



2026 ENRICHMENT CLASS GUIDELINES AND APPLICATION FORM

Welcome to Coffs Harbour High School. This document outlines important information regarding the mission/purpose of the Coffs Harbour High School Enrichment Class (E-Class).

1. Mission/ Purpose statement:

The Coffs Harbour High School Enrichment Class aims to provide students with a positive, academically enhanced and settled learning environment that fosters education through enriched learning experiences.

2. Application process

Eligible students must be currently enrolled or have been accepted for enrolment at Coffs Harbour High School and need to complete the following process.

1. Check eligibility for application. Applicants must be enrolled or accepted for enrolment at Coffs Harbour High School (Please see the school website for further information regarding enrolment – the website address appears in the footer below).
2. Download a copy of the application form via the Coffs Harbour High School website. If you have difficulties accessing this form, then please contact the school.
3. Complete the form and attach supporting documents.
4. Submit the application form (either over the counter in hard-copy form or via email) to Coffs Harbour High School before the closing date.
5. If your initial application is successful, you will be asked to attend an application interview (**Year 7 only**) with 2-3 pieces of your best schoolwork.
6. All interviewed students who are deemed suitable for placement in the class will be ranked in merit order.
7. Notification of Acceptance - Successful and unsuccessful applicants will be advised of the outcome of their application.

3. Unsuccessful applications

Following the application process suitable applicants who are not successful in their placement into the Enrichment Class (due to falling outside of the number of available places) will be placed on a waiting list. This list will be used to fill vacancies in the class when they become available. All unsuccessful students will be notified of this outcome. We encourage all students to participate and engage in their areas of interest, where they can be nurtured and supported to achieve their personal best. Coffs Harbour High School offers a vast range of activities for all students to participate in, which are not exclusive to the enrichment program. These include a range of extracurricular and leadership opportunities, as well as a broad and excellent curriculum for all students to engage in key learning areas.

4. Enrichment class organisation

The Enrichment Class will be a stand-alone class for English, Mathematics, Science, History, Geography and PDHPE. The class will be integrated with other classes for Technology and Creative & Performing Arts and Sport classes. The student's placement into the enrichment class will be for one year only. Students will have the opportunity to re-apply for placement moving into Year 8. Placement in the Year 8 Mathematics Enrichment Class will occur separately from the Enrichment Class for the remaining subjects. Students will be able to apply for one or both classes.

5. Class Expectations

The purpose underpinning our Enrichment Class is one of encouraging maximum engagement with curricular and co-curricular programs offered at our school. In terms of curriculum, the minimum expectation is that students will apply themselves diligently to their learning. This means that they need to demonstrate **timely** completion of tasks set in all of their subjects and they are expected to engage **positively** with their learning, conducting themselves at all times in a **respectful** and **cooperative** manner in class. These expectations are detailed below:

- Attendance and punctuality:
 - ✓ Students are expected to attend all classes unless prevented by illness or a valid reason.
 - ✓ Students must arrive on time for each lesson.
- Active participation
 - ✓ Engage actively in class discussions, activities, and group work.
 - ✓ Contribute thoughtfully to discussions by sharing ideas, asking questions, and offering constructive feedback to peers.
- Collaboration and Teamwork
 - ✓ Work collaboratively with peers during group projects or activities.
 - ✓ Respect different viewpoints and contribute positively to group discussions and problem-solving.
- Preparation and organisation
 - ✓ Come to class prepared with the necessary materials
 - ✓ Complete assigned readings, homework, or projects on time and to the best of your ability.
- Feedback and reflection
 - ✓ Be open to receiving feedback from teachers and peers to improve learning and performance.
 - ✓ Reflect on your own learning and set personal goals for improvement throughout the course.
- Respectful behaviour
 - ✓ Treat classmates, teachers and guests with respect at all times
 - ✓ Listen attentively when others are speaking
 - ✓ Use appropriate language
- Classroom environment
 - ✓ Keep the classroom clean and orderly and follow any classroom rules or procedures established by the teacher.
- Safety and wellbeing
 - ✓ Follow all safety guidelines and procedures established for specific activities or experiments and report any concerns about safety or well-being to the teacher or school.

6. Monitoring and review of class placements

Students who are members of the Enrichment Class are monitored regularly throughout the school year to ensure that Coffs Harbour High School's expectations concerning their placement in the class are being met.

In cases of students who are causing concern in terms of positive engagement with their learning in any subject, the child's continued placement in this class will be reviewed. Should this occur the parents and student can expect to be contacted and advised of the issue by their class teacher in the first instance. The review process will involve an interview with the Deputy Principal, Enrichment Class coordinator and Year Adviser. Students will be given a period of time to demonstrate improvement. If they fail to show satisfactory improvement, then they will be removed from the Enrichment Class.

