 CROSS COUNTRY CARNIVAL

St Agnes held its annual School Cross Country Carnival on the Monday 7 March 2016 at Morreau Reserve. This year, we invited St Clare Catholic High School to join our carnival and to make the day a little more competitive.

The day commenced at 9am when students arrived at the fields and 'walked out' the course. The first race started at 10am with the 16 years boys running 6km. This was followed by the 12's and 13's boys and girls running 3km and the 14's, 15's and 16's (girls only) running 4km.

The following students placed in their respected age groups.

12' s Boys	1 <sup>st</sup> Jayden Reddy	2 <sup>nd</sup> Tyler Micallef	
12's Girls	1 <sup>st</sup> Elly Turner		
13's Boys	1 <sup>st</sup> Jack Youhanna	2 <sup>nd</sup> Rithick Naiker	3 <sup>rd</sup> Robert Apostol
13's Girls	1 <sup>st</sup> Adut Akok	2 <sup>nd</sup> Aman Dimo	3 <sup>rd</sup> Brooke Martin
14's Boys	1st Dante Soares	2 <sup>nd</sup> Pukal Gnanalingam	3 <sup>rd</sup> Jackson Deamer
14's Girls	1 <sup>st</sup> Ebonie Loudoun	2 <sup>nd</sup> Angelique Mangahas	3 <sup>rd</sup> Kristy Conna
15's Boys	1 <sup>st</sup> Wol Tong	2 <sup>nd</sup> Madhane Beyene	3 <sup>rd</sup> Ryan Brooks
15's Girls	1 <sup>st</sup> Jasmine Thomas	2 <sup>nd</sup> Furutu Eggu	3 <sup>rd</sup> Paige Carriglio
16's Boys	1 <sup>st</sup> Hasib Ghairat	2 <sup>nd</sup> Zachary Turney	3 <sup>rd</sup> Martin Mangahas
16's Girls	1st Kristy Goodwin	2 <sup>nd</sup> Aerianne Mojica	

Congratulations to the many students who competed and the student helpers who gave up their time to marshal the events. A big thank you to Mrs Bickford and Mr Hilder, the day would not have happened with out their assistance.

Good luck to the students who came either first or second in their age group, who will now go on to compete at the PDSSSC Cross Country Carnival at Eastern Creek on the 3 May 2016.

Claire Moxham Sports Coordinator



### SMS MESSAGING FOR STUDENT ABSENCES

We have re-introduce SMS notifications for when your child is absent from school. When your son/daughter is absent an SMS will be sent to the parent/caregivers mobile phone. You will have two options

- 1. Reply to this SMS stating a reason for the absence. This communication will be recorded on our database and will act as a legal notification of absence. No further letter will be required to be sent to school.
- 2. Do not reply. If this option is taken a letter explaining your child's absence will be required on his/her return to school.

Please ensure we have the correct contact details for you. If your child is absent from school and you do not receive an SMS message please contact the school on 8882 0700 to update your contact



### **SCHOOL FEES**

### ARE NOW DUE

Fees were payable by Monday 7 March 2016.

If you have paid your school fees, thank you.

Families who are yet to organise payment of fees please contact Mrs Lorraine Bailey 8882 0706 to make a payment plan.

If you need to discuss school fees please contact the Business Manager, Mrs Kelly Pickett, on 8882 0702.

Payment can be paid by Eftpos, Bpay, Postbill, Cash and Cheque.

### CHANGE OF DATE

Year 7 Vaccination 2<sup>nd</sup> Dose

Now on 28 June 2016







St Agnes students, with Monte Sant' Angelo Mercy College students, joined together and recorded and sang a hymn as a joint prayer of solidarity for the victims of Cyclone Winston. The students featured sing in English, Fijian, Tongan, Samoan and Maori. The end of the clip provides a link to an online donation option for the Caritas Appeal to support victims in Fiji and Tonga. Click here to watch the video.

### OUR PARISH SCHOOLS

St Aidan's Primary 1-5 Adelaide Street Rooty Hill

Ph: 02 9625 3181 Fax: 02 9625 5612

### Sacred Heart Primary

23 Nelson Street Mt Druitt South Ph: 02 9625 8733 Fax: 02 9832 2258

Holy Family Primary
Weber Crescent
Emerton

Ph: 02 9628 9232 Fax: 02 9628 9589

### St John Vianney's Primary

17 Cameron Street Doonside

Ph: 02 9831 1817 Fax: 02 9831 6430

a diverse community learning together

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### HAVE A GO, SHARE AND EVALUATE IPAD PROGRAM

It is an appropriate time to remind all members of our community that our Information and Communication Technology - Responsible Use Policy is located in the student diary. At the start of the year every student in our community read and signed this policy. This policy guides our students to determine what is acceptable conduct when they are using our Information and Communication Technology resources

In particular this policy highlights that Jailbroken devices are **not** permitted at St Agnes. When a device is Jailbroken the user will be able to download paid apps for free and customise their device in breach of Apple's User Agreement. Having devices that are Jailbroken on our network is illegal and could place our security at risk.

