

## RATIONALE

Sydney Technical High school has a commitment to supporting and recognizing positive wellbeing in our school. This document has been developed in conjunction with the STHS Discipline and Anti-Bullying Policies. Outlined in this document are various initiatives that aim to empower students to connect, succeed and thrive in our school learning environment.

Our wellbeing team and executive staff have collaboratively implemented the procedures below in line with the Department of Education's Wellbeing Framework for Schools and the Schools Excellence Framework.

## RESOURCES

1. <https://education.nsw.gov.au/schooling/school-community/wellbeing-framework-for-schools>
2. <https://education.nsw.gov.au/schooling/school-community/wellbeing-framework-for-schools/wellbeing-for-school-excellence>

## SYDNEY TECHNICAL HIGH SCHOOL PROCEDURES

1. Wellbeing Team – Year Advisers, counsellors, Head Teacher Wellbeing, Student Support officer, LaST, Transition Coordinators
2. Individualised Learning Adjustment booklet. Presented to all staff on SDD1. Mid-Year and Annual review meeting held with families.
3. Wellbeing Assembly Map. Three 60-minute wellbeing assemblies per term. External presenters, Wellio, year meetings, peer support.
4. Year 7 and 11 Wellbeing Camps incorporating transition and Life Ready courses.
5. Year Adviser Handbook
6. Positive recognition on student achievement
  - Wykeham Award System
  - Techie of the Term
  - DP sustained diligence and high performing letters
7. Parent conferences for wellbeing and attendance
8. Remedial methods – progress booklets, escape cards.

## EXECUTIVE

- Steven So, Principal
- Kirk Grinham, Deputy Principal – Years 8, 10 and 12
- Alison Peachey, Deputy Principal – Years 7, 9 and 11
- Mitch Davis – Relieving Head Teacher Wellbeing

## YEAR ADVISERS

- Milka McNamara (Social Science) – Year 7 Adviser
- Cheryle Steel (History) – Year 8 Adviser
- Barbara Brighton (Science) – Relieving Year 9 Adviser
- Cindy Huang (Languages) – Year 10 Adviser
- Shann Preece (CAPA) – Relieving Year 11 Adviser
- Andy Cachia (Technology) – Year 12 Adviser

## WELLBEING AND COUNSELLORS

- Jay Dahl, Counsellor – Every Monday and Tuesday
- Stephanie Lawson, Counsellor – Thursday in even number weeks and every Friday
- Gai Primmer, Learning and Support Team (LaST)
- Jerry Mouzakis, Careers Adviser
- Nan Chen – Student Support Officer (SSO) and Junior Transition Coordinator
- Jenny Haiditis – Senior Transition Coordinator

# WELLBEING ASSEMBLY TERM EXAMPLE

2024 WELLBEING ASSEMBLIES						
	7	8	9	10	11	12
2024	Transition Program 2 Days			RoSA (DP and YA)	Stage 6 Expectations and advice, Mentoring and Support (HTW and YA) – 1 <sup>st</sup> Day 9:30am – 10:30am	
T1:4 (23/2) Friday	Peer Support Lesson 1 - Session 1: Working Together (YR7 & YR10 Peer Leaders only) (#Quad) Peer Support - 9:50am start  T17 - YR7 Camp (13/3-15/3) Broken Bay/ Study Skills	Assembly	Assembly	Assembly Peer Support - YR10 Peer Leaders only - 9:55 am start	Assembly	Assembly
T1:8 (22/3) Friday	Wired (Brainstorms Prod.) \$\$ Drama Production (#Gym) 9:50am start	Fit for Excellence Part 1 (YR10 PASS students to run sessions as part of their course)  (#Ovals)	Wellio  (#Roll Call Rooms)	Wellio  (#Roll Call Rooms)	Wellio  (#Roll Call Rooms)	ASSESSMENTS  (#Auditorium)
T1:10 (5/4) Friday	Peer Support Lesson 2 - Sessions 2: Needs Session 3: Values* (*half session) (YR7 & YR10 Peer Leaders only) (#Quad) Then Passive Area/Canteen  T1:7 - YR7 Camp (13/3-15/3) Study Skills 9:55 am start SSO to notify Per 1 teachers.	Fit for Excellence Part 2 (YR10 PASS students to run sessions as part of their course)  (#Ovals)	Olympic Unleashed  Location: GYM  9:55 am start YA to notify Per 1 teachers.	Peer Support - YR10 Peer Leaders only - 9:55am start  Wellio  (#Roll Call Rooms)	ASSESSMENTS  (#Auditorium)	Business Concierge (Howard Smith) \$\$  Interview Skills ✓ Common Rm booked. (Common Room) 9:55 am start YA to notify

