



Clare High School  
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13<sup>th</sup> December 2024

Dear Parent/Caregiver,

**Re: 2025 CHS Start of Year Whole School Curriculum Information**

Please find below information for the beginning of the 2025 CHS School Year:

**STATIONERY LISTS:** Please find the 2025 CHS Stationery Lists attached. CHS will provide your child with several stationery items in a pack on Day 1, Term 1. These items are part of the Materials and Services Fee. These are itemised in attached lists. There is then a list of recommended stationery items for you to purchase for the relevant Subjects and Year Levels.

**STUDENT SERVICES:** Will be open 16<sup>th</sup>-20<sup>th</sup> December for 2025 purchasing. Our Business Manager Heather Guthrie will then return to school from Monday 20<sup>th</sup> January for all Uniform purchases, School Fee payment and calculator/safety glasses sales. She can be contacted directly by emailing [heather.guthrie514@schools.sa.edu.au](mailto:heather.guthrie514@schools.sa.edu.au)

**STATIONERY SUPPORT:** In 2025 we are once again supporting students and families with stationery if required. These donated items will be available for families to come in and collect free of charge from Wednesday 22<sup>nd</sup> January or when your child returns to school in Week 1 from our Wellbeing Centre. If you are able to donate any workbooks, A4 Display Folders with clear sleeves or stationery please drop these to Student Services.

**STAGGERED START:** In 2025 we will have a staggered start with our Year 7, 12, Disability Unit and any new Year 8-11 students returning on Tuesday 28<sup>th</sup> January. Our remaining students, including Special Options, will join us on Wednesday 29<sup>th</sup> January.

**STAGGERED START - DAY 1 (YEAR 7, 12, DISABILITY UNIT & NEW 8-11 STUDENTS):** Our Year 7 students will meet on Tuesday at 8:50am in the Gym. Our Year 12 students will meet in the Wellbeing Centre. Disability Unit students will meet in the Disability Unit. New students will meet in Student Services.

**DAY 2 WHOLE SCHOOL ASSEMBLY (YEAR 7-12):** We will have our first Assembly from 8:50am for all students in the Gym. From here students will move into their Year Level groups and then Roll Classes. House Meetings will occur prior to Recess.

**2025 CHS MEET THE TEACHER & PARENT EVENING:** Please mark Monday 10<sup>th</sup> February (Week 3) on your calendar. In 2025 we will once again offer one big evening for the whole school, with the opportunity for parents to meet Roll Class teachers, Learning Area Coordinators, Year Level Coordinators, Wellbeing Support, Learning Support, Senior Leaders and Governing Council all on this night. Heather Guthrie will also be present on this night to support families to apply for School Card online. The benefits include support for Camps and Excursions in Semester 1. More details of evening to follow in Week 1.

**2025 CHS SWIMMING CARNIVAL:** Our 2025 CHS Swimming Carnival will be held on Friday 7<sup>th</sup> February (Week 2). This will be a day carnival.

**2025 CHS GOVERNING COUNCIL AGM:** Mark Monday 17<sup>th</sup> February (Week 4) in your diary for our CHS Governing Council AGM.



**2025 TIMETABLE & ROLL CLASS QUERIES:** Kylie Alozie (Timetable) and I (Roll Classes) will be available at school to meet or via email and Daymap from Tuesday 21<sup>st</sup> January in the week prior to school returning to support any individual student or parent queries.

**2025 UNIFORM INFORMATION:** Please see link to our Clare High website for our 2024/25 CHS Uniform Price List link.... [CHS-Uniform-Pricelist-FY24-25.pdf](#)

**CHS STUDENTS IN NEED:** Over the past five years we have organised a program to support students and families in need with second-hand uniforms and support. Our amazing CHS families and local community donors provide money and uniform donations for students to access. If you would like some confidential support, please contact me at any time at [katie.liebelt326@schools.sa.edu.au](mailto:katie.liebelt326@schools.sa.edu.au) and I will be able to arrange for uniforms/support for your child. If you have any uniforms, navy shorts, navy pants, or sandals your family has outgrown please feel free to donate them to Student Services.

