

# Wagin District High School



## Parent Information Booklet

# 2017

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## **WELCOME**

Wagin District High School, 10 Ranford Street Wagin.  
Phone: 9861 1877  
Fax: 9861 1835

<b>Principal:</b>	Mrs Cassandra Harris-Moroney
<b>Deputy Principal Secondary:</b>	Mrs Jolene Abbott
<b>Deputy Principal Primary:</b>	Mrs Robyn Willey

Wagin DHS is a District High School catering for students from Kindergarten to Year 10.

### **OUR VISION**

To provide an empowering environment for life-long learning.

### **OUR VALUES**

#### **Cooperation and Collaboration**

We work together and with the community to achieve our shared goals.

#### **Respect and Care**

We respect ourselves and each other – our relationships are based on trust and an acceptance of responsibility for ourselves.

#### **Excellence**

We believe in the pursuit of excellence and that learning is life long and self-directed.

#### **Empowerment**

We are empowered to accept responsibility for controlling our learning, teaching and school environment.

#### **Equity and Inclusivity**

We support a safe, inclusive learning environment where all students are given equity of access to education.

### **OUR BELIEFS**

We believe that our students, staff and school community will achieve our vision and fulfil our values by:

- Operating as one school
- Being positive
- Being consistent
- Being collaborative
- Staff engaging in professional dialogue and learning
- Meeting the needs of students
- Providing a safe and inclusive learning environment
- Building strong relationships within the school and the community
- Aiming high

## **SCHOOL PRIORITIES 2017**

The priorities for 2017 are:

- Teaching and Learning
- Learning Environment
- Leadership
- Relationships & Pastoral Care

## **ASSEMBLIES**

Whole School Assemblies led by the Student Councillors, are held in the Brenda O'Neill Courtyard at 1:50 pm on selected Mondays. Each primary class will be responsible for presenting an item. The dates and classes responsible are published in the school newsletter.

## **ATTENDANCE**

Students are required by law to attend school until the END of the year they turn 17.

Regular attendance is critical for students to achieve optimal learning at school. Missing school adds up:

- If a child misses an average of five days a term (years 1 to 10), they miss out on approximately one year of school
- If a child misses one day a week of school (from years 1 to 10), they will miss almost two years of school
- If a child misses 1.5 days a week of school (from years 1 to 10), they will miss almost three years of school
- If a child misses two days a week of school (from years 1 to 10), they will miss almost four years of school
- If a child misses three days a week of school (from years 1 to 10), they will miss almost six years of school
- If a child misses five weeks a term (years 1 to 10), they miss almost five years of school.

## **ABSENCES**



Under the Education Regulations the only acceptable reasons for absences from school are illness and medical or dental appointments which cannot be arranged outside school hours.

The Attendance Rolls kept by the teachers are legal documents, and may be called upon by a Magistrate as Court evidence.

**An explanation is therefore required for all absences. The explanation must give the reason for the absence and may be delivered verbally or in writing. If not provided, the school will send out a letter requesting an explanation.**

**When students from Year 6 – 10 are absent, an SMS is sent to a parent requesting a reason for the absence.**

Family holidays are not acceptable reasons for absences.

## ARRIVAL AT SCHOOL

The official starting time for school is 8.50 am. Children are not permitted to be at school before 8.30 am - unless special arrangements have been made – i.e. departure for a school activity. Parents are requested to adhere closely to these times as the supervision and safety of students cannot be guaranteed before this time.



Primary classrooms are open at 8:30am.

## BUSES

There are eight buses which bring children to and from the Wagin School. Each bus has a copy of bus rules which the children must follow.

At the commencement of each school year, bus drivers advise children about safety, conduct and rules involved in bus travel.



Please refer issues regarding all bus organisational matters to the respective bus contractor. All problems involving children's behaviour on buses should be referred to the bus driver and through them to the bus contractor.

New parents requiring bus transport for their children are required to complete an application form requesting transport online at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)

## CANTEEN

Our P&C canteen offers students and staff a wide range of nutritious foods and drinks. A menu is sent home with students at the start of the school year. The canteen is run by Christine Lunt with the help of volunteer parents.



