



# GLENWOOD HIGH SCHOOL

T 02 9629 9577

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Glenwood NSW 2768

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

*Innovation Opportunity Diversity Success*

Dear Parent/Carers,

May I wish you a very warm welcome to Glenwood High School and confirm that a place has been reserved for your child at Glenwood High School.

In preparation for a smooth and enjoyable transition into Glenwood High School, this document includes information on the following:

- Student Administration - Attendance Procedures
- GHS Map
- Banned School Items & Yondr Pouch – Mobile Phones
- Bell times
- School Payments – Contributions, Fees, Excursions & Sundries
- School Fees, General School Contribution & Parents & Citizens Association (P&C)
- Textbook Information
- Equipment and Book List
- Student Use of Digital Devices and Online Services & BYOD Technical Specifications
- How to stay in touch
- Student Health Condition Support
- Uniform Policy
- Uniform Price List
- Alinta Uniform Shop Fitting Information

The information below can be found on our website via the attached links:

- [School Bytes Registration](#)
- [Sentral Parent Portal](#)
- [School travel information](#)
- [P & C Association](#)

Students are to arrive at school between 8.20am and 8.40am and report to the front office. Students will be matched up with a buddy, placed in classes, given timetables, and tour the school. Students are to wear full school uniform, **including hard black leather lace up shoes. Buckle shoes are not acceptable.** Only the Glenwood school cap will be acceptable “as a hat”.

Every student will be assigned their own personal Yondr Pouch at no cost to the student for their mobile phones on the first day. A student photo will also be taken within the first week and an ID card will be made up from this photo. We ask that all students are to pay through school bytes \$7 for their ID card.

If you have any questions or require further information, please contact the Enrolment Officer on 9629 9577. They will be pleased to assist you with your enquiry. We look forward to meeting your child on their first day.

Yours sincerely

Mrs Sonja Anderson  
Principal

# STUDENT ADMINISTRATION – ATTENDANCE PROCEDURES

## LATE TO SCHOOL

The Glenwood day starts with the ringing of two bells, a movement bell at 8:37am and a final bell at 8:40am. Students are expected to be at school before the bell rings at 8.40am. In the event a student arrives after this time, they are to report to student late desk and swipe in using their student ID card. A note from parents/caregivers should be provided to state the reason for the late arrival. Parents/caregivers may also provide a reason for the late arrival by responding to the SMS sent to inform them that their child/ward was late to school.

Justified and Unjustified partial absence (Late) follows the table as outlined below. If there is no justified reason for the late arrival, parents/caregiver do not need to respond, and the late arrival will be recorded as an unjustified late.

## ABSENCE FROM SCHOOL

Parents/caregivers are requested to write/email a note explaining the student's absence. Notes should have the student's full name and year group printed clearly for records and files. This note can be handed directly to the office staff in student reception on the student's return to school. Alternatively, parents/caregivers may respond to the SMS message sent to notify them of the student's absence. Notes to justify an absence must be provided within 7 days. A student absence or leave can be broken down into two categories:

Justified Leave	Unjustified Leave
This includes: <ul style="list-style-type: none"><li>- Illness</li><li>- Specialist Appointments</li><li>- Recognised Religious Ceremonies including Weddings.</li><li>- Late Bus (School Bus only)</li><li>- Approved holidays (by filling in leave application)</li></ul>	This includes: <ul style="list-style-type: none"><li>- Traffic</li><li>- Student slept in</li><li>- Taking the day to study</li><li>- Unapproved holiday</li><li>- Rest day / tired</li><li>- Non-medical Appointment</li><li>- Any event that could reasonably have occurred outside of school hours.</li></ul>

## PLAN TO LEAVE EARLY

Parents/caregivers are requested to write a note explaining why the student needs to leave school early, the time they need to leave and how they will get home. Notes should have the student's full name and year group printed clearly for records and files. Students must hand in this note to student reception **BEFORE** school where they will be issued with a Sign Out Pass.

Students are to show their classroom teacher this note at the beginning of the lesson if they need to leave during class time. Students are then to report to student reception and inform office staff that they are leaving. Students are not permitted to leave early on sports days. If there are exceptional circumstances on sports days, students must bring in a note from home and have it approved by the Deputy Principal **BEFORE** school.

If parents/caregivers **unexpectedly** need to collect their child/ward, they are requested to call the school beforehand so arrangements can be made for the student to be waiting at reception. Parents/caregivers **must report** to the **parent reception** to collect their child/ward.

## **EXTENDED ABSENCES**

Parents/caregivers need to apply for extended leave (5 days or more) for students by completing an 'Application for Exemption from Attendance at School' form which is available to download from the school website, under the Our School tab, and Attendance and Absences from the side bar menu. Alternatively, a copy of this form can be collected from reception. This form is to be returned to reception for approval from the Principal. This will enable the school to hold the students position at the school.

Students are responsible for making arrangements with their teacher to collect work for the time they are away. When students return to school, it is their responsibility to catch up on all the work they have missed. Extended leave is discouraged in the Preliminary or HSC years, as students will be at risk of not meeting course requirements.

## **UNWELL STUDENTS**

Students who are not feeling well in the school day may ask their classroom teacher for a note to report to student reception where they must speak to an office staff member who will ask the student to sign into sick bay with their student ID card. If a student wishes to go home, the office staff will call the parent/caregiver.

## **ITEMS LEFT AT HOME**

If your child/ward forgets to bring items to school (i.e. lunch, items of clothing, assignments etc.), parents/caregivers may bring these items to the **parent reception**. These items are to be clearly labelled with the name and year of the child/ward. It is your child/ward's responsibility to enquire at the student counter during **recess or lunch time** to collect items left at home. Hot or cold food from a takeaway vendor is not permitted to be dropped off to school for your child/ward to have at recess or lunchtime.