**2025 IT INFORMATION:** For the 2025 school year there will be no sessions held with parents and no requirement for parents to book a session to have their child's laptop/device configured. Instead, parents should keep an eye out for an email with details about how to set it up at home. It is important, however, to make sure the device is activated and working.

For parents who are looking to purchase a new device for 2025, please take the time to consider the options available through the LWT Purchase Portal [www.clarehs.orderportal.com.au](http://www.clarehs.orderportal.com.au). Though you may still choose to purchase from any retailer, the devices available for purchase through LWT, cover a range of prices, and have all been reviewed and considered suitable for use at CHS.

When making a decision, please consider the significance of the included 3-year warranty and on-site support, as well as access to a loan device which is only available with purchases made through LWT. Lenovo have released a new 3-year education warranty that covers 3 claims over 3 years for impact damage, liquid damage, and electrical surges, previously only covered by accidental damage insurance. For purchases through LWT, please refer to LWT portal for estimated shipping and delivery information.

If purchasing outside the portal, please also consider if the device requires insurance or check with your home insurer if the device is covered at school. Unfortunately, accidents happen and can be expensive to repair.

When preparing for school consider the case you will keep your device in. Hard sided, well-padded cases offer better protection to your device than a slipcover style case. A sturdy case will keep your device safe when moving between lessons or traveling to and from school.

*Please Note that since 2021, Apple Devices (including MacBook) are not acceptable as a BYOT device and will not be connected to the school network.*

For new device setup information please see the [New Device Setup information](#) on our website. This information is also attached at the end of this letter.

For current and returning device holiday maintenance please select the following link: [Holiday Maintenance for Existing Devices information](#) on our website. This information is also attached at the end of this letter

For all IT questions and queries IT staff can be contacted directly by emailing [clarehs.ictadmin@schools.sa.edu.au](mailto:clarehs.ictadmin@schools.sa.edu.au).

2025 STUDENT TIMETABLES: Student Timetables will be available on Daymap in Week 0 (Monday, 20<sup>th</sup> January).

We wish you all a fantastic holiday break with your families and look forward to working with you all in 2025. If you have any enquiries, please do not hesitate to contact me via email at [katie.liebelt326@schools.sa.edu.au](mailto:katie.liebelt326@schools.sa.edu.au).

Kind regards,



Katie Liebelt  
Assistant Principal



Natasha Dunn  
Principal



Heather Guthrie  
Business Manager

## 2025 CHS WHOLE SCHOOL CURRICULUM STATIONERY LIST

In 2025 CHS will provide your child with the following stationery items in a pack on **Day 1, Term 1** as part of the Materials & Services Fee:

JUNIOR SECONDARY PACK:		MIDDLE SECONDARY PACK:		SENIOR SECONDARY PACK:	
Osmer Blue Medium	2	Osmer Black Medium	2	Osmer Black Medium	1
Osmer Red Medium	2	Osmer Blue Medium	2	Osmer Blue Medium	1
Copperplate HB Pencils	2	Osmer Red Medium	2	Osmer Red Medium	1
Staedtler clear Plastic Ruler	1	Copperplate HB Pencil	2	Copperplate HB Pencil	1
Stella Glue Sticks 40 gm	1	Staedtler clear Plastic Ruler	1	Staedtler clear Plastic Ruler	1
Stella School Blue Handle 150mm Scissors	1	Stella Glue Stick 40 gm	1	Stella Glue Stick 40 gm	1
Stella 16gb Rotating USB	1	Stella School Blue Handle 150mm Scissors	1	Stella School Blue Handle 150mm Scissors	1
Faber Student Pencil Eraser	1	Stella 32gb Rotating USB	1	Stella 32gb Rotating USB	1
Stella 2 hole Pencil Sharpener with catcher	1	Faber Student Pencil Eraser	1	Faber Student Pencil Eraser	1
Faber Textiler Ice Asst 6's Highlighters	1	Stella 2 hole Pencil Sharpener with catcher	1	Stella 2 hole Pencil Sharpener with catcher	1
Graph Pad 5mm 50 leaf	1	Faber Textiler Ice Asst 6's Highlighters	1	Faber Textiler Ice Asst Highlighters 2 Pack	1
Safety Glasses	1				