Assistance is always needed and parents will be made most welcome, so please contact the Canteen on 9861 1348 if you are able to help out. It's a great way to meet people.

## CANTEEN - LUNCH ORDERS

Lunch orders are handed in to the class teachers in years K, P, 1, 2 & 3. Parents are asked to send money in an envelope and clearly print -

**the child's name / class / items required.**

These are collected by the class teacher, taken to the canteen and distributed by the teacher at lunch time.

Children in years 4 - 10 place their orders at the canteen and pay for their lunch. At lunchtime the children collect their orders from the canteen.

Students are able to purchase snacks at recess and lunch following the designated lunch eating time.

Canteen price lists are sent home and regularly updated.

Any parents able to assist in the preparation of food within the canteen are encouraged to pass their name in to the school.

## **COMMUNICATING WITH OUR SCHOOL**

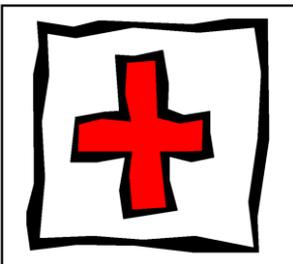
Schools are dynamic places with hundreds of different personalities working together every day. For the majority of the time everyone does their best, follows the rules and aims high; however, occasionally problems or issues pop up. If your child comes home with a problem, please do not hesitate to contact their classroom teacher, form teacher or a member of administration. We will do our best to solve it.

To help support our children and young people to understand expected behaviours and ways in which the school can offer support, we do the following:

- Display and explicitly teach our EMUS behaviours
- Reward positives with EMUS cards, stickers, merit certificates, praise
- Follow our Whole School Behaviour Policy
- Ensure students understand the expectations in different classrooms and areas of the school
- Work with families when an issue occurs
- Involve our School Chaplain or AIEO
- Access online counselling for secondary students (with parent permission)
- Refer students to our school psychologist
- Engage guest speakers or presenters such as Youth Focus or Constable Care
- Work with outside agencies to support students and families.

Our school vision is to provide an empowering environment for life-long learning, if we all work together, respect each other and do our best as the adults in our children's lives to fulfil our school vision, we will create a world class community.

## **COMMUNITY NURSING SERVICES**



The School Nurse, Pia Lambert, is in attendance at the school on Wednesday mornings each week.

Screening procedures cover a full health appraisal of children, either at Kindergarten or Pre-Primary.

Vision and hearing may be checked at any time if requested by concerned parents or teachers.

The nurse liaises with Community Health Services, Community Welfare and other facilities in the town to solve these problems.

Some time is spent assisting teachers in the classroom with courses concerned with Parenthood, Drug Awareness, Growing Up and Health Education.

## **CRUNCH & SIP**

Crunch & Sip is a set break in Primary classes to eat fruit or salad vegetables and drink water in the classroom. Students re-fuel with fruit or vegetables during the morning or afternoon, assisting physical and mental performance and concentration in the classroom. This gives kids a chance to refuel, a bit like putting petrol in a car.

Each day, students are encouraged to bring fruit or salad vegetables to school to eat in the classroom at a set time. Each child requires water bottle filled with water into the classroom to drink throughout the day to prevent dehydration.

## **BREAKFAST CLUB**

Each morning from 8:30am to 8:45am Breakfast Club is open in the Art Room. All students are able to attend to have a bite to eat or just to socialise. Volunteers are required to assist with the running of Breakfast Club. Please see the School Chaplain if you are interested in assisting.

## **HOURS OF INSTRUCTION**

STUDENTS SHOULD ARRIVE AT SCHOOL AFTER	8.30 am
CLASSES COMMENCE	8.50 am
MORNING RECESS	10.50 am - 11.10am
LUNCH	1.10 pm - 1.50pm
SCHOOL FINISHES ON MONDAYS (ONLY)	2.30 pm
SCHOOL FINISHES	3.20 pm

Students should not come to school before 8.30 am as the school grounds are not supervised before that time. Students who do arrive early are required to sit outside of the cluster until 8:30am.

Students should leave the school grounds promptly after being dismissed at the end of the day.

