



WAROONA
DISTRICT HIGH SCHOOL

School Information Handbook

16 December 2019

Waroona District High School
School Information Handbook

1. Cover
2. Welcome
3. Key Contacts Names/contact information
4. Assemblies
5. Attendance
6. Bell Times and Term Dates
7. Bicycles/Skateboards/Scooters
8. Camps and Excursions
9. Canteen
10. Cars – Student set-down and Pick up? Not needed?
11. School Council
12. PBS Behaviour Matrix
13. Communication
14. Contributions and Charges
15. Curriculum
16. Cyber Safety
17. Special Programmes (Bushrangers)
18. Homework
19. Library Resource Centre
20. Parents & Citizens Association (P&C)
21. Reporting
22. Student Leadership Group
23. Student Services
24. Uniform Policy and Dress Requirements

Welcome to Waroona District High School.

I would like to extend a very warm welcome. As you browse our school handbook, I trust that you find it informative and helpful. I also hope that it captures the character and uniqueness of Waroona District High School, a small yet distinctive school environment that places the needs of our students at the centre of all that we do.

At Waroona District High School, we pride ourselves on our unique and supportive learning environment. As a District High School we are in the unique position of being able to offer students an educational journey that commences in Kindergarten and continues in the same school until the end of Year 10. Consequently, our school is highly supportive and safe for students who are able to form quality relationships with staff and their peers over their K-10 educational journey.

The size and nature of Waroona District High School provides the ideal environment for students to learn in a caring environment. We are fortunate to be able to offer small class sizes, experienced and dedicated teachers, Education Assistants and support staff that cater to individual academic and pastoral care needs. As students reach secondary school, our curriculum is designed to prepare students for upper secondary schooling pathways. We are committed to achieving the best possible outcomes for all students at Waroona District High School and beyond.

We strive to not only achieve optimum academic results for every student, but also instil in them the necessary values, beliefs and skills to contribute effectively to the community. Our comprehensive educational program is supported by our School values that encourage students to be Considerate, Aspiring, Responsible, Engaged and Safe.

Our school is situated in a beautiful garden setting close to the town centre and adjacent to a modern recreation and aquatic centre. Although classified as a South Metropolitan School; Waroona District High School still has a wonderful country feel. Our wider community shares the school's high expectations for our students' education and for our school as a whole. We are supported by an active P & C, an elected School Council and value our long standing relationships with local business and industry.

Waroona District High School is proud to have run the Bush Ranger Cadets program since 2005. Bush Rangers is a nature conservation program for young Western Australians where students have the opportunity to take part in personal development training and actively participate in nature conservation projects specific to our local area. We are actively expanding our programs in STEM (Science, Technology, Engineering and Mathematics), Specialist Sports and the Arts. We offer an academic focus for those students that wish to pursue an ATAR and Tertiary pathway post Year 10 via a partnership with the University of Western Australia (UWA) ASPIRE Program.

It is my absolute pleasure to be Principal of Waroona District High School. I have lived in this region most of my life and was educated in the Murray region myself, along with my three siblings. We have all chosen to continue to reside in the Murray and wider Peel region. Consequently, I feel very connected and committed to this community and the provision of a high quality education for our students.

Jacqui Abbiss

PRINCIPAL

1. Key Contacts Names/contact information

Telephone : (08) 9782 7000
Email : waroona.dhs@education.wa.edu.au
SMS : 0417 932 820
Website : www.waroonadhs.wa.edu.au

Administration

Principal	Jacquie Abbiss
Deputy Principal Primary	Carl Carulli
Deputy Principal Secondary	David Mattin
Manager Corporate Services	Tammy Loffler

Student Services

Student Services Coordinator	Taneika Handley
Aboriginal and Islanders Education Officer	Kellie Farmer
Engagement Officer	Jodie Bonner

Support Staff

School Psychologist	Jacqueline Conte
School Chaplain	Rodney van Dongen
Vocational Education & Training (VET) Coordinator	Susan O'Meara

Teaching Staff

Early Childhood Education	Jo Evans Kellie Miller Gloria Snell Catherine Ferraro
Primary	Vicki Lorroway Luisa Ellis Rebecca Sutton Tania Powell Coranda Fee
High School	Miin Chao Suzanne Perrott Dean Edwards Susan O'Meara Verona Wauchope Nathan Costello Melissa Gwatkin Paul McVey

2. Assemblies

Whole school assemblies are held every Friday on the even weeks during the school term. These assemblies are an opportunity to celebrate student achievement and for classrooms to deliver performances such as songs or skits to parents and students. These also provide an opportunity for the Student Council to gain experience in public speaking.