The following is a list of recommended stationery items for you to purchase for the relevant Subjects and Year Levels shown:

Subject	Stationery	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12
<b>GENERAL</b>	Padlock for Locker	1	1	1	1	1	1
	Wired Headphones	1	1	1	1	1	1
<b>ART, DESIGN</b>	Art Sketch Book Pad A3 (More than 20 pages)	0	1	1	1	1	2
	A3 Display Folder Clear Sleeves	0	0	1	1	1	1
	2B Pencil	0	1	1	1	1	1
	6B Pencil	0	1	1	1	1	1
	HB Pencil	0	1	1	1	1	1
	4H Pencil	0	1	1	1	1	1
	Pencil Sharpener	0	1	1	1	1	1
	Black felt Pen (0.6)	0	1	1	1	1	2
	Black felt Pen (0.4)	0	1	1	1	1	2
	Eraser	0	1	1	1	1	1
	Synthetic (soft) Square Tip 1/2" Paint Brush	0	0	1	1	1	1
	Synthetic (soft) Round Tip Fine Brush	0	-	1	1	1	1
<b>MEDIA ARTS</b>	SD Card (16GB Minimum)	1	0	1	1	1	1
	External Hard Drive	0	0	0	0	0	1
<b>TECH STUDIES AUTO</b>	Graph Pad	1	1	1	0	0	0
	HB Pencil	1	1	1	1	1	1
	Display Folder	1	1	1	1	1	1
<b>DRAMA</b>	48 page Interleaved Exercise Book	1	0	0	1	1	0
<b>HOME ECONOMICS</b>	Display Folder + refill Plastic Pockets	1	1	1	1	1	1
	Lined Pad	1	1	1	1	1	1
<b>MUSIC</b>	A4 Display Folder	0	1	2	2	2	3
<b>LANGUAGE STUDIES</b>	A4 48 page Lined Exercise Book	1	1	0	0	0	0
<b>AGRICULTURE</b>	Display Folder	1	1	1	1	1	1
	Lined Pad	1	1	1	1	1	1
<b>HUMANITIES</b>	A4 Display Folder	1	1	1	1	0	0
	A4 96 page lined Exercise Book	1	1	1	1	1	1
<b>HPE</b>	Lined Pad	1	1	1	1	1	1
	A4 Display folder	1	1	1	1	1	1

<b>ENGLISH</b>	Coloured (see Year level) Display Folder	1 YELLOW	1 GREEN	1 RED	1 BLUE	1	
	Clear plastic Exercise Book Covers	2	2	2	2	1	1
	Lined Pad	0	0	0	0	1	1
	3 ring Binder + Plastic Sleeves	0	0	0	0	1	1
	A4 96 page lined Exercise book	2	2	2	2	1	1
<b>THE SCIENCES</b>	A4 96 page Graph Exercise Book (5mm)	1	1	1	1	1	1
<b>STEM (7 &amp; 8)</b>	A4 Graph Pad (5mm)	1	0	1	1	1	1
	A4 Display Folder	1	1	1	1	1	1
<b>MATHS (9-12)</b>	Calculator (See below)	0	0	1	1	1	1
<b>MATERIAL PRODUCTS TEXTILES Stage 1 &amp; 2</b>	Display Folder + refill Plastic Pockets	0	0	0	0	1	1
<b>CHILD STUDIES/FOOD &amp; HOSPITALITY</b>	Display Folder + refill Plastic Pockets	0	0	0	0	1	1