## **INTERVIEWS: PARENT/TEACHER**

Parent teacher interviews are encouraged and parents should feel free to contact the school to arrange an appointment at a time convenient to all parties.

## **LUNCH AND RECESS DELIVERIES**

Parents are requested to leave lunches at the Front Office. These will be delivered to the classes.

## **LUNCH TIME PROCEDURES**

Students who eat lunch at school will do so under teacher supervision in a designated area. They will be dismissed to play when staff are satisfied they have eaten their lunch.

If your child has a particular need to return home for lunch, your permission in writing is requested. Requests for students to return home for lunch need to be forwarded to the School Office, where a Leave Pass will be issued.

Students must carry the Leave Pass with them whilst they are out of the school grounds. Students who go home for lunch are expected to be under the care of an adult. They must return to school by 1.50 pm.

## **LEAVING SCHOOL GROUNDS**

Education Regulations provide that no child shall leave the school grounds during school hours without a written request by the parent and then only with the permission of the Principal/Deputies. Requests for students to leave the school grounds will be forwarded to the School Office, where a Leave Pass will be issued. Students must carry the Leave Pass with them whilst they are out of the school grounds.

Students will not be granted permission to go down town to purchase lunches or refreshments - the School Canteen should be used for these purchases.

## **LIBRARY**

The School Library Resource Centre is a very valuable and important part of your school. Parents are urged to ensure that library books that are taken home are treated with respect and are returned on time. Parents may be asked to pay for valuable books that are damaged or lost.



## **LOST PROPERTY**

Each year we accumulate many items of unclaimed property. To prevent your child losing items it is important that all items and equipment be clearly and permanently labelled with your child's full name.

The lost property cupboard is kept locked but the key is available from the Registrar.

## **MEDICAL INFORMATION**

Please update any change to your child's medical conditions through the Front Office.

Students with medical conditions require a management plan which needs to be updated at the start of every year.

If your child needs medication at school, a form must be completed to permit staff to give medication.

## **MESSAGES**

Verbal messages via children between home and school are discouraged. Please communicate with school either by letter or telephone (9861 1877). This is necessary if bus travel is involved. Bus drivers and the school should be advised if a child is not to catch a bus home.

Please refrain from ringing the school and asking to have messages delivered to your children. Such messages will only be relayed in case of emergencies.

## **ELECTRONIC DEVICES AND STUDENTS ONLINE POLICY**

This policy covers all ICT equipment including mobile phones, programs, apps and online content that may be used at school. See attached Policy.

## **MONEY AND VALUABLES**

Children should not be allowed to bring money to school unless it is for a specific purpose, such as for canteen purchases.



Students should not bring personal items (toys, sports equipment) to school.

No responsibility can be accepted for money or valuables lost or stolen that are not in a teacher's direct care.

## **NEWSLETTER**

The school newsletter is sent home fortnightly on a Wednesday with the youngest student in each family. Parents are urged to read it as it contains many items relating to school activities or changes in routines. The deadline for articles to be included in the newsletter is 3.20 pm the Tuesday before. The school newsletter will be available on the school's website: [www.wagindhs.det.wa.edu.au](http://www.wagindhs.det.wa.edu.au)

## **NO HAT, NO PLAY POLICY**

All Primary children must wear a blue bucket school hat or cap (with flap) when outdoors. In accordance with Cancer Foundation research stating that UV rays are damaging all year round, the school has a no hat, no play policy. It is important that children have their own hat at school every day as they are required to wear it every day in all terms of the year, whatever the weather. School hats are available from the uniform shop.

Secondary students are required to wear a school cap.

**Sunscreen** - It is also a responsibility of parents to supply sunscreen when appropriate, such as warm days, sports days and other days when outdoor activities are being held.



## **PARKING FOR PARENTS**

Parent parking near the school is available in the following locations:

- In Tavistock Street (in marked bays)
- In Upland Street ( " " )

Students have right of way at all times on the school grounds. Parent cars must not be driven onto any part of the school site.



## **POSITIVE BEHAVIOUR SUPPORT**

Wagin District High School has implemented a school wide approach to behaviour management called Positive Behaviour Support (PBS).