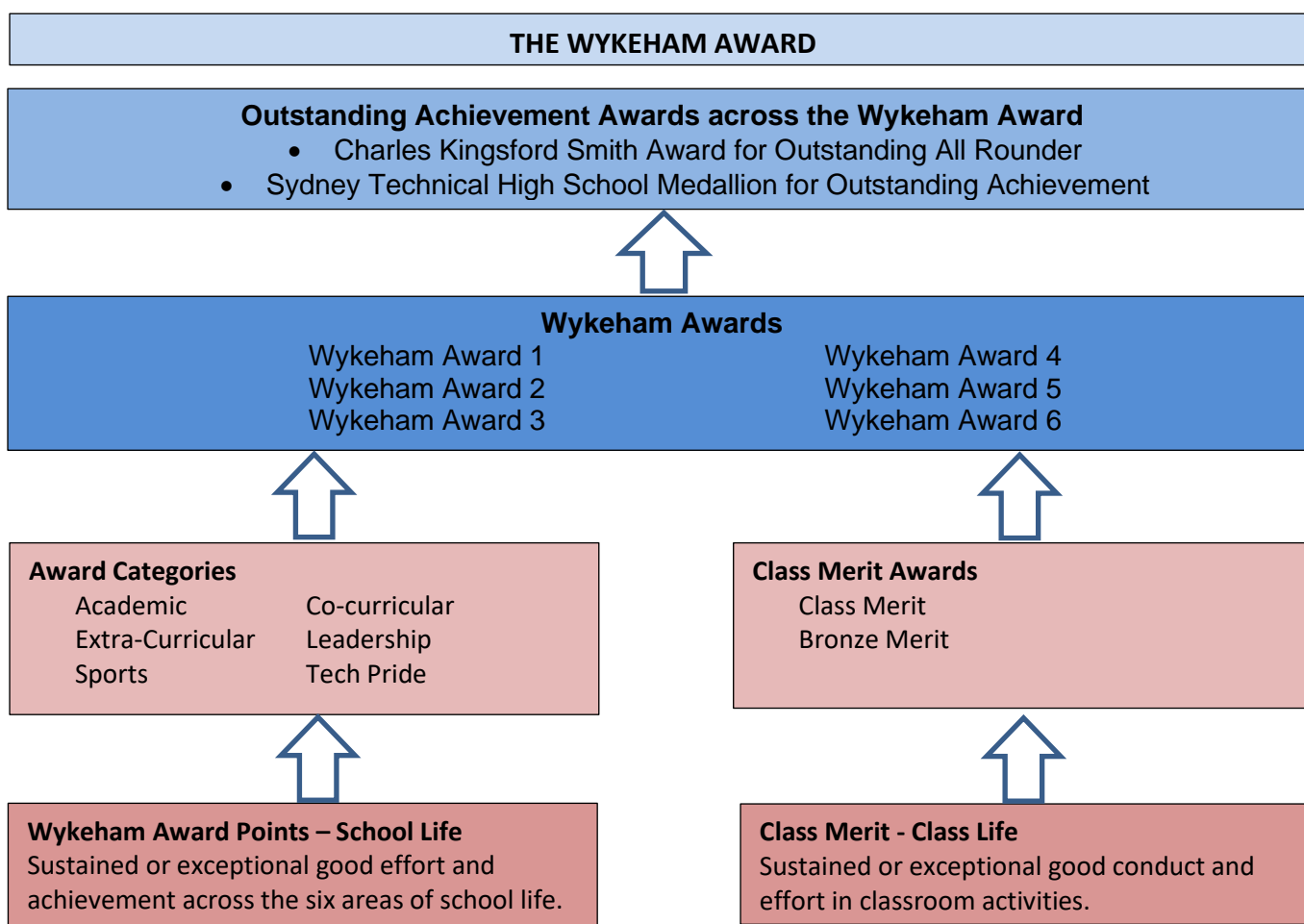
## WYKEHAM AWARD SYSTEM

### The Aims of the Wykeham Award and Merit Scheme

The Sydney Technical High School Wykeham Award and Merit Scheme are given out in recognition of sustained or exceptional conduct, effort, or achievement across a range of domains in and out of the classroom. They are designed to:

- recognise and reward a wide range of achievement;
- provide an incentive for positive contributions to school life;
- acknowledge individual achievement for all students;
- build on and extend the existing system of academic and sporting awards and;
- be inclusive of student avenues of achievement.

The following flow chart shows the progression of Wykeham Award and Merit Scheme:



### The Merit Scheme:

The Sydney Technical High School Merit Scheme is used on a daily basis within the school community by classroom teachers to recognise student excellence in the classroom, and other related class/school activities. The STHS's merit scheme grants class merits and bronze merits that feed directly into the Wykeham Award.

## WYKEHAM AWARD

Students can receive Wykeham Award points from the following categories – Academic, Co-curricular, Extra-Curricular, Leadership, Sport, and Tech Pride. Furthermore, the eight levels of the Wykeham Award recognise students’ growth as scholars and leaders within and beyond the school community. Over six years, students will have the opportunity to progress through the first six levels of the Wykeham Award. In addition, Year 12 students can use the extra points they have accumulated and gain in Year 12 access to the two highest levels of the Wykeham Award.

