



WANNEROO SECONDARY COLLEGE
PARENT & STUDENT HANDBOOK
2015

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Contact List

Staff members can be contacted during school hours on

Wanneroo Secondary College 9206 6555 Fax: (08) 9306 3655
 Student Absentee Line 9206 6565
 Email Wanneroo.SC@education.wa.edu.au
 Web Address www.wanneroosc.wa.edu.au

Administration	
Principal	Mrs Pauline White
Associate Principal	Mrs Roslyn Ford
Associate Principal	Mr Paul Mather
Associate Principal	Mrs Leanne Guard & Mr Steven Carlino
Business Manager	Mr Rob Connaughton
Fees Officer	Mrs Trinette Graf
Heads of Learning Area	
English	Ms Denise McGuiness
Mathematics	Mrs Lisa Jankowski
Society & Environment	Mr Vere Bradley-Mills
Science	Mrs Kate Dixon
Technology & Enterprise	Mr Lou Mylonas
The Arts	Mrs Sheila Randall
Health & Physical Education	Mr Don Sloper
Languages	Class teacher
Student Services Staff	
Student Services Manager	Mr Jason Tan
Head of Year 7	Mrs Denise Piper
Head of Year 8	Miss Perri Bastian
Head of Year 9	Ms Sarah Bentley
Head of Year 10	Mr Paul Milhench
Head of Year 11	Miss Emma Berryman
Head of Year 12	Miss Emma Berryman
Education Support Coordinator	Mr Chris Busing
Learning Support Coordinator	Ms Anita O'Brien
School Psychologist	Ms Tonia Fahey
School Nurse	Mrs Chris Dillon
AIEO	Mr Morgan Dunk & Mrs Selina Collard
Chaplain	Mrs Zoe Clune
Joondalup Campus	
Joondalup Campus Manager	Mr Chris Leggett

INTRODUCTION

Wanneroo Secondary College recognises that you, as parents, are the most powerful educative influence in the life of your child. The home and school are complementary forces in the child's education and therefore parental involvement and interest at all levels is encouraged and appreciated.

This booklet provides important information about the operation of the College and outlines the policies and regulations that we as students, teacher and parents will adhere to.

Our Vision Statement is ***"Star in Your Future... Dream, Believe, Learn, Succeed!"***

The College vision is underpinned by the following five key values:-



At Wanneroo Secondary College we:

Dream of:

- ★ Success achieved by all.
- ★ A motivated and enthusiastic school community.
- ★ A safe and happy environment.

Believe in:

- ★ Yourself.
- ★ A school which encourages all to reach their potential.
- ★ Empowering students to make informed decisions.
- ★ Inspiring individuals to be active members of the global community.

Learn when:

- ★ The learning environment is safe, stimulating and happy.
- ★ Instruction is meaningful, clear and challenging
- ★ There is mutual respect and cooperation between all individuals.

Succeed through:

- ★ Encouragement and guided support.
- ★ Diverse educational opportunities.
- ★ Resilience, persistence and striving for continued improvement.
- ★ Giving it a fair go.

Lead when:

- ★ The College fosters a culture of confidence and embraces leadership opportunities for all.

NEED HELP!!

INTRODUCTION

If you have concerns about the academic or social progress of your child, whether or not they are fitting in, conflict with another student or staff member, ring the staff member concerned and chat about the issue or make an appointment to come and meet with the teacher.

(The names of the Heads of Learning Areas and the Head of Years and Student Service Managers are listed on page 3)

ACADEMIC PROGRESS

The first stop is usually the classroom teacher: You can find the name of teachers on your child's timetable. If the issue is not resolved contact the Head of Learning Area.

FITTING IN or CONFLICT

The Head of Year is usually the best place to start as they have a good grasp of what is going on in each year group and will assist you. For more complex problems, make an appointment to speak with the college psychologist.

The college chaplain is also there to help and is of great support to the students and families through difficult times.

The person who knows a child best is the parent, so we would be grateful for anything that you can tell us to make your child's time at Wanneroo Secondary College happy and safe.

