



Northern Beaches Secondary College Manly Campus



Year 8-11 Information Handbook

Academic Excellence ♦ Personal Best ♦ Giving Back to the Community

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Principal's Welcome

Dear Parents and Carers

Welcome to Northern Beaches Secondary College Manly Campus. I trust that you and your child will have very enjoyable and productive years at this school.

We strive to provide programs that challenge your child and stimulate their love of learning of the wide variety of activities at the school. Our very busy and productive P&C Association supports the school in many ways and I work closely with the parent body to ensure that we are providing the best education for your child.

We endeavour to provide high quality learning experiences and aim to instil in our students a sense of responsibility for their own learning. We encourage them to take learning risks, to think about issues and concepts and to explore knowledge in a range of ways. We hope our students leave Manly Campus as citizens who will make a positive difference in the world.

Our three goals at Manly Campus are *academic excellence*, *personal best* and *giving back to the community* and all of our endeavours are linked to these goals.

You and your child is cordially invited to attend the

NBSC Manly Campus Orientation Morning on

Wednesday 29 November @ 9:15am

Students will be given information about the way the school operates and will be taken on a tour of the school with our Peer Support Leaders.

I look forward to meeting your child at the Orientation Morning.

Yours sincerely



Kathy O'Sullivan
Principal

School Bytes

School Bytes provides a parent portal to help your school communicate with you.

Manly Campus uses the parent portal for various things, including online permission notes, and payments, which can be accessed via a secure link, as well as other correspondence. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

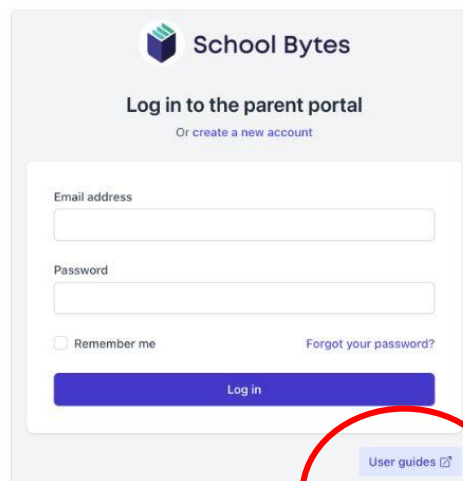
Open the parent portal link

<https://portal.schoolbytes.education/auth/login>

There is a user guide, if you need to set up your parent portal for the first time.

Click on user guide and choose *'Parent Portal: Set up your parent portal account'*

Or log in, if you already have a School Bytes parent portal from your previous NSW Government School.



School Bytes

Log in to the parent portal

[Or create a new account](#)

Email address

Password

Remember me [Forgot your password?](#)

Log in

[User guides](#)

School Bell Times

Below are the NBSC Manly Campus school bell times

Period	Monday	Tuesday	Wednesday	Thursday	Friday
0	7:55 – 8:50	7:55 – 8:50	7:55 – 8:50	7:55 – 8:50	7:55 – 8:50
1	8:55 – 9.50	8:55 – 9.50	8:55 – 9.50	8:55 – 9.50	8:55 – 9.50
2	9:50 - 10:45	9:50 - 10:45	9:50 - 10:45	9:50 - 10:45	9:50 - 10:45
Assembly	N/A	N/A	10:45 – 11:05	N/A	N/A
Recess	10:45 - 11:05	10:45 - 11:05	11:05 - 11:25	10:45 - 11:05	10:45 - 11:05
3	11:05 - 12:00	11:05 - 12:00	11:25 - 12:20	11:05 - 12:00	11:05 - 12:00
4	12:00 - 12:55	12:00 - 12:55		12:00 - 12:55	12:00 - 12:55
Lunch 1	12:55 - 1:15	12:55 - 1:15	12:20 - 12:40	12:55 - 1:15	12:55 - 1:15
Lunch 2	1:15 - 1:35	1:15 - 1:35	12:40 - 1:00	1:15 - 1:35	1:15 - 1:35
5	1:35 - 2:30	1:35 - 2:30	1:00 – 2:30	1:35 - 2:30	1:35 - 2:30
6	2:30 - 3.25				2:30 - 3.25

Student Attendance

The law specifies that student absences must be explained within 7 days of the occurrence. (Education Reform Act 1990)


If your child will not be attending school for any reason other than school-related activities (e.g. an excursion, school camp or school representation for sport), you must notify the school immediately.