## **OUT OF UNIFORM PROCEDURES**

Glenwood High School is a uniform school and students are expected to wear the school uniform at all times.

In the event of an unavoidable situation where uniform cannot be worn, students must bring a signed note from their parent/carer, with their name and year group, explaining the issue with their uniform. This is to be given to the student's Connect teacher (Monday, Tuesday, Thursday & Friday) or Period 1 teacher on a Wednesday. The teachers will then provide you with a blue uniform pass. If it is anticipated that students will be out of uniform for more than one day, the note must be given to your Deputy Principal **BEFORE** school on the first day of wearing an out of uniform item.

Students with a note will be provided with a uniform pass. Students who do not follow this procedure will be issued a Recess Reflection. While a student will not be suspended solely for not wearing school uniform, ongoing non-compliance may be regarded as an infringement of the school's student discipline policy.

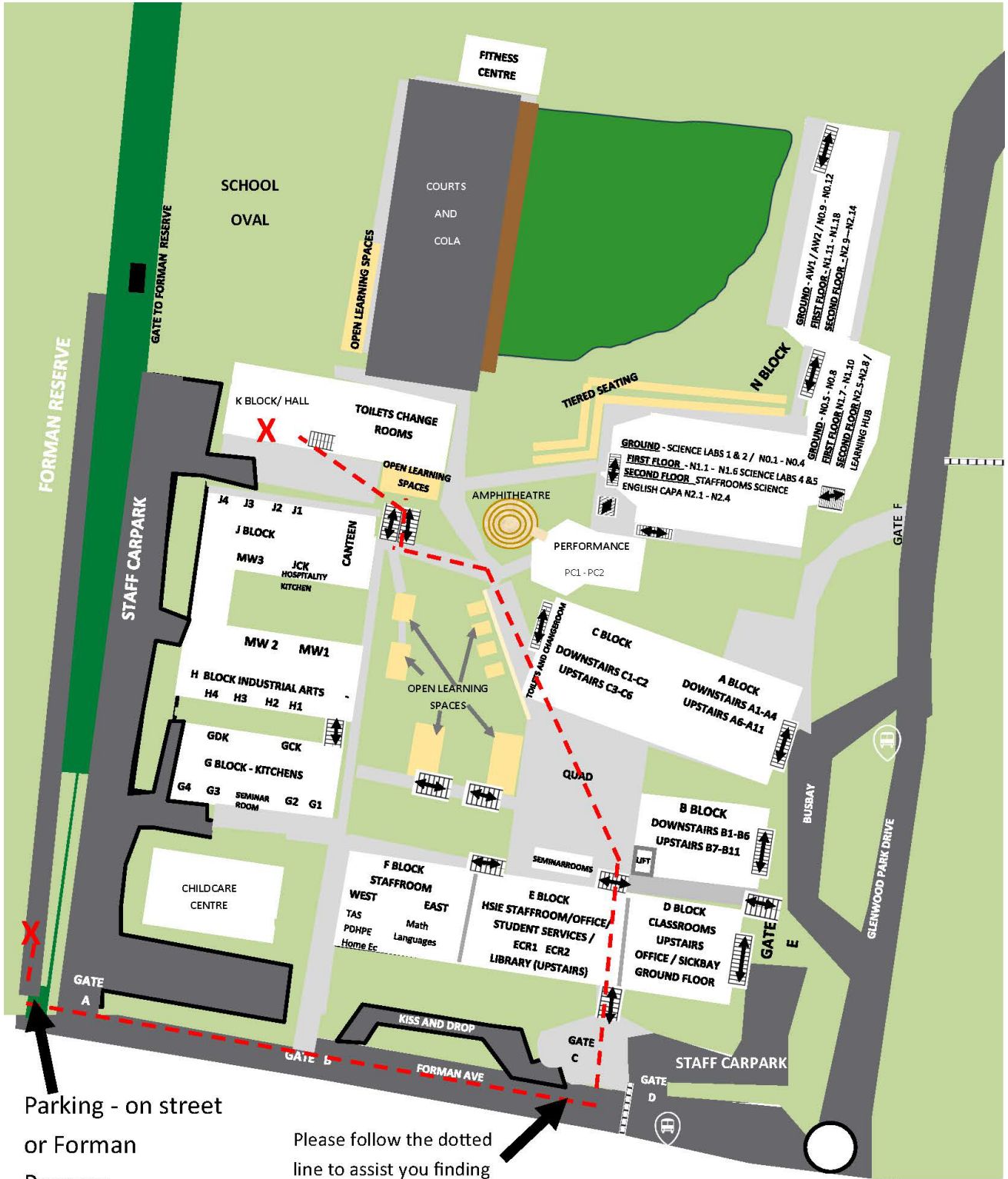
## **ID CARDS**

All students are required to carry an ID card to school each day. Within the first week of starting school your photograph will be taken. You are required to pay through school bytes \$7 for a new card to be made up. This card must be produced when required for scanning around the school.

# GLENWOOD HIGH SCHOOL MAP

Please enter the school grounds on Forman Avenue at Gate C.

Follow the red dotted line to assist you finding our school hall.



Parking - on street  
or Forman Reserve

Please follow the dotted line to assist you finding our hall.

# BANNED SCHOOL ITEMS

For the safety of others, their property and school property, under no circumstances are students to bring the following items to school.