We love to meet the parents of our students so please come to our

- Parent Information Evenings
- Year group assemblies and sausage sizzles
- Sports Carnivals
- School Plays, Art Exhibitions and Musical Recitals

PARENTAL INVOLVEMENT

P & C

Wanneroo Secondary College welcomes new parents and invites you to be part of the College's Parents & Citizens Committee. Meetings take place on the third Monday of each month at 5:00pm in the Conference Room. Have your say; attend a meeting whenever you can.

College Board

A College Board advises the Principal and Business Manager when setting the directions of the college, in particular matters relating to the development of academic and non academic targets and finance. The Board is composed of five parents and two staff members, elected, as well as three co-opted members from business and the community. Please contact the college if you require further information.

Keeping Safe in Cyberspace

Keep up to date & informed – www.cybersmartonline.gov.au

Using social network sites:

- Protect your accounts with 'strong' passwords and change them regularly, e.g. mix cases and characters: eg:T3onG
- Have a different password for each networking site so that if one password is stolen, not all of your accounts will be at risk
- Never share your password with anyone else
- Set your online profile to private and be careful who you accept as your 'friend'
- Check security settings regularly as sites can reset to 'open'
- Always log out of the site and don't leave it as your screen saver
- Think before you post – anything typed can be printed and used by others
- Don't post personal information – like your date of birth, address, daily routine, or school
- Don't post photos of you or others that are inappropriate or without permission – once posted, the site owns the photos and can publish how they want!
- Never click on suspicious links – even if they are from your friends
- Be wary of strangers – people are not always who they say they are
- Use the delete button rather than bothering to reply to negative posts
- Check whether the site is 'moderated' and check that there is a 'report abuse' button
- Use the "report button/flag item" if a posting is made without agreement or is offensive
- Type your social networking website address into your browser or use a bookmark

If online behaviour involves sexual exploitation or other criminal activity you should report this to local police or Crime Stoppers on 1800 333 000.

NEVER SHARE YOUR PASSWORD

Steps to help deal with cyber bullying

- Ignore it and don't respond.
- Block the person.
- Copy & store. Save texts, emails or voicemails as evidence.
- Report it to: Your parent/caregiver, Your school OR police (000) or Crime Stoppers (1800 333 000) if there is a threat to your safety

College Action

We will copy the evidence and require speedy removal of the posting by the person who posted it. Where this is not possible the posting will be flagged / reported to the site administrator.

Respect yourself and respect others.



Cyber / text message bullying is a criminal offence.

Inappropriate use of technology is covered by state and commonwealth laws and makes it an offence to use insulting, offensive or threatening language or to behave in an insulting, offensive or threatening manner. This behaviour can result in a federal criminal record. Messages and phone calls can be traced even if a false name is used.

Commonwealth Criminal Code Act 1995 has two sections noting that it is an offence to use a service to:

- “menace, harass or cause offence” (section 4.7.4.17)
- “make a threat” (section 4.7.4.15) or to
- “use... in such a way as would be regarded by reasonable persons being ...offensive”

Resources:

<http://www.theline.gov.au/home>

<http://www.staysmartonline.gov.au/teens>

<http://www.cybersmart.gov.au/>

http://www.youtube.com/t/community_guidelines

www.thinkuknow.org.au

www.kidshelp.com.au

www.reachout.com.au



Net Alert Helpline: 1800 880 176

Mobile Phone, iPods & Electronic Devices

NOT SEEN NOT HEARD

Mobile phones and iPods are an integral part of 21st Century life. It is important that students and staff observe correct protocols.

Mobile phones and iPods must be switched off and out of sight during class. Other Electronic Devices are used as instructed by the classroom teacher.

This requirement is Department of Education policy and applies to all government schools and we would very much appreciate parent support with this implementation.

PROCEDURES

1. Teachers will remind students that they must turn off their electronic devices and put them out of sight or, in some cases, students will be required to place them into a “safety box” for the duration of the lesson.
2. Students who do not follow this requirement will have their phone or iPod confiscated.
 - 1st Offence - The classroom teacher confiscates the item until the end of the zone.
 - 2nd Offence - The classroom teacher confiscates the item and passes it to the Principal. It will be able to be collected at the end of the day.
 - 3rd Offence - The classroom teacher confiscates the item and passes to the Principal. The child’s parents will be notified and a time arranged for the item to be collected.