Send an email to: nbscmanlys-h.school@det.nsw.edu.au

Put your child's full name, reason for absence, and date of absence in the email. Mark the subject line as ABSENCE <NAME> <DATE>.

School App:

This is the preferred method for notifying the school of your child's absence.

The School App is available through  SchoolEnews

Download via the app store. For further information on the app and how to download,

scan the QR code.



Away for one day: Telephone the Attendance Office on 9905 3982 or send notification via the School App.

Absent for 2 or more consecutive days: Telephone the Attendance Office on 9905 3982 or send notification via the School App. A Doctor's Certificate is required in case of prolonged absence or if the student has missed an exam or an assessment task.

Absence of leave: If you know in advance that your child will be absent, please inform the school in writing. A completed *application for extended leave* form, addressed to the Principal must be made at least a month in advance for leave exceeding three school days. A copy of this form can be download from the school website, or **scan the QR code.**



Leave pass for a day: Your child should submit the application to the Attendance Office, which is located in the Library, before school hours (i.e. before 9.00am). All medical/dental appointments should be made after school hours i.e. after 3.30pm on Monday/Friday and after 2.30pm on Tuesday/Wednesday/Thursday. **Attendance at Sport is compulsory. All applications for Leave Passes will be approved by the Deputy Principal on Wednesday.**

Late notes: Students who arrive late should go to the Attendance Office in the Library. They will be issued with a Late Note for them to take to class. If you have given them a letter of explanation, this will be sufficient. However, if there is no explanation, an SMS will be sent home. You can respond via SMS.

Unexplained absence: If your child shows as being not in attendance after the daily rolls have been marked, and there is no prior advice, you will be sent an SMS message to that effect. You can respond via SMS.

Attendance at Wednesday sport, the school Swimming Carnival and Athletics Carnival and on the last day of each school term is expected.

Opal Card

For information about School Opal Card please scan the QR code.



School Shoe Policy

Scan the QR code to see shoes that fit the general school dress code.

Please note: If you are participating in a TAS workshop or Science lab activity you must be wearing school shoes that comply with *Workplace, Health and Safety* standards.



School Uniform

New school uniforms are available from Pickles Schoolwear

To view the school uniform and price list, please scan the QR code.

Shop online at: www.picklesschoolwear.com



Scan the QR code for Pickles 2023/2024 Orientation flyer.



Scan the QR code for Pickles 2023/2024 Appointment Calendar.



Second-Hand Uniform Shop

The second-hand uniform shop sells quality second hand uniforms at a significant discount from retail prices. **Scan the QR code for the pricelist.**



Opening Days and Time

1st Wednesday and 3rd Thursday of the month, during term time from 8.15 – 9.30am

Location: School Canteen area

Co-ordinator: Fiona Cahill, email: manly2ndhanduniforms@gmail.com

Donations of uniforms are always welcome, you can leave these at the school office.

All funds raised by the second-hand uniform shop are used by the P&C for various projects to support the students.

Second-Hand Band Uniforms

Black band polo available for purchase from the second-hand uniform shop.

For second hand band blazers (buy & sell) please contact uniformBoMC@gmail.com

Canteen

About the Canteen

The Manly canteen provides healthy and affordable food for our students for breakfast, recess and lunch every school day. We were accredited a 'Healthy Canteen' in 2019. The canteen is run by the P&C as a break-even concern. Much of the food is prepared daily on site which is only possible with the help of volunteers to help keep costs down, which is where you come in.

Volunteering

Are you wondering how you will connect with a new school community and get to know other parents? It can be challenging as our students come from such a diverse geographic area. An easy way to connect with the school and its routines is to volunteer at the school canteen.

Our canteen needs volunteers every day to help prepare and serve food for our students. You don't need experience; our professional staff will guide you. As long as you can follow instructions and are willing to have some fun, you'll be fine.

Typical tasks would be preparation of bread rolls and pasta dishes, making jelly, cleaning down after food preparation and serving at recess and lunch. Shifts are 9.30am to 12pm or 12pm to 2pm, with some flexibility, though the priority is to cover recess and lunch times. Or you can choose to cover both shifts in a single day. Thursday and Friday are the busiest days when we most need help. You can volunteer as often as suits you. Lunch is provided for both you and your child on the day.

Please consider volunteering and helping to provide this valuable and valued service. Even if you can only help occasionally or for a partial shift, your contribution is still needed and appreciated.

A form link will be emailed to you where you can indicate the potential days and times that may suit you. You will then get an email invite before the beginning of each term to sign-up for a day/time per your availability via our on-line system (SignUpGenius).