7. Teaching expectations

Teaching an enrichment class requires a dedicated approach to fostering intellectual curiosity, critical thinking, and a passion for learning beyond the standard curriculum. The E-Class teacher will work collaboratively with colleagues, parents and the wider education community to deliver differentiated programs to meet the learning needs of students. Units of teaching and learning will encourage higher order thinking so that our students develop a deep knowledge and understanding of their learning, whilst supporting syllabus outcomes. Teachers will focus on teaching and learning activities that provide quality feedback to support students in understanding how to improve their performance. The Enrichment Class teacher may choose to offer differentiated assessment of learning, focusing on skills and attributes that are being specifically taught to the class. The teacher will also actively engage in their own professional development, ensuring they are up to date with current practices and evidence-based approaches to support high-performing and gifted students.

Each faculty will provide at least two additional enrichment activities per year for their subject for E-Class students. Activities will vary from year to year depending on local offerings and the teacher's area of expertise. Some previous examples of enrichment activities include.

- ✓ STEM – National Science Week activities, Zoo mobile, Science models/ projects, Questacon visits
- ✓ Cultural immersion – NAIDOC week, Language, Harmony Day
- ✓ Academic competitions – Australian Maths competition, ICAS competitions, Spelling Bee, Write a book in a day, Geography competitions.
- ✓ Local excursions – National Marine Science Centre (NMSC), Fieldwork and site studies, Botanical gardens
- ✓ Group challenges – Yr 8 Group challenge, Debating, Game Changer Challenge ✓ Physical Health – Sporting clinics, Student leadership programs, and Guest speakers.

8. Costs and organisation of the Enrichment class

There is no **upfront** fee associated with placement in the Enrichment Class.

Throughout the year there will be some costs associated with enrichment activities. These costs will be communicated to students and parents as they arise.

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Coffs Harbour High School Year 7 Enrichment Class Application



KEY INFORMATION

- Please read this document carefully, complete all relevant details on the application form and keep a copy for your records.
- Only students accepted for enrolment are eligible to apply.
- All applications must be handwritten and completed in the spaces provided on the application form.
- Lodge this application form with a copy of your last two school reports, Year 5 NAPLAN (if sat) and any other supporting documents.
- Closing date for applications is **22nd August 2025**
- Suitability interviews will take place in Term 3
- Class placement offers will be sent to families via email.

APPLICANT DETAILS

Student Name	
Parent/Carer	
Parent mobile	
Parent email	
Current School	
Class Teacher	

Step 1: Student Written Response

Student's Full Name: _____

I believe that I am an eligible student for the Year 7 Academic Enrichment Class because:

[illegible]

Step 2: Parent / Carer nomination form

Student's Full Name: _____

Student's Primary School: _____

Student's Date of Birth: _____

1. Explain why you believe your child should be placed into the Enrichment Class?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2. Please provide a list of your child's most significant academic, sporting, community or cultural achievements.

[illegible]

Parent/ Carer Signature(s): _____ Date: _____

Parent/ Carer Name(s):

Step 3: Year 6 Class Teacher Nomination Form

Student's Full Name: _____

1. On a scale of 1 -5 please indicate if you believe this student demonstrates attributes (Care, Courtesy, Commitment and Co-operation) needed for placement into the Enrichment class at Coffs Harbour High School.

1 Rarely Demonstrates	2 Sometimes Demonstrates	3 Occasionally Demonstrates	4 Mostly Demonstrates	5 Always Demonstrates
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2. Explain your decision on the score provided above, providing examples based on observations made during class.

3. List the student's strengths and weaknesses, based on observations in class.

Areas of strength	Areas of improvement
1.	1.
2.	2.
3.	3.

As the student's Year 6 Teacher, do you endorse that this student is a suitable candidate for the Year 7 Academic Enrichment Class?

- Yes • No

Primary School Teacher Signature: _____

Primary School Teacher Name: _____

Step 4: Documentation checklist

Please ensure the following documents are attached

- ☐ 2 most recent school reports
- ☐ Year 5 NAPLAN (if completed)
- ☐ Completed application form including handwritten statement of interest from student
- ☐ Any additional material that you see beneficial to the application. For example, certificates, awards, or newsletter articles. Please limit the additional material to a **maximum of 5 items** and ensure that **only copies** are supplied. No originals, please. these additional items should be attached to the back of the application form.

Parent Verification – I verify that all the information supplied in this application is true and correct.

Parent/ Carer Name			
Parent/ Carer Signature		Date	

Please attach copies of any supporting documents to this form and mail, email for submit in person to Coffs Harbour High School office by **22nd August 2025**

For more information

- Call Coffs Harbour High School 02 6652 3466
- Email coffsharb-h.school@det.nsw.edu.au (Attn: Kyle MacDonald – Enrichment Class coordinator)
- Visit our website or school Facebook page.