PBS is a whole school strategy for helping all students achieve important social and learning goals. As part of the PBS program we have established clear behaviour expectations for all school community members in all areas of our school.

Wagin District High School behaviour expectations are:

**E ~ Engaged**  
**M ~ Manners**  
**U ~ Understanding**  
**S ~ Strive**

We explicitly teach these behaviours to all students and acknowledge them frequently for their positive behaviour. EMUS cards are given out to students as an acknowledgement for positive behaviour. All EMUS cards are collected and go into a draw at assemblies.

Wagin District High School's behaviour expectations will build on our social, emotional and academic learning program, promote a positive school environment and give more time for teaching and learning. By detailing expected behaviours and teaching them to students in a positive way, we will provide a common language and understanding for everyone in our school to be successful.

We believe that by helping our students practise good behaviour, we will build a school community where all students can succeed and grow.

See PBS Matrix on the next page:



	Engaged	Manners	Understanding	Strive
<b>Whole School:</b> <b>All the time</b>	<ul style="list-style-type: none"> <li>• Arrive on time ready to start</li> <li>• Remain in appropriate areas</li> </ul>	<ul style="list-style-type: none"> <li>• Use common courtesies when greeting</li> <li>• Keep hands and feet to yourself</li> <li>• Use appropriate language</li> <li>• Keep to the left when walking in corridors and verandas</li> <li>• Walk through the school quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate positively</li> <li>• Accept each other's differences</li> <li>• Care for other people and the environment</li> </ul>	<ul style="list-style-type: none"> <li>• Wear the correct school uniform</li> <li>• Do your best</li> <li>• Attend everyday</li> </ul>
<b>Learning Areas</b>	<ul style="list-style-type: none"> <li>• Be organized and on time</li> <li>• Work collaboratively</li> <li>• Be an active learner</li> </ul>	<ul style="list-style-type: none"> <li>• Help others</li> <li>• Listen actively</li> <li>• Raise your hand to speak</li> <li>• Leave your classroom and work areas tidy</li> </ul>	<ul style="list-style-type: none"> <li>• Start your work straight away</li> <li>• Follow instructions</li> <li>• Care for and respect resources</li> </ul>	<ul style="list-style-type: none"> <li>• Complete homework</li> <li>• Stay on task</li> <li>• Aim to improve</li> </ul>
<b>Play Areas</b>	<ul style="list-style-type: none"> <li>• Be aware of others</li> <li>• Play safe</li> <li>• Play in appropriate areas</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the duty teacher</li> <li>• Use appropriate language</li> <li>• Share and take turns</li> <li>• Be a good team member</li> </ul>	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Wear your hat</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solve: Stop, Think, Act</li> <li>• Put rubbish in the bin</li> <li>• Respect the environment</li> </ul>
<b>Eating Areas</b>	<ul style="list-style-type: none"> <li>• Sit when eating</li> <li>• Place all rubbish in the bin</li> <li>• Hold all sport equipment still</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the duty teacher</li> <li>• Eat with your mouth closed</li> <li>• Talk respectfully</li> </ul>	<ul style="list-style-type: none"> <li>• Invite others to sit with you</li> <li>• Wait for duty teacher to release you</li> <li>• Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated until released</li> <li>• Pick up any rubbish</li> </ul>
<b>Information and Communications Technology (ICT)</b>	<ul style="list-style-type: none"> <li>• Use IT equipment appropriately</li> <li>• Shut down and store IT equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep food and drinks away from the IT equipment</li> <li>• Respect IT equipment and report breakages</li> <li>• Treat others respectfully while online</li> <li>• Screen down when asked</li> <li>• Wash hands before using IT equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Be patient</li> <li>• Access appropriate websites</li> <li>• Close laptops when walking</li> <li>• Games and music only when allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Increase your ICT skills</li> </ul>
<b>Before &amp; After School</b>	<ul style="list-style-type: none"> <li>• Listen to staff</li> <li>• Get organized for the day</li> <li>• Return all equipment to appropriate areas</li> <li>• Move safely when arriving and leaving school</li> </ul>	<ul style="list-style-type: none"> <li>• Say good morning or good afternoon to others</li> <li>• Wait to be released at the end of the day</li> </ul>	<ul style="list-style-type: none"> <li>• Be safe on the school bus</li> <li>• Arrive and leave the school grounds safely</li> <li>• Be on time for breakfast club</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your area before you go home</li> <li>• Be road aware</li> </ul>

## **STUDENT COUNCIL**

A Student Council is elected each year at the Wagin District High School and consists of students from Year 5 to Year 10.