At St Agnes Catholic High School we will always strive to create a safe and inclusive learning environment that is guided by appropriate Digital Citizenship Guidelines that are influenced by the wider digital world. For example, as a community we need to recognise the importance of App Age Restrictions. Apple's App store places these age restrictions on their Apps to ensure the purchaser is aware of the App's adult content and unsafe communication methods.

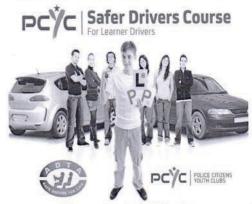
How do you enable the restrictions on your child's device? Following the simple steps outlined on Apple's Support page https://support.apple.com/en-au/HT201304.

The popular messaging App 'Kik Messenger' is one such App that has a 17+ App age restriction. At the start of the year we identified the potential dangers of this insecure App and asked our students to remove this App from their iPads.

The following website provides more detail on the dangers of the Kik Messenger App http://thecybersafetylady.com.au/tag/kik-messenger/

I would encourage you to discuss the above issues with your son or daughter.

Mr Damien McGuire Emerging Technologies Coordinator



PCYC are an accredited provider of the Safer Drivers Course Guiding young people in the right direction since 1937



To find your closest club or book into the next available course check out our websi www.saferdrivers.org.au Call us on 9625 9111 or drop into your local club to find out more

PCYC Mount Druitt 453A Luxford Road , Shalvey, 2770 Ph. 9628 2628

### FROM THE DIOCESE

#### Child Protection Information Line

- Royal Commission - the Catholic Education Diocese of Parramatta has established a Child Protection Information Line in response to the Royal Commission Institutional Child Sexual Abuse. The dedicated Information Line will provide information about how schools handling are protection matters and will be able to respond to individual enquiries and assist people who concerns or help them take allegations to the police. It can also put people in touch with appropriate support services if needed. The Child Protection Information Line is 1300 661 015 (cost of a local call within Australia). The line is available outside of school hours and connects directly to a Catholic Education Office staff member. A message service is also available on this line.

#### **OUR PARISHES**

St Aidan's 9 Adelaide Street Rooty Hill Ph: 02 9625 8404

Sacred Heart 23 Nelson Street Mt Druitt South Ph: 02 9625 8847

Holy Family 254 Luxford Road Emerton Ph: 02 9628 7272

St John Vianney's 17 Cameron Street Doonside Ph: 02 9622 3426



### ST AGNES LOCKDOWN PROCEDURE

In some emergency situations, an evacuation of a building and/or classroom is not advisable. These may include a hostile intruder, a chemical spill, and a hazard near the school or a behavioural incident. It is necessary that you are aware of how St Agnes reacts to any lockdown emergency.

Class time lockdown procedures are as follows:

LOCKDOWN,LOCKDOWN,LOCKDOWN will be announced over the PA prior to the continuous ringing of a siren and/or communication via the Public Address System (PA)

Teachers must

- 1. Remain Calm and say "LOCKDOWN" to students
- 2. Close and lock all exterior doors and windows. Do not attempt barricades. Under no circumstances are they to open doors/windows to any person other than a student or school staff member.
- 3. Close windows and blinds.
- 4. Turn off lights and electrical equipment e.g. Data Projectors, TVs, etc.

- 5. Assemble students, aides and other personnel. Sit them on the floor in a sheltered area of the room. The sheltered area should be out of sight from doors or windows if possible. Instruct the students and other personnel to remain calm and quiet and that things will be back to normal soon. No student is to be under desks.
- 6. Look outside in the grounds for people who may not have heard the signal. Advise them of the lockdown. They should go to the nearest classroom.
- 7. All exterior doors to be locked, if possible, by a teacher in the room nearest these doors, otherwise doors will be locked by Chief and Deputy Wardens.
- 8. Take the class roll. Write on the Absent/Added Form a list of student names who are in the room and those not under your normal duty of care. Record the names of anyone who has left the room just prior to lockdown and is missing.

When requested return the Absent/Added Form to the Assistant Principal's Office.











St Agnes CHS Rooty Hill