Each primary classroom or high school subject teacher is asked to nominate two students for a Merit award for efforts at school during the past fortnight. If a child is going to receive a Merit award, parents are contacted by the front office and invited to the assembly to witness the presentation and to join their child for morning tea.

Waroona District High School also has three special assemblies during the year. An ANZAC Assembly is held late in Term 1. Late in Term 4 we hold a formal Presentation Assembly to award high achieving and hardworking students in Years 1-5 and Years 7 - 9. We also have a formal Graduation Assembly for our Year 6 and 10 students in the last week of the school year.

3. Attendance

Our school is committed to working in partnership with families to acknowledge students with excellent attendance, support improved attendance for students and provide intervention for students where attendance rates are not regular.

Evidence shows that where we work with families to improve and maintain attendance we are likely to have the greatest success. Intervening early where attendance has dropped below an acceptable standard is essential. Teachers engaging at the classroom level to provide a safe environment, engaging lessons and curriculum, as well as building positive relationships with students is critical.

4. Bell Times and Term Dates

Period 1	8.42 am	-	9.30 am (Primary students commence at 8:50 am)
Period 2	9.30 am	-	10.10 am
Period 3	10.10 am	-	10.50 am
Recess	10.50 am	-	11.10 am (20 Minutes)
Period 4	11.10 am	-	11.50 am
Period 5	11.50 am	-	12.30 pm
Period 6	12.30 pm	-	1:10 pm
Lunch	1:10 pm	-	1.40 pm (30 Minutes)
Period 7	1.40 pm	-	2.20pm
Period 8	2.20 pm	-	3.00 pm

Early close occurs for all students on Monday at 2.20pm.

Term 1	Monday, 3 February – Thursday, 9 April
Term 2	Tuesday, 28 April – Friday, 3 July
Term 3	Monday, 20 July — Friday 25 September
Term 4	Monday, 12 October — Thursday 17 December

There are 4 school development days (pupil free) days each year which are published on our website.

5. Bicycles/Skateboards/Scooters

An enclosed bicycle rack is provided next to the School Administration. These gates are locked between 9:15am and then reopened at the end of the day. Students will need to gain permission from the front office staff to access their bicycle during the day.

Students are to supply their own locking device to secure their bicycle and ensure their bicycle is secured to the metal frames provided and no loose items are left on the bike.

Although Waroona District High School will attempt to keep personal equipment safe, the school takes no responsibility for any loss or damage of personal equipment.

6. Camps and Excursions

Camps are seen as a valuable educational experience which enhance the curriculum. From time to time teachers may choose to conduct a camp for their class. This may be all students in one-year level or parts of year levels where there are composite classes or the camp is special purpose across several classes. There is no guarantee every child will have the same camp opportunities as the decision to organise a camp always remains with individual class teachers.

Parental permission is required for all camps and excursions. Payment must be made before the student can attend.

When attending camps or excursions, students are expected to abide by the school rules and wear the formal uniform, where appropriate.

Generally, the Department of Education does not provide insurance cover for personal accident, loss or damage whilst attending a school activity. Cover may be provided for some overnight excursions however; parents/guardians are advised to obtain their own personal accident insurance for their child.

7. Canteen

The P&C run our canteen and has responsibility for its day to day operations.

The canteen dates will be published each term. Our canteen adheres to the State Government guidelines for school canteens and provides good quality meals at a reasonable cost.

The success of our canteen is dependent on the number of volunteers we can call in to help, so if you are able to support us, please contact our P&C president.

8. Cars – Student set-down and pick up

Pick up and drop of parking for parents is available on Millar Street in lined parking bays and on the verge on Hill Street.

9. School Council

The School Council consists of a group of elected community members as well as school representatives that assist in setting and monitoring the school's direction. The School Council oversees the school's annual budget and ensures proper records are kept of the school's financial operation. The School Council also participates in the development and monitoring of the school strategic plan. Policy development and review is also a role of the School Council as they are involved in developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

10. PBS Behaviour Matrix

Our values set the expectations for our Behaviour System from K-10. Our fortnightly focus on one aspect of these values aims to encourage our students to incorporate these into the context of their daily practise. Our expected behaviour matrix is based directly on Positive Behaviour Support (PBS) principles.