The following items are now available for purchase at Student Services:

Scientific Calculator (Year 9, 10 & 11 Essential Maths)	\$20.00
Ti84Plus CE Graphic Calculator (Year 11 Maths/General Maths & ALL Year 12 Maths Subjects) <i>Please note: Phones and laptops cannot be used as a calculator in tests and exams</i>	\$195.00
Safety Glasses	\$5.00

The following businesses have offered to have our stationery available for you to purchase:

Office National, 305 Main North Road Clare 88423255

Snowtown Newsagency, 12 Fourth Street Snowtown 88652273

## 2025 CHS STATIONERY LIST – P75 & P76

In 2025 CHS will provide your child with the following stationery items in a mini pack on **Day 1, Term 1** and top up pack on **Day 1, Term 3** as part of the Materials & Services Fee:

P76 PACK		P75 PACK	
Osmer Black Medium	4	Copperplate HB pencils	6
Osmer Blue Medium	4	Scissors Larger	1
A3 Art Book	1	Faber Junior Triangular thick 10's Asst	1
Copperplate HB Pencil	4	Faber Student Pencil Eraser – large	1
Staedtler clear Plastic Ruler	1	Staedtler clear Plastic Ruler	1
Stella School Scissors (Larger)	1	Glue Stick	1
Stella 32gb Rotating USB	1	Stella 32GB Rotating USB	1
Faber Student Pencil Eraser	1	Diary	1
Glue Stick	1	A3 Art Book	1
Coloured Pencil 12 pack	1	A4 Notebook	1
Diary	1		

The following is a list of recommended stationery items for you to purchase for P75/76 students:

Subject	Stationery	Quantity
<b>RESEARCH</b>	A4 Display Folder Clear Sleeves	1
<b>SCIENCE/AG</b>	A4 Display Folder Clear Sleeves	1
<b>TECHNOLOGY</b>	A4 Display Folder Clear Sleeves	1
<b>ENGLISH</b>	A4 Display Folder Clear Sleeves	1
<b>INT LEARNING</b>	A4 Display Folder Clear Sleeves	1
<b>HUMANITIES</b>	A4 Display Folder Clear Sleeves	1
<b>HOME EC</b>	A4 Display Folder Clear Sleeves	1
<b>MATHS</b>	A4 Display Folder Clear Sleeves	1
<b>HEALTH</b>	A4 Display Folder Clear Sleeves	1

The following businesses have offered to have our stationery available for you to purchase:

Office National, 305 Main North Road Clare	88423255
Snowtown Newsagency, 12 Fourth Street Snowtown	88652273



## CLARE HIGH SCHOOL UNIFORM PRICE LIST 2024/2025

ITEM	ITEM DESCRIPTION	SIZES	PRICE
Polo Shirt	CHS Polo Shirt inclusive of CHS logo and Ngadjuri graphic design	Youth 10 – 16 Adults S - XXL	\$47.00
Jumper	CHS Boss Top inclusive of CHS logo	Youth 10 – 16 Adults S - XXL	\$53.00
Jumper	CHS Hooded Boss Top inclusive of CHS logo	Youth 10 – 16 Adults S - XXL	\$58.00
Soft Shell Jacket	CHS Jacket inclusive of CHS logo	Youth 10 – 16 Adults S - XXL	\$86.00
Dress	CHS Summer Dress inclusive of CHS logo	Ladies 8 - 20	\$66.00
Formal Shirt	Button up White Shirt inclusive of CHS logo. Short and long sleeve option available.	Youth 10 – 16 Adults S - XXL	\$33.00 - \$37.00
Knitted Jumper	CHS Navy Knit Jumper inclusive of CHS logo	Youth 10 – 16 Adults S - XXL	\$60.00
Formal Skirt	Navy pleated skirt inclusive of CHS logo	Ladies 8 - 20	\$65.00
Bucket Hat	Navy and Yellow Bucket Hat inclusive of CHS Logo	One Size	\$15.00
Beanie	CHS Pom Pom Beanie inclusive of CHS Logo	One Size	\$20.00



Prices effective 1 July 2024

All items are available in unisex styles and sizing's (exclusive of Dress and Skirt) and may be worn as appropriate for climatic conditions and personal needs.