This Council holds regular meetings to offer suggestions, to present the students' views and to help out in the school where appropriate.

## **P & C ASSOCIATION**

The Parents & Citizens Association is the parents' organisation and deserves support. It is an excellent way to keep informed about school activities, to learn about what is planned to improve educational outcomes, and to directly assist in developing the best educational facilities possible for our children.

The P&C Association meets in the Library Resource Centre. Dates and times for meetings will be advertised in the school newsletter.

In past years the P & C has done much to assist the school with considerable financial donations.

The functions of the Wagin District High School P&C are to:

- Encourage parents to participate in developing the school's educational policy
- Develop parent participation and involvement in the school
- Be the forum for parents to discuss issues pertaining to the school and its community and for gathering opinion
- Promote and support communication and cooperation within the school community and to bring educational matters to the attention of the wider community
- Provide extra amenities for the benefit of the school students

To become a financial member an annual subscription fee is paid:

- Payment is \$1 per member
- Entitles members to vote on any issue being debated at a meeting
- The \$5 per family P&C donation (levy) that is paid with school fees does not confer membership on the person paying.

## **PUBLIC HOLIDAYS:**

Labour Day	March 6 <sup>th</sup>
ANZAC Day:	April 25 <sup>th</sup>
WA Day:	June 5th

## **REPORTING TO PARENTS**

K	End of semester one – progress report
	End of semester two – progress report
PP– 10	End of semester one – formal report
	End of semester two – formal report

## **SCHOOL DRESS**

Parents are requested to send their children to school in uniform. Our dress code has been developed with input from parents, students and staff.

The wearing of a uniform assists in the development of children's pride in their school, gives them a sense of belonging and adds to the tone of the school. It should be worn at all times.

The school would appreciate parental encouragement of our dress code and asks that parents closely supervise their children's standard of appearance.

**No denim is to be worn.**

School uniforms are available for purchase through the school Uniform Shop which is open on Friday mornings between 8:30am and 10:30am.. To assist with ordering school uniforms a sizing range will be available at school for parents who are unsure what size their children are. Students will be able to try on different sizes to ensure the correct size is ordered. Orders can be given to the Front Office in a clearly labelled, sealed envelope containing the order and correct money.

A copy of the school's Dress Code Policy is included at the back of this booklet. Pamphlet style copies of the policy are available from the school.

### **Dress Code requirements in practical learning areas.**

#### Physical Education / Sports

Faction/House coloured shirt, with blue shorts.

**Secondary students will be required to change prior to and after Physical Education periods. The school has hot showers for students and parents are requested to see that students bring a towel on P.E. days if they wish to shower.**

Physical Education clothes should suit the weather.

Students who fail to bring a change of clothes in order to avoid P.E. or sport will have such action viewed in the same light as deliberately missing any other subject; eg. English or Mathematics.

#### Home Economics

Home Economics students must wear covered shoes in accordance with Safety Council Regulations. Clean caps and aprons must be worn when preparing food.

#### Art and Craft

Students should wear a protective over-shirt to Art and Craft classes.

#### Design and Technology (woodwork, metalwork, industrial arts)

Students should wear protective clothing such as an apron or overalls. Regulations require the wearing of hard covered shoes whenever Design and Technology facilities are used. All students with long hair must be prepared to tie their hair back or wear a net. **Safety glasses are necessary in Design and Technology** (provided by the school).

## **SCHOOL SOCIALS**

Year K - 10 socials are usually conducted towards the end of each term. These are arranged by the Student Councils in liaison with the Primary and Secondary Deputies and other teaching staff.

At times, primary socials for K to 7 may also be run by the Year 7 student councillors.