Expected Behaviours at Waroona District High School

	We are considerate when we	We are aspiring when we	We are responsible when we	We are engaged when we	We are safe when we
At all times	<ul style="list-style-type: none"> • Greet positively • Listen when others are speaking • Include others • Help others • Use language that shows caring and respect 	<ul style="list-style-type: none"> • Set goals and work to achieve them • Apply useful feedback to improve ourselves 	<ul style="list-style-type: none"> • Follow staff instructions • Wear school uniform • Put rubbish in the correct bins • Access and return equipment • Are prepared for what we're doing • Are on time 	<ul style="list-style-type: none"> • Have a go • Are actively involved • Ask questions if we're unsure 	<ul style="list-style-type: none"> • Follow staff instructions • Walk on verandahs and paths • Use Personal Protective Equipment • Stay in the school boundaries • Keep hands and feet to ourselves
Technology	<ul style="list-style-type: none"> • Report cyber bullying • Treat technology with care • Communicate thoughtfully online 	<ul style="list-style-type: none"> • Use technology to increase knowledge and learning 	<ul style="list-style-type: none"> • Know our login and password • Put devices on charge 	<ul style="list-style-type: none"> • Follow the school's ICT agreement • Submit our own work 	<ul style="list-style-type: none"> • Access material that suits our learning tasks • Use technology for its purpose
In class time	<ul style="list-style-type: none"> • Share equipment and ideas • Support others • Care for property • Allow others to learn 	<ul style="list-style-type: none"> • Ask for feedback to improve our learning 	<ul style="list-style-type: none"> • Finish and hand in our work • Hand in notes and permission slips on time • Start work quickly 	<ul style="list-style-type: none"> • Listen actively • Take part in activities and contribute to the best of our abilities 	<ul style="list-style-type: none"> • Use equipment appropriately
During break times	<ul style="list-style-type: none"> • Stay in our zones • Use equipment safely 	<ul style="list-style-type: none"> • Help others • Invite others to join our games 	<ul style="list-style-type: none"> • Eat something, go to the toilet and have a drink • Tidy and return borrowed equipment 	<ul style="list-style-type: none"> • Share equipment • Play by the rules • Show sportsmanship 	<ul style="list-style-type: none"> • Are positive advocates for others

11. Communication

We value two-way communication with parents and aim to keep our community informed about everything that is happening at our school. We hope to achieve this by encouraging parents/guardians to:

- Speak with or email your child's teachers, the Student Services Coordinator and Deputy Principals
- Our school phone number is 9782 7000
- Email the school at waroona.DHS@education.wa.edu.au
- Visit our Facebook site: <https://www.facebook.com/waroonadistricthighschool/>
- View our website at <http://www.waroonadhs.wa.edu.au/>
- Read our school Newsletter, released each term via email, the website and Facebook
- Attend our fortnightly assemblies and witness first hand the terrific achievements of our students
- Attend the P&C Meetings and volunteer your time to support the school. Your time and input is highly valued
- Keep us informed of your latest address, email address and phone number to assist us in keeping in contact with you.

12. Contributions and Charges

In accordance with the School Education Act 1999, the maximum voluntary contribution to be sought in relation to a child in years Kindergarten to Year 6 is limited to \$60 and a child in years 7, 8, 9 and 10 is limited to \$235 in 2020. This contribution partially covers learning area charges, texts, photocopying and consumables.

We encourage parents/guardians to pay the contributions so that we can provide the highest standard of service to our students. Payment can be made in person by cash, eftpos or via internet banking.

Detailed information regarding to 2020 contributions and charges relevant to your student's year group can be found in the Contributions and Charges Handbook.

The Western Australian Department of Education provides an allowance to assist eligible families with secondary (Year 7 to Year 10) schooling costs. To be eligible for the allowance the parent/guardian must hold a Centrelink or Veterans' Affairs card which lists the student as a dependant.

You have until Thursday 9 April 2020 to apply for this allowance. Applications cannot be processed after this date.