### Progression of Merits and Wykeham Points in Sentral

Table 1: Progression of Merit Scheme:

Merit Scheme	Awards
Class Merit Award	1 Merit
Bronze Merit Award	5 Merits

Class Merits feed into the Wykeham Award.

Table 2: Progression of Wykeham Awards:

Wykeham Awards	Year Group	Points per Award
Wykeham Award 1	Year 7	300 Wykeham points
Wykeham Award 2	Year 8	360 Wykeham points
Wykeham Award 3	Year 9	420 Wykeham points
Wykeham Award 4	Year 10	480 Wykeham points
Wykeham Award 5	Year 11	540 Wykeham points
Wykeham Award 6	Year 12	600 Wykeham points
Sydney Technical High School Medallion for Outstanding Achievement	Year 12	1000 Wykeham points
Charles Kingsford Smith Award for Outstanding All Rounder	Year 12	1500 Wykeham points

### Activities to award Merits and Points

Table 3: Categories and Activity that a student can receive Class Merits for throughout the school year. This is not an exhaustive list of activities.

Categories	Activities
Class Merits	<ul style="list-style-type: none"> <li>• Takes responsibility for his own learning.</li> <li>• Works cooperatively with others.</li> <li>• Demonstrates organisational skills.</li> <li>• Takes intellectual risks in learning.</li> <li>• Interprets, analyses, and uses evidence in problem solving</li> </ul>
Bronze Merits	<ul style="list-style-type: none"> <li>• Outstanding achievement in classroom learning profiles</li> </ul>

Table 4: Categories and Activities that a student can receive Wykeham Points during the school year. This is not an exhaustive list of activities.