- Chewing Gum
- Liquid Paper
- Skateboards
- Lighters
- Matches
- Water bombs, water pistols or similar items
- Inappropriate offensive material
- Permanent markers
- Aerosol deodorants
- Scooters
- Superglue
- “Deep heat” or similar products
- Cigarettes/electronic cigarettes (including “vapes” & “Stigs”)
- Medication of any kind (unless registered with the front office)
- Ring pull cans (ie salmon/tuna tins)
- Aerosol cans of any description
- Laser lights
- Imitation guns or weapons
- Metal items (e.g., rulers, combs, butterfly accessories)
- Illegal items (e.g., weapons, knives/sharps, drugs, drug paraphernalia)
- Highly caffeinated beverages or energy drinks (e.g., “V” Red bull etc)

## YONDR POUCH – MOBILE PHONES

Every student who enrolls at Glenwood High School are assigned their own personal Yondr Pouch at no cost to the student. It is each student’s responsibility to bring their Yondr Pouch to school each day so they can securely store their mobile phone. Yondr is now compulsory for all year groups 7-12.

A Yondr pouch is a magnetic pouch to store phones to create a distraction free climate and culture, therefore providing a safe environment for students and allowing teachers to teach and students to focus on their learning without disruptions so students can reach their greatest potential.

Students unlock their Yondr pouch upon arrival at school each morning, and place their phones into their pouch for the day. Each afternoon, students then unlock their Yondr pouch before leaving the school grounds.

Please have a look at the [Personal Electronic Device Policy \(YONDR\)](#) on our website.



**ARRIVAL**

Lock your phone as you arrive on school grounds.



**SECURE**

Your phone will be TURNED off. Locked securely in your Yondr pouch in your bag.



**OPEN**

End of the day you unlock your Yondr and retrieve your phone.

# BELL TIMES

## Monday

Connect	8.40
Session 1	9.00
Session 2	9.50
<b>Recess</b>	<b>10.40</b>
Session 3	11.10
Session 4	12.00
<b>Lunch</b>	<b>12.50</b>
Session 5	1.20
School Ends	2.10

## Tuesday/Thursday/Friday

Connect	8.40
Session 1	9.00
Session 2	9.50
<b>Recess</b>	<b>10.40</b>
Session 3	11.10
Session 4	12.00
<b>Lunch</b>	<b>12.50</b>
Session 5	1.20
Session 6	2.10
School Ends	3.00

## Wednesday

Session 1	8.40
Session 2	9.30
<b>Recess</b>	<b>10.20</b>
<b>Sport (Years 7 and 8)</b>	
Session 3	10.50
Session 4	11.40
<b>Lunch</b>	<b>12.30</b>
<b>Sport (Years 9 and 10)</b>	
Session 5	1.00
Session 6	1.55
School Ends	2.50

# SCHOOL BYTES

## PAYMENTS, PERMISSION, CONTRIBUTIONS, FEES, EXCURSIONS & SUNDRIES

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

Glenwood High School uses the School Bytes Parent Portal for online permission notes and payments, which are sent directly to parents via email from the school. This can be accessed by a secure link via the Westpac Parent Portal. (Visa and Mastercard credit/debit cards accepted).

The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

**Important:** To ensure that the registration process works smoothly, and you can link your account to your child(ren), make sure that you use the same email address that you have provided to the school or if using a different email address, an SMS verification code will be sent to the mobile phone on record for you at the school.

Click on the links below to create your own Parent Portal account.



1. Log into our Glenwood High School [Website](https://glenwood-h.schools.nsw.gov.au/) - <https://glenwood-h.schools.nsw.gov.au/>
2. Click on [About our school](#)
3. Click on [Payment – School Bytes](#)
4. Click in the blue box Making a Payment on [Registration and Access](#)
5. Click on [create a new account](#)
6. Click here for more information on the How to [Parents Guides](#)

### SCHOOL BYTES FOR YOUR MOBILE PHONE

School Bytes is also supported by a Parent App for Apple and Android devices.

This app is designed to complement our existing parent portal, and makes it easier for parents to use School Bytes on their mobile devices.

The app can be downloaded on the Apple App Store and the Google Play Store. Direct links are provided below:

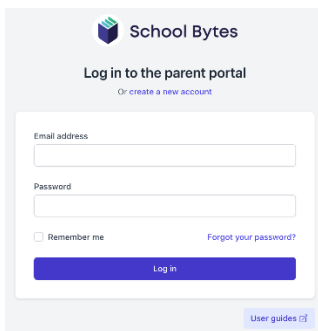
[App Store](https://apps.apple.com/us/app/school-bytes/id6463097826) - <https://apps.apple.com/us/app/school-bytes/id6463097826>

[Google Play](https://play.google.com/store/apps/details...) - <https://play.google.com/store/apps/details...>

**Please Note:** This does NOT include payments for the uniform shop. Please refer to the Uniform Shop Flyer for details on purchasing uniforms or refer to [Alinta Australia website](#)

Alternatively, to set up your parent portal, follow the steps below:

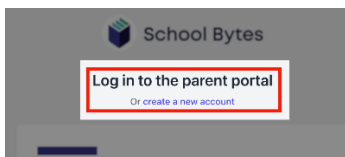
- 1. Open the parent portal link – <https://portal.schoolbytes.education/auth/login>



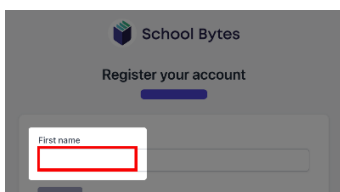
- 2. Select the create a new account link.

**Direct link:**

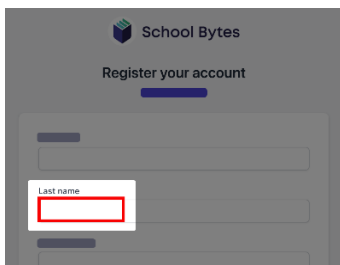
<https://portal.schoolbytes.education/auth/register>



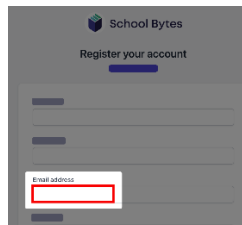
- 3. Enter your first name as it appears on your student's profile at the school.