The allowance consists of two components Educational Program Allowance (\$235) and Clothing Allowance (\$115) which is paid directly to the parent/guardian for other expenses such as uniforms or stationery supplies. Please bring in Bank Account details e.g. BSB and Bank Account Number.

Parents/guardians in receipt of the ABSTUDY School Allowance from the Department of Human Resources (Centrelink) are not eligible for the Secondary Assistance Scheme. However, they can apply for the ABSTUDY Supplement Allowance. Forms are available for completion in the Administration Office. To be eligible for the allowance the parent/guardian must hold a Centrelink or Veterans' Affairs card which lists the student as a dependant and present this when completing the form.

Payment Options

Cash/EFTPOS or cheques made payable to Waroona District High School can be processed at the Administration Office. A Direct Deposit option is available, our account details are:-

Account Name	Waroona District High School
Account Branch	Waroona, Western Australia
Account BSB	086 164
Account Number	92106 4439
Reference	Please quote the student surname/year

Payment Arrangements

Payment options are available and may be negotiated with the school. Credit card and EFTPOS facilities are available.

If you are experiencing difficulties, please contact our Manager Corporate Services if you would like to discuss a payment arrangement on 9782 7000.

13. Curriculum

All students at Waroona District High School have an opportunity to demonstrate outcomes in all eight Learning Areas

These Learning Areas are:

- Arts (includes Music, Dance, Drama, Photography, Visual Arts, Media Studies)
- English
- Health & Physical Education
- Language Other Than English (Years 3 to 5)
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Technologies (includes Home Economics, Design & Technology, Digital Technology and Robotics)

Years 9 and 10 students will have the opportunity for more specialisation, particularly in the areas of Arts, Technologies and Physical Education. They can build on the varying experiences they had in Years 7 and 8.

14. Cyber Safety

Use of Technology

The provision of Information and Communication Technology (ICT) at Waroona District High School provides students with access to email, the internet and other digital equipment. The availability of such resources encourage students to develop their skills and potential in a safe and supportive environment. The use of the WDHS network and resources is of significant educational value but students must use the technology respectfully and ethically. The use and access to ICT at WDHS is a privilege and as such a **Technology Users' Agreement** must be signed by the student. Failure to adhere to the WDHS Users' Agreement and Policy will result in the restriction of access to network facilities within the School.

Waroona District High School recognises the use of electronic devices (such as USB's, tablets) for educational purposes, innovation and creativity. Such devices allow students to personalise their learning experience and become a partner in their learning experience, not simply a participant. Students must use these devices respectfully, ethically and in keeping with each teachers' expectation and the School's guidelines.

Devices used within the School remain under conditions outlined in the Users' Agreement. Failure to adhere to the agreement may result in the temporary removal of the electronic devices from the student, alternatively they may be banned. Parents/Guardians may be called upon to collect this device from the front office. Please note that students bring these devices to school at their own risk. The School does not take any responsibility for loss theft or damage to these items.

15. Special Programmes

Waroona District High School offers a number of Special Programs:

- Basketball Academy in Years 7 - 10
- Certificate II: Skills for Work and Vocational Pathways in Year 10
- Bushrangers in Years 7 - 10

Please contact the School office for more information.

16. Homework

Children in the primary grades Years 1 - 4 are not instructed to complete formal set homework assignments.

It is reasonable, however, for teachers to ask students to spend time at home doing things such as:

- Practising oral reading, sight words, letter names and sounds.
- Learning and revising spelling lists and basic maths facts.
- Complete work not finished in class.
- Catch up on work missed due to absences.

Older primary children (Years 5-6) are expected to do some or all of the above as deemed necessary by the teacher. Work in the various subject areas might also be set either as overnight homework or longer term assignments.

Teachers will have in mind the general needs and ability of the students and their current workloads when setting homework assignments

17. Parents & Citizens Association (P&C)

Waroona DHS Parents and Citizens Association are committed to promoting the school and improving the school environment to provide the best possible opportunities for all students.

The P&C administers, through an Executive Committee and, if required, a number of sub- committees, the operations of the canteen, uniform shop and the promotion of the school to the wider community. Using funds received from fundraising, parent donations, the canteen and the uniform shop, the P&C also seeks to enhance the school experience of students at Waroona DHS by receiving and managing submissions for funding in support of school programs and facilities.

The P&C meets twice per term in week 4 and week 8. We encourage all parents to attend the P&C meetings or to volunteer their time to support the P&C endeavours such as the canteen.