Categories	Activities	
Academic	Distinguished Achievement Award P&C Outstanding Effort in all subjects in a report Achieving a top 2 bands in NAPLAN – Literacy/Numeracy Achieving a top 2 band in VALID Semester Report Improvement Letter	
Co-curricular	Competitions Science and Engineering Challenge Debating Team - Public Speaking - Mock Trial Team - MUNA Nanzan Host Anzac Day Ceremony	
Extra-Curricular	Book, Chess, Ethical, Homework, Interact Member, STEMS, Tournament of the Minds, Writing, Zero Robotics Clubs Duke of Edinburgh Media Team, and Sound and Lighting Crew Music: Performing Ensembles NSW Premier's Reading Challenge	NSW Premier's Volunteering Challenge STHS/Canberra Maths Day TechFest Verified Outside School Achievements – Competition, Music, Sport, Volunteer, Saturday School, Music Tuition etc
Leadership	Club Leader High Resolves Group Leader Peer Support Leader School Prefect, Senior Prefect, Vice-Captain, Captain Student Representative Council Member Perfect Attendance Uniform Compliance Interact Leader	
Sport	Age Champion at a carnival Carnival Team Captain Coaching a Sport Team Grade Sport Finalist Knockout Team Member New Record at Sport Carnival	Sporting Blue School Swimming, Cross Country, and Sportsman of the Week Zone, Regional and CHS Swimming, Cross Country, and Athletics Carnivals
Tech Pride	Assisting the P&C Assisting with SRC week Clean up Australia Day Community volunteer work Flag monitor/roll monitor Open Day assistance Orientation Day Assistance Plant a Tree Day Plant Watering Duty Primary student mentor Red Cross Collector/Ambassador Represent School at School Functions Salvation Army Collector/Ambassador	Article for Tech Talk, The Journal, FRED Computer Network Assistant First Aid Certificate Library Monitor Performance at assembly Speech at Assembly Yearbook, Video, Jersey, Formal Organising Committee Faculty Helper

### Student Responsibility:

- Students **CANNOT** electronically gain access to add to the Wykeham Award or Class Merits system
- Students should check their participation under My Details / My Activity Participation Details on the Student Portal and if participation details are inaccurate, contact the activity coordinator to arrange for the information to be entered.
- An annual list of award recipients will be published in the School Journal.

### Awarding Merits to Pupils:

- Teachers use the Merit System to award Class Merits and Bronze Merits but will need to use their discretion when awarding Class Merits. Targeting specific positive classroom behaviours (learning profiles) with Class Merits will enhance student learning outcomes.
- Merits can be awarded at any time throughout the year. Teachers may award multiple Class Merits to each pupil per term. There is no limit to the number of pupils in each class who can be awarded a Merit.
- Teachers are to publicly acknowledge the reason for giving an electronic merit and may follow it up with a paper copy if that is the teacher's preference. Only electronic merits are counted in the system.

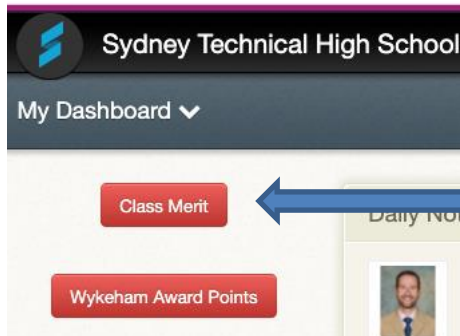
### Awarding Wykeham Points to Pupils:

- Only teachers, Head Teachers, Deputy Principals that oversee the activity to be awarded can enter Wykeham Points for that award.
- Wykeham Points are awarded in recognition of a wide range of achievement, for positive contributions to school life and to provide an incentive for and acknowledgement of individual achievement for all students
- Staff will be given a reminder of impending Wykeham Award Assemblies
- 
- Student Award Scheme Committee:
- Student Award Scheme is run by a committee: the Principal, the Deputy Principals or HT and members of the teaching and/or parent community. The committee meets once or twice per term to work on problems with the initial administration of the award scheme.
- Managing Award **Claims:**
  - **Fast tracking is possible.** Students who join the school after Year 7 or students with prolonged absences due to illness or misadventure may apply to the Awards Committee for fast tracking. Once they reach the required number of achievement points they can receive the appropriate level of award.
  - **Accumulating is possible.** Students in their final years can use their excess achievement points to assist them to achieve at the highest level of the scheme.
- Integratory of the Student Award Scheme - Teaching staff run the Wykeham Award and Merit Scheme, students **CANNOT** add to the system.
- Promotion of the Student Award Scheme – Annual Award Assemblies run by Year Advisers and HT or DP in charge of Award assemblies. Assemblies are in year groups or stages. Participation and Awards are on student reports.
- Unacceptable behaviour may disqualify a student from receiving a School Award at any level. The Deputy Principals will determine these matters in line with the school discipline policy.