## **SCHOOL CHAPLAIN**

Chaplaincy provides a positive impact on the character, attitudes and values of young people.

The chaplain provides trusted guidance on spiritual, moral and ethical issues. The chaplain is someone staff, parents and students can voluntarily turn to in time of need, and they offer practical support to students who are at risk. The chaplain does not duplicate the work of teachers or parents, but makes a distinctive contribution within the entire school community.

All chaplains aim to provide a sensitive Christian presence within a secular state school system. School chaplains work with students, families and staff in the school community to fulfil the following roles.

### **Social**

The chaplain offers strategic support and training to develop leadership and citizenship skills for specific groups of students.

### **Emotional**

The chaplain provides pastoral care through pastoral conversations with individuals and groups experiencing personal or social difficulties enabling them to work through their difficulties and adjust to change.

### **Spiritual**

The chaplain stimulates and challenges students to examine the big questions of life and meaning, helping them to formulate their own beliefs and values systems and works with staff to incorporate aspects of the core shared values into the educational program of schools.

### **Mental**

The chaplain provides self esteem and social skill enhancing programs for specific groups of students that will enable students to participate more confidently and effectively in the educational programs of the school.

### **Physical**

The chaplain creates networks between the school and welfare and community-based services. The chaplain informs students of the services that are available to them and enables them to independently access those services.

This project is funded by the National School Chaplaincy Program and contributions from local community and business groups.

## **SCHOOL COSTS**

In order to enrich the opportunities available to your child in the school, the Department of Education Regulatory Framework provides that a Principal may establish funds for this purpose.

These funds are dependent on the contributions of the parents and it is in the best interests of the children if all parents contribute.

All children share in the benefits provided by school funds. It would be appreciated if payment be made to the school at your earliest convenience so that this collection and budgeting can be finalised. For flexible payment options, please see the Registrar.

Secondary subject contributions are designed to save you money by utilising a form of book hire, and a bulk-purchasing system. Payment of these contributions is in lieu of parents having to purchase expensive books.

## **SCHOOL COUNCIL**

The Wagin District High School Council is made up of representatives from the parents and community, members of the general community, and the school staff.

The council has responsibility to:

- Take part in establishing and reviewing the school's objectives, priorities and policy directions
- Financial planning to support the above
- Promote the school in the local community
- Assist in formulating codes of conduct
- Determine dress code for the students
- To approve charges and costs



Council members are responsible for liaising with the groups they represent to ensure that decisions made at Council Meetings reflect their views. An election for parent representatives is held each year. The election of the P&C representative to School Council is held at the P&C Annual General Meeting each school year.

## **SCHOOL DEVELOPMENT DAYS 2017**

Our school development days for 2017 have been selected in consultation with teaching staff, comply with Department of Education gazetted dates and are approved by the School Council. The dates for 2017 are:

- Monday January 30<sup>th</sup>
- Tuesday January 31<sup>st</sup>
- Friday March 10<sup>th</sup> (Woolorama)
- Monday April 24<sup>th</sup>
- Monday August 21<sup>st</sup>

Please note that our January dates are compulsory and that August 21<sup>st</sup> is not the start of term.

## TERM DATES 2017

Students	Teachers
<b>SEMESTER 1</b>	
<b>TERM 1</b> Wednesday 1st February - Friday 7th April	Monday 30 <sup>th</sup> January - Friday 7 <sup>th</sup> April
<b>HOLIDAYS</b> Saturday 8 <sup>th</sup> April – Tuesday 26 <sup>th</sup> April	Saturday 8 <sup>th</sup> April – Sunday 23 <sup>rd</sup> April
<b>TERM 2</b> Wednesday 26th April - Friday 30 <sup>th</sup> June	Monday 24 <sup>th</sup> April – Friday 30 <sup>th</sup> June
<b>HOLIDAYS</b> Saturday 1 <sup>st</sup> July – Sunday 16 <sup>th</sup> July	Saturday 1 <sup>st</sup> July – Sunday 16 <sup>th</sup> July
<b>SEMESTER 2</b>	
<b>TERM 3</b> Monday 17 <sup>th</sup> July - Friday 22 <sup>nd</sup> September	Monday 17 <sup>th</sup> July - Friday 22 <sup>nd</sup> September
<b>HOLIDAYS</b> Saturday September 23 <sup>rd</sup> – Sunday 8 <sup>th</sup> October	Saturday 23 <sup>rd</sup> September - Sunday 8 <sup>th</sup> October
<b>TERM 4</b> Monday 9th October - Thursday 14 <sup>th</sup> December	Monday 9 <sup>th</sup> October - Friday 15 <sup>th</sup> December