If you can't help during the day but have an interest and a few hours a month/term to spare, we would appreciate your help on the Canteen Working Group which assists with the running of the canteen. We meet each term (face to face and/or zoom depending on what suits people) and we also have a number of social catch-ups through the year. Activities tend to be ad-hoc and can be driven by whatever skills you have (marketing, organisation, technology etc.)

We look forward to meeting you soon.

The Canteen Team

Using the Canteen

Orders can be placed:

- via  (you can transfer an existing account or details are attached if you wish to create one)
- before school or at recess at the counter
- over the counter - first come first served with payment via cash, card, or by student card linked to *Flexischools*.



For information on *Flexischools* scan the QR code.

BYOD – Bring your own device

BYOD Checklist - scan the QR code for device purchasing information on:

- Wireless connectivity
- Operating system
- Battery life
- Minimum storage and RAM
- Hardware features
- Screen size
- Other essential considerations



Wi-Fi Connectivity

Wireless operates on two frequency bands 2.4GHz and 5GHz. The Department of Education Wi-Fi officially supports 5 GHz. With BYOD now becoming very popular the advice should always be for students to purchase mobile devices that support both bands rather than just 2.4GHz, because they will get the best performance from the DoE Wi-Fi connection.

Antivirus Programs

As part of the **NSW DoE BYOD Policy** an active antivirus application is required. Most operating systems have a free antivirus program installed (**Microsoft Defender**). Please check that the antivirus program is enabled and definitions updated.

Software Partners

All NSW Department of Education students are eligible to download **free** Adobe and Microsoft software from this website. This software is only available to download onto personally owned devices. This software includes Microsoft Office, MS Office 365 and Adobe Creative Suite.

Students will need to use their **@education.nsw.gov.au** student email address to register during their orientation day at the beginning of Term 1 2024. To register, click on the “Sign In” link at the top of the page and then click on the REGISTER button. A verification email will be sent to your DoE email address. To complete the registration please select the link provided in the email.

Students transitioning from independent schools will have their accounts set up once attending NBSC Manly Campus.

nsw-students.onthehub.com/WebStore

All BYOD devices must be registered with the school before connecting to the Wi-Fi. The school also has loan laptops with all the DoE applications installed available to students.

Microsoft Office 365 and Adobe Creative Cloud

All NSW Public School students have access to Adobe Creative Cloud and Microsoft Office 365 via the student portal. Students can access these on BYOD devices and at home.

Scan the QR code for information on the Manly Campus Technology Usage Agreement.

Students will be required to sign a BYOD & Technology Usage Agreement. This will be issued to the students at their first technology lesson next year.



Mobile Phone Device Management Strategy

The NSW Department of Education bans the use of mobile phones at school. This includes during classroom activities, break times and on school related activities and excursions. This ban includes devices that connect to phones such as earphones and smartwatches.

Unless notified by their teachers that a mobile phone will be required for specific educational purpose, all students must:

- switch off their mobile phone devices and put away in their locker OR their bag when entering the school
- keep their mobile phone devices switched off and out of sight throughout the school day
- not receive or send calls or messages throughout the school day.

Students who do not follow the above requirements will be directed to hand their mobile phone device into the office to be collected at the end of the school day.

Repeated occurrences will result in parents/carers being contacted to collect the mobile phone device from school or attend a meeting with the Deputy Principal.

Manly Campus Supporters Group – P&C

Manly Campus Parents & Citizens community warmly welcomes you to Northern Beaches Secondary College Manly Campus.

About us

We are a group of parents, carers and community members who work with our wonderful teachers to enhance the school experience for all our children. We do this by providing services, facilitating student opportunities, supporting and funding improvements to the physical environment and fostering connection across our community.

We look after key activities within the school such as the canteen and the uniform shop. We play a proactive role in maintaining the school grounds & sporting facilities, promoting sustainability, as well as supporting technology, learning and extra-curricular activities. We run a number of events throughout the year to bring our community together, and on occasion to raise necessary funds for our school.

Getting involved

Helping out by supporting the school is an excellent way for you to be involved in your student's educational experience. It is also a great way to keep up to date with all the news from the school and to meet other parents and carers. We warmly invite you to get involved as your fresh ideas and energy will help to enrich our school and give you the opportunity to shape the future direction of your child's school environment.

We can't do it without you!