## Appendix 1 – Setting up and give out Class Merits

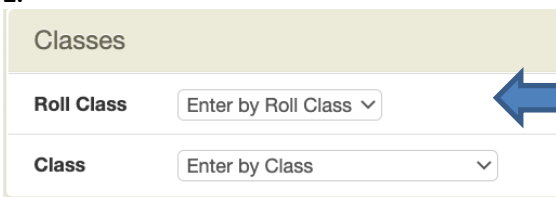
The awarding of Class Merits is very easy to administrate once teachers setup their Class Merit page in Sentral.

1.



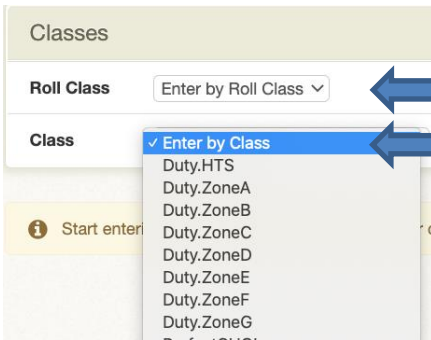
To give out a class merit go to Class Merit widget on your Sentral Dashboard.

2.



The following screen appears.

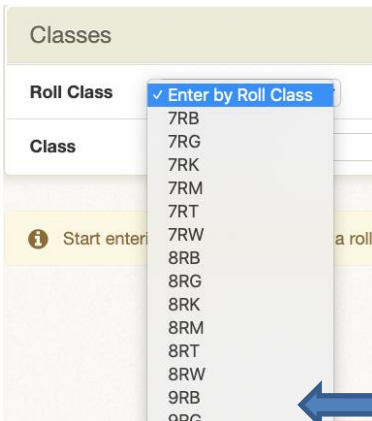
3.



You are presented with the following options.

1. Enter by Roll Class
2. Enter by Class

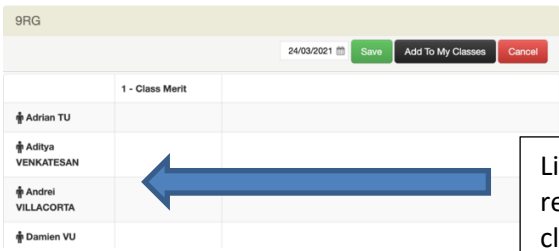
4.



I went with 9RG.



5.



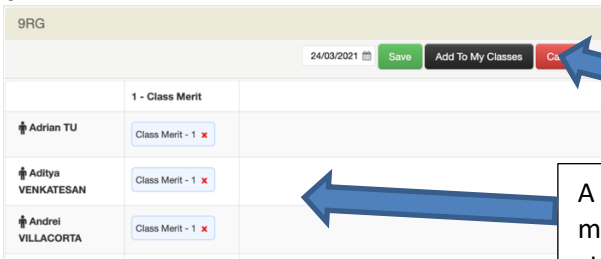
9RG

24/03/2021 Save Add To My Classes Cancel

1 - Class Merit	
Adrian TU	
Aditya VENKATESAN	
Andrei VILLACORTA	
Damien VU	

List of 9RG students ready to be awarded a class merit.

6.