## VISITORS TO THE SCHOOL

Please always sign in at the front office and wear a Visitor's Label when visiting the school. This is required as a Duty of Care towards our students.



## **Wagin District High School Communicating with the School**

The relationship between the home and the school plays a very important part in a child's education. Parents play a critical role in successful learning: they contribute much to their child's development and are among the most important influences on the way in which the child approaches learning.

Teachers are responsible for the more formal aspects of children's learning, and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents.

Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning that takes place in the classroom and to solve problems.

### **Matters relating to your child in the classroom**

Teachers report student performance to parents and caregivers in a range of forms. These could include formal and informal meetings and interviews, telephone calls, portfolios, learning journeys and student progress reports. This communication process involves parents as partners in their child's education and development.

All parents are encouraged to maintain regular contact with their child's teacher.

Unplanned meetings may not result in a positive outcome due to the preparation time required by teachers.

Please make an appointment through the school office, for a convenient time to discuss your child's progress.

### **Other School Matters**

Other enquiries and concerns relating to school issues should be directed to the office where the School Officer and the Registrar will determine the staff member with responsibilities in that particular area. A message will then be passed on to that person for a response. It may well be appropriate for one of the Deputies or Principal to address the matter. This does not relate to private or personal messages which should be dealt with out of school hours unless of an urgent nature.

### **Staff privacy**

Enquiries and concerns regarding school and student matters should be dealt with through the school, in school time. All staff have the right of privacy out of hours and ask for this right to be respected.

### **What to do if you have a problem**

- Identify the problem clearly before going to the school.
- If there is more than one problem, list them to ensure that the extent of the problem is clear to the school.
- Decide whether the problem is a concern, a query or a complaint. This will help in finding a solution.
- Make an appointment to talk with the teacher. This should be arranged through the school office.
- Stay calm. Even if you don't feel it, being calm will help your child's education. Positive two-way communication is required for this partnership to succeed.

**Parents and caregivers are responsible for:**

- Maintaining regular contact with their child's teacher to monitor the child's progress.
- Making a convenient appointment time to discuss student progress.
- Resolving concerns regarding student performance in a supportive manner with the child's teacher.
- Clarifying issues with the school rather than discussing them within the community. This will support a more effective line of communication between the school and parents/carers.
- Following due processes to discuss issues regarding student performance with the Deputy or Principal if the matter is unresolved at classroom level.
- Communicating with school staff in school time regarding the business of the school.
- Taking advantage of greater involvement in the school through the P&C Association, School Council.

**Teachers are responsible for:**

- Reporting student performance to parents and caregivers regularly through a range of forms, which could include meetings and interviews, telephone calls, portfolios, learning journeys and student progress reports.
- Resolving parent concerns relating to student and classroom issues, where possible.
- Referring parent enquiries, concerns and complaints to the Principal where appropriate.
- Communicating with parents and caregivers in school time regarding the business of the school.
- Maintaining confidentiality in dealing with each enquiry.

**The Principal is responsible for:**

- Ensuring whenever possible that concerns and complaints are resolved at the school level.
- Ensuring that enquiries, concerns and complaint procedures are communicated clearly to parents and community members.
- Ensuring that school policies and procedures are modified where necessary to address areas of concern.
- Maintaining confidentiality in dealing with each enquiry.



## Wagin District High School Complaints Handling

### **Objectives:**

To ensure that complaints lodged at Wagin District High School are resolved in a prompt and efficient manner.

To promote the highest standard of professionalism in dealing with our community.

### **Policy:**

Staff at Wagin District High School are responsible for managing the resolution of disputes and complaints lodged with us.