- 3 The use of mobile phones to take photos during school or school activities is not permitted at any time. Students are not permitted to use a mobile phone (still and video) to film people and their activities without their knowledge and/or permission and any student found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises will be suspended immediately.

However

- 4 Staff may invite students to photograph their work to share their achievements with their parents and to keep a record of their progress.

NB: Students who bring mobile phones, or any electronic equipment, to school must accept full responsibility for the safety of the item. The Department of Education's insurance policy does not provide cover for the private property of students.

UNIFORM

Uniform Policy: Summary.

- Only items of clothing sold at the College's Uniform Shop are school uniform.
- Denim clothing is not permitted. (This rule applies to all schools)
- Students may not wear:-
 - Leggings without a skirt.
 - Skirts, shorts or tops that have been modified, i.e. shortened or tied into a crop top

If a student is out of uniform parents will be contacted and:-

- If possible the student will be asked to remove the non uniform item or they will be loaned an appropriate item,(if available).
- The parent will be asked to bring a replacement item to college.
- If the situation cannot be resolved the student will be sent home to change or kept in isolation for the remainder of the day.
- Only students in full uniform will be able to take part in excursions and extra-curricula activities.

WANNEROO SECONDARY COLLEGE: UNIFORM POLICY

The Department of Education's policy on school dress code allows schools and colleges to make the wearing of a school uniform a requirement. Wearing of the uniform brings with it many benefits such as: the promotion of the College's public image, an enhanced college spirit, a reduction of rivalry between students, an increase in convenience, cost-saving for parents and preparation for work environments which have dress and safety codes. The Uniform is endorsed by the College Board, the P & C committee and the Student Council

We would appreciate it if we could all work together to get our students into full uniform. [Please note that for all Government Schools, denim items of clothing are not permitted as part of the College Uniform.](#)

UNIFORM REQUIREMENTS

Only items sold at the College's uniform shop are school uniform. No other skirts or shorts are permitted.

The pants, shorts and skirts of the uniform are plain blue and in many styles. These can be viewed in the Uniform Shop.

Shoes: Flat enclosed shoes are to be worn for safety reasons. Thongs, sandals, flip flops, ugg boots and similar are unacceptable and, if worn, students will be refused entry into science and all practical classes for health and safety reasons. The Uniform Policy will also be applied.

Jewellery: Conservative jewellery and watches are acceptable. However, school is not a place for expressing oneself via accessories. For this reason and for safety reasons, dog chains, collars and wrist bands with spikes and studs are unacceptable. For safety reasons, long and dangly earrings are not suitable for school wear. Earrings, such as hoops and studs, are acceptable provided that they fit onto a \$2 coin. Any piercing which presents a danger to the wearer must be covered or removed at school.

OTHER REQUIREMENTS *Physical Education*

- Sports shirts are compulsory for Years 7 to 10 and for students studying Physical Education or Outdoor Pursuits in Senior School.
- Students require a change of clothing for every Physical Education lesson. Hot and cold shower facilities are available.

Home Economics/Design & Technology and Science

For safety reasons, Department of Education policy requires that students in the Design & Technology Centre, Home Economics and Science:

- Wear closed footwear
- Ensure that long hair is restrained
- Wear protective glasses in Design & Technology and for Science experiments.

UNIFORM POLICY: Out of Uniform

A student is out of uniform if they wear any article of dress not sold in the uniform shop.

Students out of uniform.

1. Where practical they will be asked to remove the "Out of Uniform" item.
2. The Homeroom Tutors will note that they are out of uniform, give a warning (once only), for minor infringements and parents contacted.
3. The Student Services team will organise a change of clothing if possible
4. A student out of uniform will be sent home to change or kept in isolation.
5. Repeated infringements mean that the student will not be eligible to attend "Reward Activities" in lower school, the River Cruise (Year 10) and the College Ball (Years 11 & 12)

Students "Out of Uniform" cannot attend excursions or out of school activities.

ASSISTANCE

Financial Assistance is available to low income families to enable them to meet dress code expectations. Families holding a Health Care card that complete the Secondary Assistance forms available from the administration office receive \$115 per child each year, specifically to assist in the purchase of school uniforms. Applications for assistance close at the end of Term 1 each year.