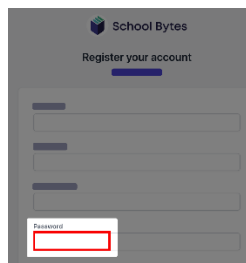
- 4. Enter your last name as it appears on your student's profile at the school.



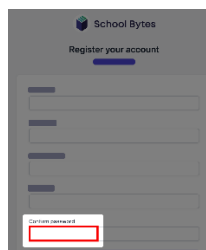
- 5. Enter the email address that you use for school communication.



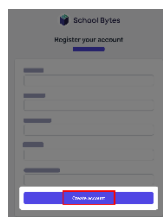
- 6. Enter a password.



- 7. Confirm the password.



- 8. Select create account.



An email will be sent to the email address nominated so that you can verify your access to the email address.

Once you have created your account, log in to the School Bytes parent portal.



# SCHOOL FEES

School fees will be sent by email separately to this document, as it specific to your student.

Glenwood High School's preferred method of payment is through School Bytes on the Parent Portal. This is a secure payment page hosted by Westpac.

## GENERAL SCHOOL CONTRIBUTION

With the agreement of the school's community, it is intended to seek from parents and carers a General School Contribution.

The General School Contribution we ask of families each year, is a most important source of additional funding for the school. These funds are used to support teaching and learning including the purchase of textbooks, classroom resources and state of the art educational interactive technologies.

All public schools in NSW request these contributions and some ask for many hundreds of dollars while others request amounts like our own.

The school community greatly appreciates your support for the school and your children, our students. Although these contributions are deemed voluntary, they are vital to the ongoing programs we implement at Glenwood High School. Your contributions will enable us to continue the exceptional work teachers do as they nurture and prepare your child/children for their future.

## PARENTS & CITIZENS ASSOCIATION (P&C)

The Parents and Citizens Association (P&C) at Glenwood High aims to provide a forum to promote communication and co-operation between the school and its community.

We also assist in providing funding for additional resources for our students. In order to do this, the P&C has introduced a voluntary yearly levy of \$10 per child (capped at a maximum of \$30 per family). This levy enables the P&C to organise major optional fund-raising events (e.g. BBQ at school dance parties) and forward the profits onto the school.

We understand that many parents are extremely busy and may not have the time to sell chocolates or raffle tickets and this levy removes this time taking burden from our school community whilst still allowing the P&C to provide additional resources for our students. The levy is invoiced yearly at the beginning of Term 1.

If you would like further information, please see the GHS [website](#)

# TEXTBOOK INFORMATION

Throughout each student's high school life, they will require the use of a significant number of very expensive textbooks. Each year, from Years 7 to 10, students require a Mathematics textbook and a variety of English texts which they need access to at school as well as at home.

There are two options available to parents and students for the supply of the required textbooks:

## **Option 1:**

Students and parents/carers have the option of hiring all textbooks from the school as a means of minimising the long-term costs. For a charge of \$50.00 for Stage 4 (Years 7 & 8) and \$50.00 for Stage 5 (Years 9 & 10), the school will loan all the required textbooks. The hiring fee must be paid at the beginning of the each stage, or on enrolment, and before a textbook can be issued. For students continuing into Stage 6 (Years 11 & 12) the school will provide all required textbooks. Each year's textbooks will be issued once the previous year's textbooks are returned and the stage fee has been paid (For Years 7 & 9).

## **Option 2:**

Parents may elect to purchase the required books for themselves. The total cost will vary according to the subjects and texts selected and would normally be in the range of \$100 to \$160 per year for Stages 4 & 5, and \$400 to \$500 per year for Stage 6. On request, class teachers will give the titles of the required books to those students who wish to purchase their own.

All students are invoiced \$50.00 for the textbook hire fee. For those students who wish to hire books, the fee must be paid by the end of Week 2, Term 1 2024. If you have any questions about this process, please contact the Deputy Principal at school on 9629 9577.

# EQUIPMENT AND BOOK LIST (YEAR 7-10)

Faculty	Item
<b>ALL SUBJECTS</b>	<ul style="list-style-type: none"> <li>• <b>BYOD Device</b> – Bring Your Own Device (Not included in Tinket Pack).</li> </ul> <p>For information on required device please go to the <a href="#">GHS school website</a> for more information</p>
English	<ul style="list-style-type: none"> <li>• 192-page exercise book</li> </ul>
Maths	<ul style="list-style-type: none"> <li>• A4 Maths Grid Book (5mm grid), 160 page (min)</li> <li>• Casio fx-82AU Plus II Calculator (included in Tinket)</li> </ul>
Visual Arts	<ul style="list-style-type: none"> <li>• A4 Visual Arts Diary, (120 page)</li> <li>• Lead pencils, HB, B or 2B</li> </ul>
Music	<ul style="list-style-type: none"> <li>• 96-page A4 exercise book</li> </ul>
Library	<ul style="list-style-type: none"> <li>• 128-page exercise book</li> </ul>
Science	<ul style="list-style-type: none"> <li>• 128-page A4 exercise book</li> <li>• Display Folder A4</li> </ul>
Geography	<ul style="list-style-type: none"> <li>• 128-page exercise book</li> <li>• Protractor</li> </ul>
History	<ul style="list-style-type: none"> <li>• 128-page exercise book</li> </ul>
Home Economics	<ul style="list-style-type: none"> <li>• A4 Display Folder x 2</li> <li>• Cotton Bib Apron (purchase from Alinta Clothing Shop)</li> </ul>
PDHPE	<ul style="list-style-type: none"> <li>• BYOD</li> </ul>
Computing Studies & General Capabilities	<ul style="list-style-type: none"> <li>• USB 16GB</li> <li>• 128-page exercise book</li> </ul>
Additional Items	<ul style="list-style-type: none"> <li>• Black Pen x 3</li> <li>• Lead &amp; Coloured pencils</li> <li>• Highlighter - any colour</li> <li>• Glue Stick 35g (clear)</li> <li>• Safety Scissors</li> <li>• Eraser</li> <li>• Pencil Sharpener</li> <li>• Ruler, 30cm Plastic Clear</li> </ul>

# STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible, and respectful ways. The complete policy and procedure document can be found on the school website at *About our school/Rules and Policies/[Student Use of Digital Devices and Online Services Policy](#)*

Please read the Student Use of Digital Devices and Online Services Policy document, together with your child. It provides a consistent framework for the safe, responsible, and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This document covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided devices, BYO devices and all online services. Importantly, please refer to Appendix 3 which details the specifications for BYOD.

## RESPONSIBILITIES AND OBLIGATIONS

### For students

- Be safe, responsible, and respectful users of digital devices and online services and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.
- Use digital devices for appropriate, educational purposes at the direction of staff members.
- Report any incidents involving inappropriate use to a staff member.
- Protect their personal information and digital identity, including their account details.
- Connect to the school's Wireless Access Points exclusively while at school.

### For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications and complete any related paperwork.

After considerable research, which included inter school visits, surveying the staff, parents and students of Glenwood High School and an Information Evening, the school has finalised the development of its Student Use of Digital Devices and Online Services policy, for release to the school community.

You can access the policy and procedure from our [Rules and Polices](#).

## BYOD TECHNICAL SPECIFICATIONS

BYOD is a compulsory program for all students to participate in. All students must bring a compatible device that meets the requirements of our [BYOD technical specifications](#). All devices must be commissioned by a member of staff and display a GHS Commissioned sticker.

Please see below our BYOD Technical Specifications:

- **Wireless connectivity:** The Department of Education wireless network operates on the 802.11n 5GHz standard, Devices must meet this standard at a minimum to be able to connect.
- **Operating system:** Windows 10 or Max OSX (most recent version).
- **Software and apps:** BYODs must have software that enables office functionality, such as MS Office 365 or similar. They also must have a third-party antivirus program installed.
- **Battery life:** Student devices must come to school fully charged each day and should have a battery capable of 6hrs of normal operation. Please note that due to WHS concerns, charging of student devices is not available at school.
- **Memory and RAM:** Student devices should have a minimum of a 128GB HDD or SSD. Device should have a minimum of 4GB of RAM, with 8GB preferred.
- **Hardware features:** Devices must have a mechanical keyboard, and a build in camera and microphone. The display size should be no smaller than 11 inches.
- **Ergonomics:** Devices should weigh no more than 2kg.
- **Accessories:** We recommend a carry case for protection of the device while at school. Please also be aware of the terms of warranties and/or insurances for the device, as the school does not accept responsibility for loss or breakage. We also recommend external storage such as an external hard drive or USB flash drive to transport files and create backups.

## COMMISSIONING PROCESS

All students are to download the necessary software as instructed PRIOR to commissioning their device. All of the software (Microsoft, Adobe and the Anti Virus Software) are free as provided by the Department of Education. If you are experiencing problems with downloading the software, please see the TSO on your first day. If you do not seek assistance immediately, it is more difficult to correct your problem.

ONLY approved devices will be commissioned. Mobile Phones are NOT an accepted device and are NOT to be used in the classroom.

For more information please see our [website](#).

# HOW TO STAY IN TOUCH



Website: [Glenwood High School](#)



School Email address: [glenwood-h.school@det.nsw.edu.au](mailto:glenwood-h.school@det.nsw.edu.au)



School Bytes: [Parent Portal](#)



Sentral: [Parent Portal](#)



NSW Education: [Parent App](#)



Glenwood High School: [Facebook](#)



Glenwood High School Instagram: [glenwoodhighs](#)

Glenwood High School Library Instagram: [glenwoodhslibrary](#)



Glenwood High School: [YouTube](#)

# STUDENT HEALTH CONDITION SUPPORT

While the main role of the school is to provide education, we want to work with you to keep your child healthy and safe at school.

As part of Glenwood High School's administration of medication for students, we have updated our medication admissions policy and process. If your child/ward needs medication administered, this will help ensure your child/ward's medication is handled and administered correctly.

If your child has a health condition which may require support at school or when involved in school activities, please complete the following forms based on information provided by your medical practitioner and return them to the Glenwood High School's office.

- 1) [Request for support at school of a student's health condition](#)
- 2) [Individual Health Care Plan](#)

Your pharmacist will need to dispense your child's medication in [Blister Packs](#), which package tablets into individual, tamper proof cavities. This includes all types of medications required to be taken whilst at school. By having these tablets stored in Blister Packs, the school staff can easily identify the student and quantity of tablets provided to the school for administration to your child. All other medications such as inhalers, liquids, and sprays will still require the Short-Term Medication Form to be filled out.

There is a small cost involved in this process. The cost can differ depending on the pharmacy you visit. As this process now requires you to visit a medical practitioner, please ensure you allow sufficient time to process the request. Most pharmacies will require a 1-2 day turn around.

When we receive your request for support, we will discuss and communicate this with the relevant staff and teachers. Please advise the school at any time if there are changes in the information about your child's health care needs.

# UNIFORM POLICY

This policy has been developed and endorsed by the Glenwood High School community through the School Uniform Committee and the School Steering Committee. This policy was approved and adopted by the Committee in October 2004, and reviewed and updated October 2022.