18. Reporting

Formal Education Department school reports are delivered to parents at the end of Semester 1 and again at the end of Semester 2. These reports are distributed electronically. The opportunity to discuss the Semester 1 Reports is available in weeks 2 or 3 of Term 3 through teacher/parent interviews. Parents are also given another opportunity to see how their child is progressing via a Primary School Open Classroom Afternoon early in Term 2.

19. Student Leadership Group

Student Leadership at Waroona District High School takes many forms across Years 6 to 10. We are committed to identifying and encouraging young leaders who are interested in contributing to the improvement of the school community and the town of Waroona. Official Student Leadership roles of Faction Captains and Student Council are elected by the students and involve ongoing responsibilities and projects such as Winter Carnivals, sports events, assemblies, meeting local and state leaders, supporting charities and working towards school improvement goals. Coordinating teachers support these groups as they develop skills around meetings, running events, communication and planning.

Student Leaders demonstrate the PBS behaviours of being Considerate, Aspiring, Responsible, Engaged and Safe. Waroona District High School believes that Student Leadership ensures that student voices are heard and are part of decisions that are made about the school curriculum, activities and environment. When young people see that their ideas and opinions are valued, the whole school community benefits.

20. Student Services

The Student Services team provides strategic support to all students and their families so that the achievement and wellbeing of our young people can be maximised. The work of the Student Services Team, in partnership with families and our community, will support the personal, social, cultural and emotional development of our students. This provides the best opportunity for our students to be well and engaged with the safe, orderly and effective learning environment in our school.

The Student Services team has implemented programs that support the development and engagement of our students. The following programs have been implemented:

- ✓ Rhythm 2 Recovery
- ✓ Chappos Corner
- ✓ Indigenous Cultural Camp Term 1, Week 2
- ✓ EdConnect (Mentoring/Tutoring)
- ✓ Breakfast Club (Daily)
- ✓ MacqLit (Literacy Program)
- ✓ Early Intervention (Primary)

Waroona District High School has a well experienced group of Mainstream and Special Needs Education Assistants who are dedicated to our students and their needs. All of our Education Assistants assist in the delivery of special educational programs while maintaining an encouraging, supportive and inclusive environment.

21. Uniform Policy and Dress Requirements

The wearing of the school uniform is supported strongly by the community and is a symbol of pride in the school. There is an expectation that all students will comply with the dress requirements. Uniforms can be purchased from the P & C Association Uniform Shop. Placing your order at the start of each season will help the P & C with bulk purchasing. Some recycled "pre-loved" clothes are also available from the P & C.

The Uniform Shop is run by volunteers and is open on a Tuesday morning from 8:30am to 9:00am.

Hats: As a Sun Smart school, hats are compulsory in Term One and Term Four. Students and staff are encouraged to wear hats/caps but these must be removed whilst in school buildings. Headwear must be plain black and should NOT contain promotional material or inappropriate labelling.

Shirts/Jackets: Primary students' shirts and jackets are bottle green with a black stripe down the side. Secondary students' shirts and jackets are black with a bottle green stripe down the side. Uniforms are available at our Uniform Shop.

Shorts/Pants: Plain black full length pants are acceptable, as well as plain black shorts. Shorts should be of an adequate length.

Footwear: Students should wear enclosed footwear or sandals with a backing. Students are encouraged to wear appropriate joggers on days they have Physical Education. For specialist areas such as Design & Technology, Home Economics, Science, Art /Craft room, fully enclosed footwear must be worn at all times.

Special Uniforms:

Faction Shirts

Primary students are encouraged to wear their sports uniform on days they have Physical Education. Failure to wear appropriate school uniform consistently can result in a child missing reward excursions and/or not participating in interschool events.

In Years 7 to 10, students should change to sports uniform **just prior** to the sports lesson and change back **immediately** after the lesson.

Bushranger Uniform

Secondary students are encouraged to wear their Bushrangers shirt on the day they have Bushrangers, as well as when they have excursions.

Make-up, Jewellery and Body Adornments

Make-up, jewellery and body adornments must be minimal, unobtrusive and safe. Earrings should be kept to sleepers or studs. If, in the opinion of the school administration, students do not adhere to these guidelines, they will be required to make the necessary changes to conform to this policy.