9RG

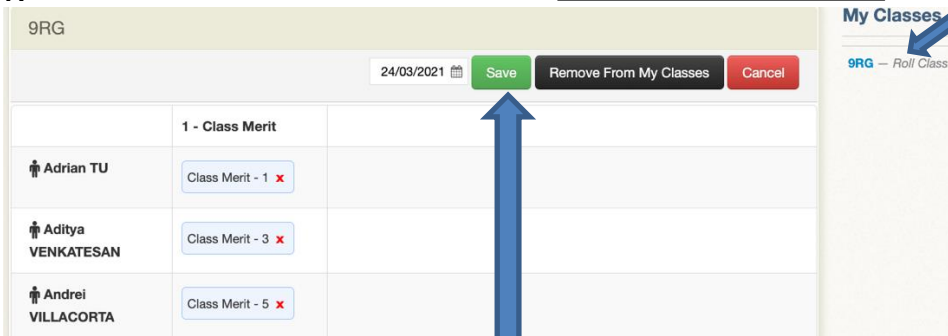
24/03/2021 Save Add To My Classes Ca

1 - Class Merit	
Adrian TU	Class Merit - 1 x
Aditya VENKATESAN	Class Merit - 1 x
Andrei VILLACORTA	Class Merit - 1 x

A teacher can give merits to some students in a class or to all students.

A teacher can add a class to MY CLASSES or delete a class.

7.



9RG

24/03/2021 Save Remove From My Classes Cancel

1 - Class Merit	
Adrian TU	Class Merit - 1 x
Aditya VENKATESAN	Class Merit - 3 x
Andrei VILLACORTA	Class Merit - 5 x

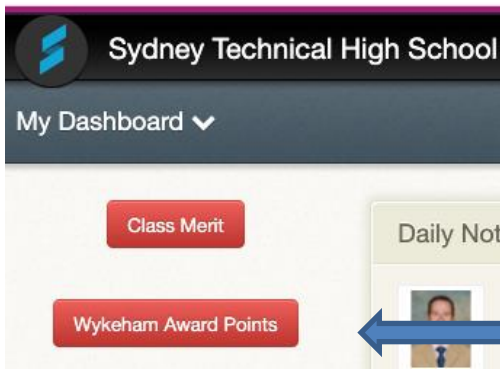
My Classes

9RG - Roll Class

Click save and you are finished.

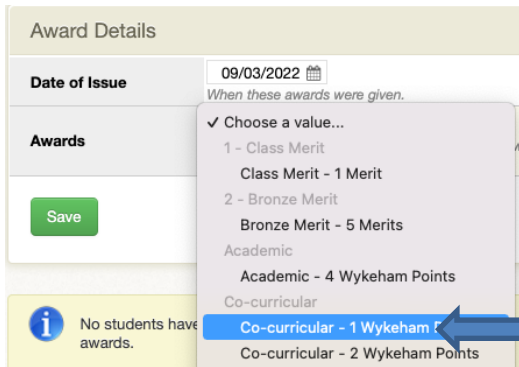
## Appendix 2 – Allocating Wykeham Award Points.

1.



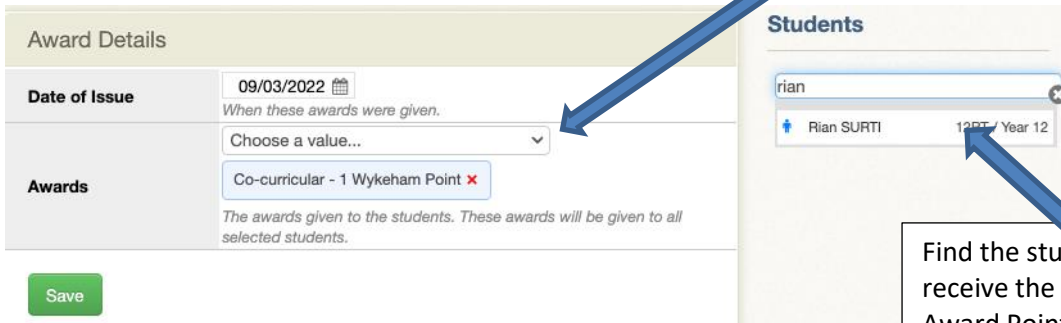
To give out a Wykeham Award Point go to Wykeham Award Point widget on your Sentral Dashboard.

2.