UNIFORM SHOP

The Uniform Shop is open at the following times.

Monday: 8.00am – 9.00am

Wednesday: 2.00pm – 4.00pm

Friday: 8.00am – 9.00am

Contact Administration for opening times at the start of each year.

Requests for Work: Vacations & Illness

BASIC PRINCIPLES

Vacation

As a general rule the College **does not set work** for students who are absent due to a vacation. Students have difficulty working without a teacher's assistance and encouragement. Because of these difficulties, as well as the distractions in the environment for students on holidays, specially-set assignments are, in practice, rarely completed. They can create a burden for parents, with no clear gain achieved. *We strongly advise against students taking holidays during term*

Illness

Students who are ill are usually not able to complete work, however special arrangements can be made to assist a child in covering work missed. Please make sure you discuss the matter with the Head of Year and a plan to assist your child will be put in place. In some circumstances, e.g. broken leg, the student is able to work at home, therefore we will arrange for work to be sent home.

Work that can be done at home or while a student is on vacation

Reading & Writing: Children should read for several spaced half-hour periods (plus) each day. No "tests" of reading are needed, though a record of what's been read can be kept. They should also write about thoughts, feelings, daily activities and past learning at school.

Revision: Absent students should read their notes and work books; then write from memory, jotted notes on important points; then mark their work for omissions and corrections. Repetition of this process leads to valuable over learning of important facts.

Online: Make use of *Mathletics* and the online service *yourtutor.com.au*, particularly for English, Mathematics and Science. All students are given their login cards at the beginning of each year.

Attendance: Including Lateness & Truancy

Any absence from class has a significant impact on a students' academic achievement.

In your child's 6 years of high school (1 school year = 40 weeks)

- Attendance of 90% = an absence of 1 day a fortnight = 24 weeks of missed lessons, more than a semester.
- Attendance of 80% = an absence of 2 days a fortnight = 48 weeks of missed lessons, more than one year.
- Attendance of 60% = an absence of 4 days a fortnight = 96 weeks of missed lessons, almost 2.4 years.

Every day matters; students need to be here to learn.

INTRODUCTION: Students need to be at school to develop the skills, knowledge and values they will need to succeed in life. Regular attendance is the key to academic achievement. The Homeroom Tutor or Attendance Officer will contact parents when a student is absent to discuss any support that may be required.

The Education Act requires that compulsory aged students attend school, or participate in an educational program. Education is compulsory to the end of the year in which a student turns 17.

LATE TO SCHOOL: Students who are late to school should sign in at student services as soon as they arrive.

ABSENCES: A student may be absent from school due to temporary ill health or “any other reasonable cause” such as family commitments (bereavement/religious). It is not acceptable to be absent due to birthdays. Swimming carnivals, athletics carnivals and other special days are normal attendance school days.

When absences occur, they must be explained within three days of the start of the absence. Information supplied should include the students name, year and the actual dates of absence.

This can be done in the following ways:

- By ringing the **Absentee Hotline 9206 6565**. This line is open 24 hours a day.
- By responding to the SMS message. e.g. Mary Donaldson Yr 9 sick with flu. The SMS number is 0407 983 874 (SMS only, not for phone calls).
- Email to Wanneroo.SC@education.wa.edu.au
In the email, give the student’s name, year and the reason for the absence. or
- Send a note with the child when they return to school.
- Fax the college. Fax Number 9306 3655
- The college will also send out a letter to parents giving the details of any unexplained absences on a weekly basis.

Students with excellent attendance will be rewarded with a Merit Certificate each Semester and will become eligible for reward activities.

SMS ALERT: An SMS alert will automatically be sent to your mobile phone advising you if your child has not attended Home Room and has not signed in by 9.10am.

TRUANCY: A student who is absent from class without permission is said to be truanting. Any student who truants will be required to make up for the missed class with an after school detention during which time the student will make up for missed work. Parents and guardians will be given 24 hours notice of the detention.

LATENESS TO CLASS: A student who is late for class will be required to make up the missed work during lunch, recess or after school.