## BASIC PRINCIPLES OF SCHOOL UNIFORM

### SCHOOL UNIFORM: -

- Builds a sense of community and ownership amongst students. This instils pride in the school and its attainments as well as forming a lasting impression of the school in the wider community.
- Allows students to be easily identified by staff. Similarly, persons who are not part of the school are easily recognised which always ensures a high level of security.
- When worn correctly and consistently, builds student self-esteem, confidence, and a sense of belonging.
- Is the most economical and sensible way to dress students for school
- Requirements must comply with work health and safety.

### GIRLS UNIFORM

- The skirt is to be worn at a professional length for the school environment.
- The navy pin-striped pants.
- Plain white socks above the ankle and below the calves to be worn with the school skirt. Preferably, grey or black socks to be worn with school pants, rather than white.
- Socks must not have logos or colours of any kind.
- Navy or black tights or stockings, no active wear leggings.
- The girls tab tie with the school logo is optional but it is expected that senior students who are representing the school wear the school blazer and the school tie.

### BOYS UNIFORM

- Shorts must be to the knee.
- Plain white socks above the ankle and below the calves to be worn with the school shorts. Shorts are to be worn to the knee. Preferably, grey or black socks to be worn with school slacks, rather than white. Socks must not have logos or colours of any kind.
- Trousers are expected to be worn when students are representing the school at formal occasions.
- Black belt in traditional style.
- The boys tie with the school logo is optional but it is expected that senior students who are representing the school wear the school blazer and the school tie.

### THE DRESS CODE

- All uniform items must be the Glenwood High School Uniform, no variations are excepted.
- School shoes must be **hard black leather** lace up traditional style enclosed school shoes (with supportive heel) not the jogger or suede style. (see Appendix 1). PLEASE NOTE: Health and Safety rules require this style of shoe, and these rules will be enforced.
- Students may wear a white undershirt under their jumper during colder months. This is not to have any writing or images. (see Appendix 2)



- The uniform must be worn in a professional manner for the school environment and not with individual variations. Winter scarves & religious headwear must be navy. The wearing of coloured singlets or t-shirts under the uniform is not acceptable. Any non-uniform apparel of any description must not be worn, including (but not limited to) hoodies, beanies, non-uniform hats etc.
- Sports uniform must not be worn to school, but rather carried and changed into before school sport or PD/H/PE. Any student coming to school in the sports uniform on a Wednesday will need to report to their Deputy Principal. Students may still receive a Recess Reflection if a valid reason is not provided. For example, a wet uniform is not a valid reason.
- Students are expected to be neat, tidy and well-groomed at all times.
- Any makeup should be subtle. Nail polish should be of neutral colour.
- Any offensive or inappropriate items worn to school may result in a student being removed from class and parents contacted. This includes items of clothing with messages, symbols, pictures or logos other than the school logo.
- Students who are representing the school at non-sporting events are expected to wear the formal uniform, preferably with a blazer and tie.

## **SAFETY REQUIREMENTS**

- Jewellery must be subtle silver or gold. Jewellery is only acceptable if inoffensive and of a safe design. For example, earrings must be studs or sleepers, rather than long dangling styles as these are unsafe in a school environment.
- Chains or necklaces must be of a fine nature and worn inside the shirt or blouse.
- Students will be asked to remove inappropriate jewellery. The Principal's decision is final.
- Nails should be of a short length. In practical subjects, this is a requirement due to Work, Health and Safety regulations.
- Long hair may also be required to be tied back for certain tasks in practical lessons.

# UNIFORM ITEMS

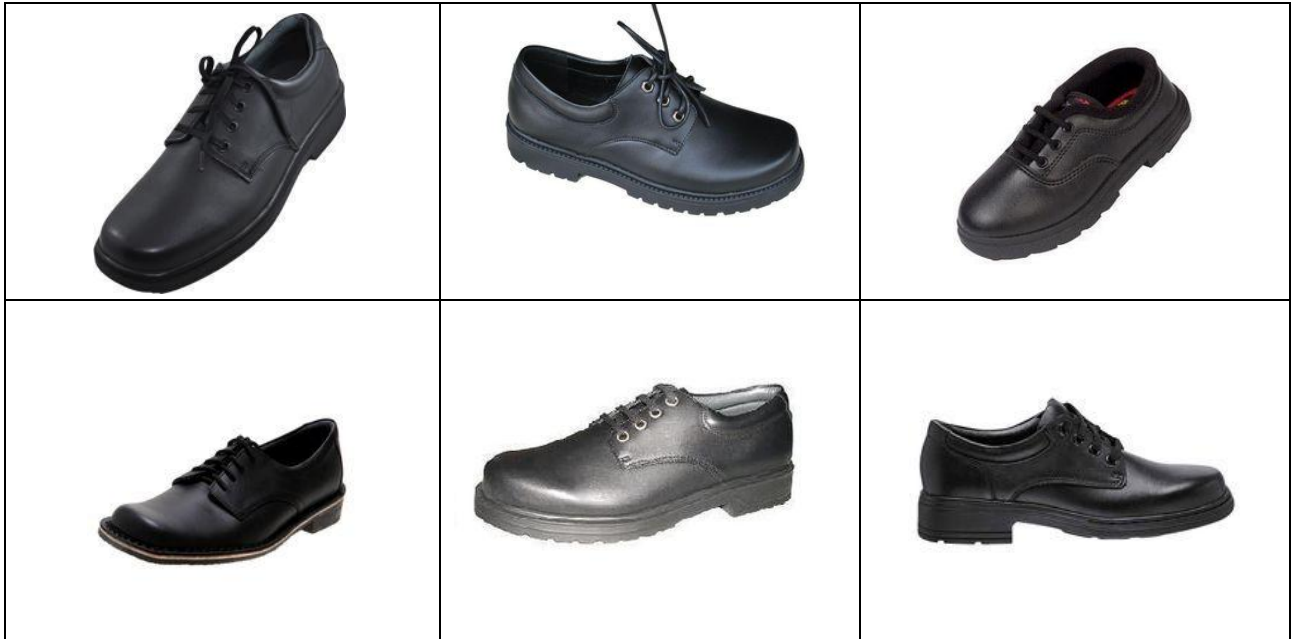
Junior Girls Blouse	Senior Girls Blouse	Soft Shell Jacket
 A light blue short-sleeved button-down blouse with a Peter Pan collar, black piping on the collar, cuffs, and hem, and a small school crest on the left chest.	 A white short-sleeved button-down blouse with a Peter Pan collar, black piping on the collar, cuffs, and hem, and a small school crest on the left chest.	 A dark navy blue long-sleeved soft shell jacket with a high collar, a full-length zipper, and a small school crest on the left chest.
Junior Boys Shirt	Senior Boys Shirt	Girls Skirts
 A light blue short-sleeved button-down shirt with a pointed collar, a chest pocket with a school crest, and a small school crest on the left chest.	 A white short-sleeved button-down shirt with a pointed collar, a chest pocket with a school crest, and a small school crest on the left chest.	 A dark navy blue pleated skirt with a red and blue plaid pattern.
Navy Pin-Striped Girls Pants	Boys Shorts	Boys Pants
 A pair of dark navy blue pin-striped girls' pants with a belt and a buttoned waist.	 A pair of dark navy blue boys' shorts with a belt and a buttoned waist.	 A pair of dark navy blue boys' pants with a belt and a buttoned waist.