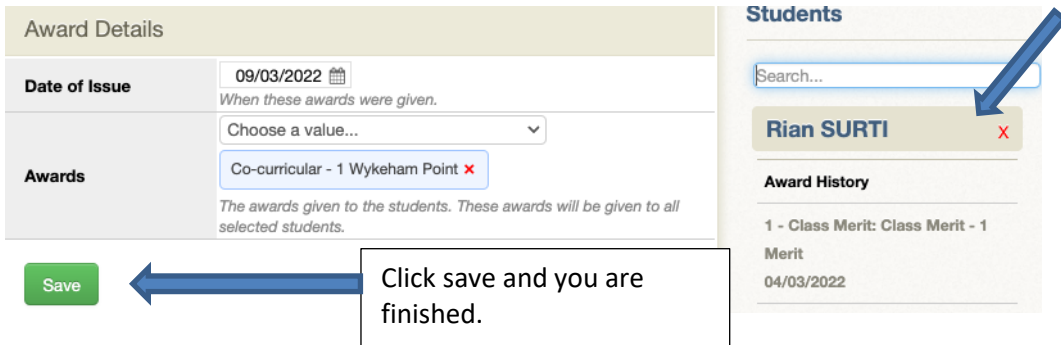
Choose a New Awards and click on the award.

3.



Find the student/s who will receive the Wykeham Award Point/s and add them to the list.

4.



Click save and you are finished.

Term 3, 2021 saw the introduction of the 'Techie of the Term' award. Each term, students may nominate a peer in their year group for the award. Nominations will be completed through Google Forms on each year group's Google Classroom. The students may nominate a peer for any achievement that has enhanced the reputation of the school or their year group. Year Advisers will monitor the nominations and make the final decision on who receives the award each term. The 'Techie of the Term' will be presented at assembly with a medal, certificate and positive letter to their parents for their contribution to the school. This award is designed to promote student's connectedness to the school and recognition of achievement.

Student nominations may include:

- Behaviours that promote wellbeing in the school community
- A Techie helping another Techie
- Being positive role model in the school community
- Participation in external activities that enhance the school's reputation or increases the wellbeing of our learning environment

Example Nomination Form

<https://docs.google.com/forms/d/18RdLLmSycWlBwK6U5CIL-H34VKyt-mwVJKoWhg8RwC0/edit>

## Purpose

Escape Cards are part of a procedure that is given to a small, identified group of students with significant wellbeing needs. The provision of an escape card at Tech is made in consultation with members of the Wellbeing Team (HTW, YAs, SSO, and Counsellors) as well as Senior Executive. The primary purpose of an escape card is to allow a student to self-regulate their needs and allow them the opportunity to remove themselves from a situation that may otherwise result in an incident involving conflict or danger.

## Staff Reporting Procedures:

Duty of care requires a teacher to report the use of the escape card as soon as possible to a member of the executive for the safety of the student. This must be done via phone and/or email. If a serious incident has occurred in relation to a student using an escape card, teachers are advised to send a colleague or another student in the class to the office to report the incident. The student's responsibility also means that they must be supervised at all times and therefore cannot have time out sitting in the canteen area or roaming around the school.

A copy of the card below shows the options available to the students. There should be no variation from this.

Front of Card	Back of card
<p style="text-align: center;"><b>STUDENT NAME</b></p> <p style="text-align: center;"><b>ESCAPE CARD</b></p>	<p><b>ESCAPE CARD PROCEDURE:</b> In some circumstances I may need to leave immediately and report to one of the following:</p> <ul style="list-style-type: none"><li>Year Adviser</li><li>Counsellor</li><li>HT Wellbeing</li><li>Deputy Principal</li><li>Principal</li><li>Student Support Officer</li></ul>

The following students currently have Escape Cards. Some of which have been carried over from last year:

- Henry Fu – 8RW
- James Dewey – 9RW
- Akpeenti Adie – 9RT
- Jasper Lu – 9RK
- Maxwell Lim – 11RM
- Michael Hazali – 12RW
- Toby Ong – 12RK
- Helman Li – 12RM
- Adam Liang – 12RM

Sustained Diligence

## **ADDITIONAL WELLBEING RESOURCES**

1. Student Learning Adjustment Booklet
2. Year Adviser Handbook
3. Year 12 Adviser Handbook