APPOINTMENTS DURING SCHOOL TIME

A Leave Pass is required by students who need to leave school during the day. Parents can organise a pass in advance by emailing, phoning or sending a note with the details of the appointment or a copy of the appointment card to either Student Services or Administration who will then issue the pass. Students, under 16 years of age, must be collected from school. To ensure safety they cannot walk home or catch a bus unaccompanied. On return to school the student should sign in at Student Services.

ILLNESS OR INJURY WHILE AT SCHOOL: Students who become ill or are injured while at school should report to the nurse (if available) or Administration. The child will be assessed and, where necessary, parents phoned and arrangements made for the child to be picked up from school. Students should not ring and make arrangements to be picked up as it is important that an ill or injured student is supervised until they are picked up.

Students who attend class for less than 90% of the time, without reasonable excuse, can expect to be referred to a Behaviour and Attendance Panel. These panels are conducted by the college and community representatives. In addition, parents of students who do not attend regularly, more than 90% of the time, may be required to go on Parenting Contracts registered with the Department of Child Protection.

Homework, Revision & Study

What is homework?

Homework can be any of the following:-

- Completion of work not finished in class.
- Preparation for class work, e.g. reading a novel
- Revision and study for tests and exams
- Completion of assessment items. These items usually count towards final marks and grades.

Why homework?

Homework helps students by reinforcing classroom learning, fostering good habits such as self-discipline, concentration and responsibility.

How much homework?

The regular setting of homework by teachers is school policy. Students should set aside time each day to complete class work and tasks set by the teachers. When no work has been set, this time should be used to revise and study for tests.

Suggested amount of time each day:

Year 8 & 9 - 1 hour

Year 10 - 1.5 hours

Year 11 - 2 hours

Year 12 - 3 hours

Working in partnership: Students, parents and teachers

Students can help themselves by:

- Using their Diary (paper or electronic) to note the details of homework and assessments and recording due dates.
- not leaving work to the last minute.
- getting help from teachers, parents and friends.
- keeping their parents up to date with what they need to do.

Parents and caregivers will help their children by

- providing a quiet place to study.
- setting aside a regular time each day for homework; balancing the amount of time spent completing homework and engaging in leisure sporting or recreational activities;
- helping them to complete homework by discussing key questions or directing them to resources.
- attending school events, displays or productions in which their children are involved
- contacting the relevant teacher to discuss any problems their children are having with homework.

Students often believe that they have no homework to do. They have revision and study for tests to work on.

The College and the teachers will help by:

- providing clear outlines of assessment tasks and expectations
- providing assessment schedules for Senior School students.
- monitoring the homework load of their students;
- giving students feedback on completed assessments.
- notifying parents if homework is not submitted or is unsatisfactory or incomplete.

How much part time work?

- Research has shown that more than 10 hours work per week has a detrimental effect on academic progress and that students struggle to maintain their grades. Students seeking to gain university entrance should not be engaged in work.

Payment Options: Contributions & Charges

All Contributions and Charges are used for the benefit of your child, being used for the purchase of classroom materials and resources. It is only equitable that all families contribute towards the resources used by all students.

The expectation is that Contributions and Charges will be paid in full OR a payment plan commenced / negotiated by the 28th February 2015. Should you wish to discuss options please contact the Business Manager or Ms Trinette Graf on 9206 6555

The office is open to receive your payments from January 28, 2015. Office hours are 8:00 am - 4:00 pm, Monday - Friday. Payments by Direct Deposit may be made at any time. If you are only making a part payment, please indicate clearly what the payment is for. It is important that all the details shown below are completed accurately for each student that you are making a payment for. This will enable us to credit the payment to the correct account.

Payments may be made by the following methods:

- **By Direct Deposit**, using our bank details listed below. Please include your student's name on all payments (e.g. SMITH, JOHN) to allow us to credit the correct account.

Direct Deposit Details: Account Name: Wanneroo Secondary College
BSB: 016 249
A/C: 3409 56463

- **By Mail**, using your Visa or MasterCard, or by cheque. (Please make cheques payable to Wanneroo Secondary College.) If paying by mail please use the cut off slip previously sent to you, (details below).