<p><b>Knitted Jumper</b></p>	<p><b>Pullover Fleece Jumper</b></p>	<p><b>Optional Senior School Blazer</b></p>
		
<p><b>Sports Shirt</b></p>	<p><b>Sports Shorts Girls/Boys</b></p>	<p><b>Trackpants</b></p>
		
<p><b>Hat</b></p>	<p><b>Optional Girls Tie</b></p>	<p><b>Optional Boys tie</b></p>
		

# SCHOOL SHOES

## Appendix 1

Examples of acceptable plain black leather shoes that meet the safety requirements.



Examples of unacceptable plain black leather shoes that do not meet the safety requirements.



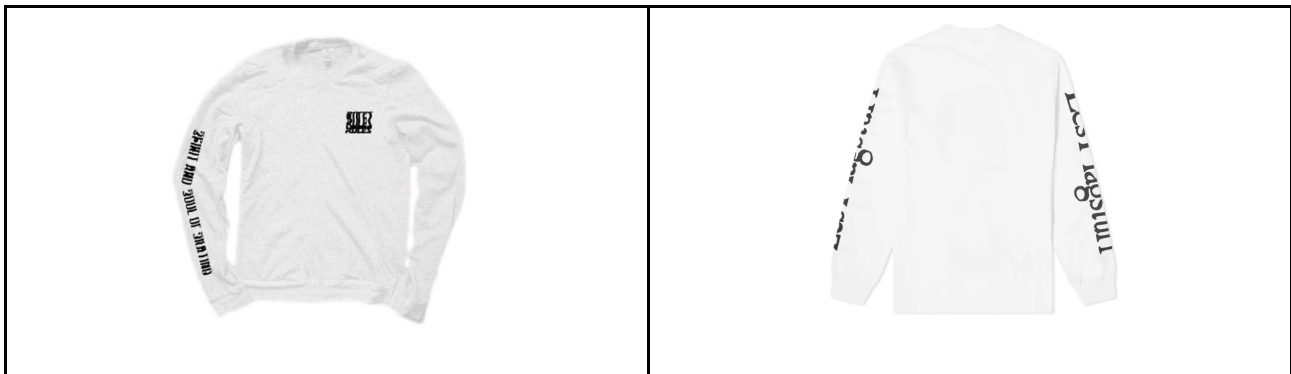
# ACCEPTABLE UNDERSHIRTS

## Appendix 2

Examples of acceptable undershirts.



Examples of unacceptable undershirts.



## VARIATIONS ON THE UNIFORM ITEMS ARE UNACCEPTABLE

Students will be unable to participate in certain school and school-linked activities:

- if their clothing compromises agreed upon school community standards articulated in this policy statement, and might be considered damaging to the image of the school in the larger community context;
- where the health and safety of the student or of other students, particularly as defined by work health and safety legislation, would otherwise be compromised.



# Glenwood High School Uniform Price List



## Shop Hours

Monday 1:00pm - 4:00pm  
Wednesday 8.00am-11.00am  
Thursday 1:00pm - 4:00pm

## Contact Details

0421 253 113  
glenwoodhigh@alinta.com.au  
Glenwood Park Drive, Glenwood NSW 2768

Girls Uniform: Yr7-Yr12	Size	Price
SS Blouse Yr7-Yr10	J8-J14	\$42.00
	L8-L20	\$44.00
SS Blouse Yr11-Yr12	J10-J14	\$42.00
	L8-L20	\$44.00
Tartan Skirt	J4-L20	\$63.00
Striped Pants	J8-L20	\$60.00
Boys Uniform: Yr7-Yr12	Size	Price
SS Shirt Yr7-Yr10	J8-J14	\$40.00
	XS-3XL	\$42.00
SS Shirt Yr11-Yr12	J12-J14	\$40.00
	XS-3XL	\$42.00
Formal Shorts	J10-3XL	\$45.00
Formal Trousers	J10-3XL	\$55.00
Sports Uniform	Size	Price
Sports Polo Royal	J8-J14	\$45.00
	XS-3XL	\$47.00
Ladies Sport Shorts Stretch MF	J12-L20	\$42.00
Unisex Sport Shorts Stretch MF	J8-3XL	\$42.00
Tracksuit Pants	J10-3XL	\$58.00