Uniforms are available to purchase from student services 8:30am to 3:30pm Monday-Friday, during school term.




## Setup information for New BYOT Devices:

**Unbox and charge your new device.** Turn on your device, and make sure Windows is working properly, and get used to using your device. Allow plenty of time for faults to be rectified through warranty, if there is a fault and the device was purchased through LWT, send an email to [clarehs.ictadmin@schools.sa.edu.au](mailto:clarehs.ictadmin@schools.sa.edu.au) so that repairs can be organised asap, and if the device was purchased elsewhere, please allow enough time to repair faults before school resumes.

**Create a user account.** When setting up a new device choose a local account setup if possible. This has become increasingly difficult with Microsoft only offering setup with a Microsoft account. Please do not use your child's @schools email, this is an Office 365 account not a true Microsoft account. Please do not set up the device under your personal parent Microsoft account as this can inadvertently give your child access to all your personal data.

If your child has a personal Microsoft account, please use this to setup the device, if your child does not have a personal Microsoft account you can create a child account under your personal parent Microsoft account. Sign in to Microsoft Family Safety – [family.microsoft.com](http://family.microsoft.com), select add a family member, enter the child's email address, or create a new account for them. Choose the child's role as a member, select invite. Your child will receive an email invitation, your child must accept the invitation and sign in to the Microsoft account. The child's email is now ready to use to sign into/setup a device.

**Region, keyboard, language, date & time.** When setting up a new device it is also important to choose Australia as your region and US as your keyboard layout, no second keyboard layout is required. Once your device is open, please select settings, Time & language, Data, and time, change your Time zone to Adelaide.

**Update Windows and other software.** Windows will probably be out of date when you start your laptop for the first time, so it's a good idea to update it. To update Windows, open Windows Start , then Settings. Select Windows Update from the left-hand menu, then *Check for updates*. During the update process, your screen may flicker. Don't worry, your laptop isn't broken, it's just the graphics drivers updating.

If you are running an Anti-virus other than Windows Defender, or an Anti-malware program, please ensure that it is updated with the latest definitions. Check the documentation or website for your program for instructions on how to do this.

### Edpass accounts – keep or get connected:

It is important that current students log-in to their EdPass dashboard during the holidays: <https://portal.edpass.sa.edu.au>. An active EdPass password is essential in maintaining connection to Office 365 Microsoft OneDrive and Teams.

For new students, your @schools.sa.edu.au and curriculum information will be provided to you soon. Once received you can complete the following steps.



**Microsoft Office** If you have Microsoft 365 installed on your computer, please open an M365 application (ie Word) and you should receive a 'Sign in to set up office' message. You will need to use your school email address and then your curriculum username and password to authenticate. If the 'Sign in to set up office' message does not appear, please go to file and then account and sign in with your school email address.


***If you have another version of Microsoft Office installed, please uninstall it prior to completing the next step.***

If you do not have Microsoft 365, please head back to <https://portal.edpass.sa.edu.au/> and select *Microsoft 365 Portal* to download, install and activate (see above) the Microsoft apps on your device. Select *Install and more* towards the top right of the page, and from that drop-down select *Install Microsoft 365 Apps*. This will open the My Account tab, select *Install Office* and follow the onscreen instructions.

**Microsoft Teams** Microsoft Teams is used by some of your teachers to post messages and resources, collaborate with classes and hold online meetings. This can be accessed from the EdPass Portal by selecting the *Microsoft 365 Teams* tile. You can download the Desktop App from the more options menu (the 3 dots) at the top right of the screen.