If you would like to be involved in the Manly community or simply learn more about the school and its activities, please come along to our Manly supporter meetings are held in the school library each school term, usually in Week 3 and Week 8. If you can't make it in person, you can always join us remotely via zoom. Watch out for meeting notifications via eNews, on the school calendar or via email from the school. The first meeting for 2024 will be on Wednesday, 14 February. A form link will be emailed to you, where you can select the areas in which you wish to participate.

Keeping in touch

Webpage: The school webpage is a great starting point for learning out how you can get involved with the Manly community

<https://nbscmanlys-h.schools.nsw.gov.au/our-community/p-c-association.html>

Email: We frequently send out emails updating you on community activities, projects and developments via the school's email.

Parent Community Facebook Page: We also host a 'parent's community' Facebook page. This is a place where school-related information can be shared, questions asked and is a platform that aims to provide general connectivity for parents in our school community. As you have no doubt heard, the high school world is a different kettle of fish to the primary school playground parents no longer meet by waiting at school pick-up time, or organising play dates.

We strive to create events and avenues for parents to meet and the Facebook page is a good starting point to getting a feel for the school community.

To join the group, please go to <https://www.facebook.com/groups/1786869161415814/> or search for 'Manly Selective Campus Parents Community' on Facebook.

P&C Mailing List: The P&C sends out meeting agendas, reports and minutes for each meeting to anyone who attends our meetings. We use this mailing list to remind our community to submit agenda items to the P&C and this is the most effective way to bring items to our attention for discussion.

If you would like to be added to our mailing list, please send your email address to msc.pandc.contact@gmail.com

Manly Campus core values are *Academic Excellence, Personal Best and Giving Back to the Community*. We would love you to be an active part of our wonderful school community. Please watch out for events in early 2024 on the Facebook page and the school newsletter (The Pines Newsletter).

Welcome to Manly Campus

Simon Cahill

Manly Campus P&C Association President

Email: msc.pandc.contact@gmail.com

Bands of Manly Campus

The program is a parent-run and financed co-curricular activity. Being within an academically selective school, we depend on rehearsals outside school hours as well as tightly planned cooperation between academic and band schedules for all our other commitments. The organisation of the program mirrors the school's structure with junior, intermediate and senior school ensembles.



At Manly Campus, our band program is renowned for its excellence and we are extremely proud of it. Our ensembles play at music festivals, eisteddfods, school events and special performance nights.

For more information, scan the QR code to read the Bands of Manly Campus Handbook.



On front page of the booklet there is a link to register your interest for the band.

Should you have any further questions after reading the Bands of Manly Campus handbook, please contact bandmanagerbomc@gmail.com

Clubs at Manly Campus

The following student run clubs are available at Manly Campus.

- Art Club
- Book Club
- BTN Club
- Coding Club
- Crisis Club
- Da Vinci Decathlon
- Debating Club
- Environmental Club
- French Club
- Fun Facts Club
- Global Histories
- Japanese Club
- Manly Economics and Business Society Club
- Paleontology Club
- Philosophy Club
- Poetry Club
- Robotics Club
- Teapod Podcast Club
- UCAT Club

Debating

Manly Campus has a proud tradition of debating with rigour, respect and camaraderie. Students at our campus compete in The NSW Premier's Debating Challenge competitions for each year group. In recent years, students have achieved outstanding success in these competitions, with teams regularly reaching the regional and state finals stages of the competitions.

Expert debating coaches, many of whom are former students, support our students, with coaching sessions run as enrichment activities prior to the beginning of classes. While not every student is able to be selected in a team, no student will be turned away from coaching sessions and our debating coaches regularly hold sessions where all students have the opportunity to develop, hone and demonstrate their skills.

Our school is represented by students who gain selection into NSW Combined High Schools debating teams to compete at the highest level of competition.

Opportunities also exist for Year 7 students to participate in school-based debating Gala Days.

The well-regarded Student Debating Club is held each Tuesday, and is run by a committed team of Year 12 debaters for training, competition and mentorship.

For more information about how to enrol your child in Manly Campus's debating program, contact the school's debating coordinator through the school office on 9905 3982.

Duke of Edinburgh International Award

The Duke of Edinburgh International Award Program for Northern Beaches Secondary College students, is delivered by *YouthAdvance*.

Scan the QR code for more information.

For further information contact info@youthadvance.com.au or visit the website www.youthadvance.com.au.





Capimus Sed Tradimus
What We Receive, We Pass On

NBSC Manly Campus

138 Abbott Road

North Curl NSW 2099

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

9905 3982 | nbscmanlys-h.school@det.nsw.edu.au