Outerwear	Size	Price
Pullover Fleece Jumper	J10-3XL	\$60.00
Knitted Jumper	8-16	\$90.00
	18-20	\$95.00
Blazer	All Sizes	\$150.00
Soft Shell Jacket 7-12	All Sizes	\$100.00
Accessories	Size	Price
Boys School Tie	One Size	\$23.00
Girls Formal Bow Tie	One Size	\$17.00
Socks Crew White 1pk	All Sizes	\$8.95
Microfibre Tights	All Sizes	\$12.00
Gloves	One Size	\$10.00
Scarf	One Size	\$18.00
Leather Belt	All Sizes	\$22.00
Apron	One Size	\$13.50
Sports Cap	One Size	\$25.00
Laundry Marker	-	\$4.00

### Note:

- Sizes not carried are available by custom order (SMU). During peak times it may take up to 3 month lead time. An additional charge is applied to custom orders.
- Payments can be made by Cash, Credit Card or Debit Credit Cards only. Layby available in store with a 20% deposit.
- Every effort is made to ensure stock is always available, however, occasionally unforeseen circumstances can cause delays in the delivery of some uniform items.
- Visit our website for policy on online order distribution, returns and exchanges.

Prices effective from 04-09-2023 and are subject to change without notice.

# UNIFORM ORDER FORM

GLENWOOD HIGH SCHOOL

4/09/2023

CUSTOMER INFORMATION	
DATE:	
NAME:	
EMAIL:	
PHONE:	

PAYMENT INFORMATION	
CARDHOLDER NAME:	
CARD NUMBER:	/ /
EXPIRY:	/
CVC:	
SIGNATURE:	

Girls Uniform: Yr7 - Yr12		Size	Price	Size	Qty
SS Blouse Yr7-Yr10	J8-J14	\$42.00			
	L8-L20	\$44.00			
SS Blouse Yr11-Yr12	J10-J14	\$42.00			
	L8-L20	\$44.00			
Tartan Skirt	J4-L20	\$63.00			
Striped Pants	J8-L20	\$60.00			
Boys Uniform: Yr7 - Yr12		Size	Price	Size	Qty
SS Shirt Yr7-Yr10	J8-J14	\$40.00			
	XS-3XL	\$42.00			
SS Shirt Yr11-Yr12	J12-J14	\$40.00			
	XS-3XL	\$42.00			
Formal Shorts	J10-3XL	\$45.00			
Formal Trousers	J10-3XL	\$55.00			
Sports Uniform		Size	Price	Size	Qty
Sports Polo Royal	J8-J14	\$45.00			
	XS-3XL	\$47.00			
Ladies Sport Shorts Stretch MF	J12-L20	\$42.00			
Unisex Sport Shorts Stretch MF	J8-3XL	\$42.00			
Tracksuit Pants	J10-3XL	\$58.00			

Outerwear	Size	Price	Size	Qty
Pullover Fleece Jumper	J10-3XL	\$60.00		
Blazer	All Sizes	\$150.00		
Soft Shell Jacket 7-12	All Sizes	\$100.00		
Accessories	Size	Price	Size	Qty
Boys School Tie	One Size	\$23.00		
Girls Formal Bow Tie	One Size	\$17.00		
Socks Crew White 4pk	All Sizes	\$8.95		
Microfibre Tights	All Sizes	\$12.00		
Gloves	One Size	\$10.00		
Scarf	One Size	\$18.00		
Leather Belt	All Sizes	\$22.00		
Apron	One Size	\$13.50		
Sports Cap	One Size	\$25.00		
Laundry Marker	-	\$4.00		
Clearance	Size	Price	Size	Qty
Knitted Jumper	Limited Sizes	\$84.00		
	Limited Sizes	\$88.00		
<b>TOTAL</b>				

# ALINTA UNIFORM SHOP

## FITTING INFORMATION

Welcome to Glenwood High School. We look forward to meeting you at your uniform fitting.

New students are required to book a fitting appointment. We encourage you to schedule your appointment as soon as possible to avoid extended queues. Appointments will be available to book online from September.

We are ready and excited to get you fitted for this new chapter - don't leave your uniforms until the last minute!



### Register

Visit [www.alintaapparel.com.au](http://www.alintaapparel.com.au)  
Select 'Uniform Shop' then 'Register'.



### Book your Fitting Appointment

Sign into your account, select 'Appointment' and choose from the available appointment times. To cancel or reschedule your appointment, go to 'My Account' then 'Appointments Calendar'.



### Shop Online

Once you know your sizing, shop at your convenience with our 24/7 online shopping. Order for Click and Collect from the Uniform Shop or home delivery to your nominated postal address.



### Trading Hours

Sign into your account and select 'Home' to view our regular and extended trading hours.



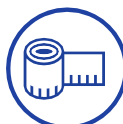
### Flexible Payments

We accept cash and credit card. Layby is available with a 20% deposit.



### Our Policies

Sign-in to your account and select 'Home' to view our flexible return, exchange and warranty policies.



### Custom Sizing

We offer custom sizing for any students who may require it. If you think this maybe you, please contact the Uniform Shop as soon as possible to arrange an earlier appointment - custom items have a lead time of 3 months.



0421 253 113



[glenwoodhigh@alinta.com.au](mailto:glenwoodhigh@alinta.com.au)



The Uniform Shop @ Glenwood High School

Cnr Forman Avenue & Glenwood Park Drive, Glenwood NSW 2768