**OneDrive - Set yourself up for success.** Microsoft OneDrive cloud storage service that comes preinstalled in the Windows and your EdPass account includes 1TB of storage for each, and every staff member and student. With OneDrive, you can securely store all your files in one place, share them with others, and get to them from anywhere via any device.

OneDrive can be accessed from the EdPass Portal by selecting the *Microsoft 365 OneDrive* tile.

Please also open the OneDrive Desktop App  from the bottom left of your toolbar and sign in with your school email address. During the set-up process you will be asked to allow Sync and Backup of your folders and we highly recommend doing so. If you have already activated your personal OneDrive, you can also activate your school OneDrive by right clicking on the cloud icon and selecting settings then Accounts – add an account.

To help you be organized we recommend creating a folder for the new/current school year, and inside that folder create a folder for each subject. Then when you start a new M365 document, if you save it in your OneDrive, it will auto save as you work ensuring that your work is backed up and safe.

Please note: If you also have a personal Microsoft Account running on your device, we recommend that you use it for any personal non-school files including photos and videos.

For any IT related queries or questions please contact IT staff directly by telephone: 88422788 or emailing: [clarehs.ictadmin@schools.sa.edu.au](mailto:clarehs.ictadmin@schools.sa.edu.au)





## Holiday maintenance information for student with existing devices

**Check your device:** It is important to check your device through the school holidays. Turn it on to make sure that it is charging and still working correctly. Check for faults, if there is a fault and the device was purchased through LWT, send an email to the address listed below so that repairs can be organised asap and, if the device was purchased elsewhere, please allow enough time to repair faults before school starts. For general enquiries, Soraya and Vicki will be on site from mid-January. IT staff can be contacted directly by emailing [clarehs.ictadmin@schools.sa.edu.au](mailto:clarehs.ictadmin@schools.sa.edu.au)


### Update installed software:

Make sure all your Windows updates are installed. Select: **Start > Settings > Windows Update > Check for updates** and then install any available updates.

Also check your Microsoft Office Updates are installed. Open any of your office products (Word or Excel) Select: **File> Account> Update Options> Update Now** and then install any available updates.

If you are running an Anti-virus other than Windows Defender, or an Anti-malware program, please ensure that it is updated with the latest definitions. Check the documentation or website for your program for instructions on how to do this.

**Keep connected:** It is also important that students log-in to their EdPass dashboard during the holidays: <https://portal.edpass.sa.edu.au>. An active EdPass password is essential in maintaining connection to Office 365 Microsoft OneDrive and Teams.

**OneDrive - Set yourself up for success.** If you have not already done so please open the OneDrive Desktop App  from the bottom left of your toolbar and sign in with your school email address. During the set-up process you will be asked to allow Sync and Backup of your folders and we highly recommend doing so (this setting can also be accessed by right clicking on the cloud icon and selecting settings then sync and back up). If you have previously activated your personal OneDrive, you can also active your school OneDrive by right clicking on the cloud icon and selecting settings then Accounts – add an account.

*Every year there are students who lose valuable work, and an effective backup solution can prevent unnecessary stress and tears.*

Please take the time to tidy up documents from previous years by moving them into folders.



To help you be organized we recommend creating a folder for the new/current school year, and inside that folder create a folder for each subject. Then when you start a new M365 document, if you save it in your OneDrive, it will auto save as you work ensuring that your work is backed up and safe.

Please note: If you also have a personal Microsoft Account running on your device, we recommend that you use it for any personal non-school files including photos and videos.

Check you can log into ClickView: <https://online.clickview.com.au>. This will help when you need to access the program again next year.

For any IT related queries or questions please contact IT staff directly by telephone: 88422788 or emailing: [clarehs.ictadmin@schools.sa.edu.au](mailto:clarehs.ictadmin@schools.sa.edu.au)