For CREDIT CARD PAYMENT by mail - please complete	
CARD NO :	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry Date ____/____	Debit this Amount \$ _____
Signature _____	Print name of signatory _____

- **By Phone**, using your Visa or MasterCard.
- **In person**, using your Visa or MasterCard, EFTPOS, cash or by cheque (please make cheques payable to Wanneroo Secondary College).

For your records

STUDENT'S NAME	DATE	AMOUNT PAID
TOTAL PAYMENT		

Our Way of Teaching and Learning

Students

I will:

Self Discipline	<p>Attend school all day, everyday</p> <p>Get to all classes on time and ready to work</p> <p>Follow all staff instructions, classroom and college rules</p> <p>Take responsibility for my actions within the college and community</p>
Trust	<p>Uphold the college's Vision and Values</p> <p>Behave with honesty and integrity at all times</p> <p>Cooperate with others to make decisions in the best interests of all</p> <p>Use technology and social media responsibly</p>
Adaptability	<p>Think about where I am and always respond appropriately</p> <p>- Right time, right place, right response</p> <p>Believe in myself and have a positive approach to everything that I do</p> <p>Continue working hard even if there are changes or disruptions in the day</p>
Respect	<p>Respect myself and treat people with dignity, equality and fairness</p> <p>Value a teacher's right to teach and my classmates' right to learn</p> <p>Respect my work and property and the work and property of others</p> <p>Accept the right of others to be different and to have different views</p>
Success	<p>Set high standards and challenging targets and work hard to achieve them</p> <p>Be proud of my achievements as well as those of others</p> <p>Track my progress in my subjects and take responsibility for my learning</p> <p>Use all resources and opportunities to help me achieve my targets</p>

'Star in Your Future'...Dream, Believe, Learn, Succeed

Our Way of Teaching and Learning

STAFF

Self Discipline	<ul style="list-style-type: none">Be punctual at all timesRole model expected behavioursFulfil the accountability requirements of the positionConsistently incorporate Low Key Strategies into classrooms
Trust	<ul style="list-style-type: none">Support and maintain all facets of the college's Vision and ValuesBehave with honesty and integrity at all timesProvide structured and safe learning environments for allMaintain confidentiality with sensitive informationUse technology and social media responsibly
Adaptability	<ul style="list-style-type: none">Implement and embrace new policies and initiativesChange teaching styles and programs to suit individuals and specified cohortsBelieve in the studentsUtilise and incorporate new ICT
Respect	<ul style="list-style-type: none">Respect myself and treat all with dignity, equality and fairnessAcknowledge the individual needs and talents of othersAccept the right of others to be different and hold different viewsTreat all students fairly, logically and consistently
Success	<ul style="list-style-type: none">Set high standards and challenging targets for the studentsSupport and encourage innovation and excellenceProvide others with realistic goals and the support necessary to achieve them and become responsible learnersReward and praise others in a meaningful and appropriate way

'Star in Your Future'...Dream, Believe, Learn, Succeed

Our Way of Teaching and Learning

PARENTS

Self Discipline	<p>Encourage regular attendance and punctuality</p> <p>Avoid taking vacations and holidays during term</p> <p>Promote pride in wearing the college uniform and being equipped for classes</p> <p>College staff and parents are a team in the education of all students</p>
Trust	<p>Support and maintain Wanneroo's Vision and Values</p> <p>Help Wanneroo and its staff to provide a supportive and caring environment</p> <p>Share information in an appropriate and responsible manner</p> <p>Encourage the responsible use of social media and technology</p>
Adaptability	<p>Actively support new school policies, systems and initiatives</p> <p>Understand that Wanneroo provides a variety of teaching styles to enable student learning</p> <p>Be aware that planned events and meetings may need to be altered due to changing circumstances</p>
Respect	<p>Maintain open and respectful communication with others</p> <p>Recognise the professional skills and knowledge of Wanneroo's staff</p> <p>Actively reinforce and support school policies and procedures</p>
Success	<p>Encourage students to utilise all opportunities for learning and Development and take responsibility for their progress at school</p> <p>Help to motivate and encourage students to set challenging targets and work towards a successful future</p> <p>Celebrate and share in the achievements of students</p>

'Star in Your Future'...Dream, Believe, Learn, Succeed