We will make every effort to promptly resolve disputes and complaints lodged with us according to the principles of procedural fairness.

Where we cannot resolve a complaint, the complainant, Principal or District Director can forward written complaints to the Director General of the Department of Education and Training.

### **Making a Complaint**

#### **Complaints can be made:**

verbally; by letter; by email; or by facsimile.

Help is available at the school to support complainants to formulate, write and lodge a complaint. Complaints can be lodged with the school using any of the contact methods listed above.

Written complaints should be addressed

**“PRIVATE AND CONFIDENTIAL”**.

The Principal  
Wagin District High School  
10 Ranford Street  
WAGIN WA 6315

### **Minimum information when making a complaint:**

You should provide the following information when making a complaint:

- your name and contact details;
- copies of any relevant correspondence or documents relating directly to the complaint;
- the nature of the complaint; and
- what you consider is needed to resolve the complaint.

In the case of a verbal complaint, where you do not want to be identified or to lodge the complaint in writing, we will endeavour to work directly with you to resolve the matter.

### **Responsiveness:**

We will acknowledge written complaints within 5 school days. We seek to resolve local complaints within 14 days. If because of the serious nature of the complaint, it is deemed necessary to forward it on to another section of the Department, we will do this without delay.

In all cases you will be kept informed of the progress of your complaint.

**Enquiring on a complaints progress:**

You may enquire as to the progress of your complaint at any time by directly contacting the appropriate person. At the time of lodging a verbal complaint, or in the acknowledgment letter for a written complaint, this person will be identified for you.

**Outcome of a complaint:**

We will advise you verbally or in writing of the outcome of the complaint. The outcome of all written complaints will be provided to you in writing.

**When you are unhappy with the outcome of a complaint:**

If you are unsatisfied with our attempts to resolve your complaint, you may wish to express your concerns to the Regional Executive Director. To do this contact:

**Regional Executive Director  
PO Box 394  
NORTHAM WA 6401**

While this request can be made verbally, it is preferable that it is made in writing. Help in making this request will be provided by us, or the district office, upon your request.

Complaints judged to be vexatious, trivial or without substance, or where it is judged to not warrant further action, will not be progressed. You will be advised of this decision in writing.

**Definitions:**

**Complaint:**

The expression of dissatisfaction with any aspect of government education and training. It may be general in nature or relate to particular staff, a part of the organisation, a policy or a decision. Any person may lodge a complaint, however, staff employed by the Department of Education and Training cannot use this process if they are acting in an official capacity. A complaint must contain sufficient detail to enable it to be addressed and recorded.

**Locally Managed Complaint:**

A verbal or written complaint made in relation to a school or staff member, and managed by the school.

**Centrally Managed Complaint:**

A complaint lodged in writing with the Director General of the Department of Education and Training, and managed at Central Office. Such complaints may be redirected to the local level to be managed if it is deemed appropriate.

**Complainant:**

**A person or persons lodging a complaint:**

As outlined in the Australian Standard AS 4269-1995 our complaints handling policy demonstrates:

**Commitment** - We recognise your right to complain and to have your complaint dealt with seriously.

**Fairness** - We understand the need to be fair in our complaints handling processes.

**Resources** - We have adequate resources for effective handling of complaints.

**Visibility** - Our complaints handling processes are available from our school office or can be arranged by ringing 9861 1877

**Access** - We accept complaints lodged by phone, fax, in writing and via email.

**Assistance** - Upon request, we will provide a complainant with the support needed to formulate and lodge a complaint.

**Responsiveness** - Complaints will be dealt with quickly and efficiently.

**Charges** - There will be no charge to the complainant for the raising of a complaint with us.

**Remedies** - Where a complaint results in the identification of changes that should be made to our processes, those changes will be made.

**Data Collection** - Data about complaints lodged with our school is collected and recorded.

**Systemic and Recurring Problems** - Complaints are regularly analysed for the identification and addressing of systemic and recurring problems.

**Accountability** - We report our complaints handling processes against our documented performance standards.

**Reviews** - We review our complaints handling process annually.

## VACCINE PREVENTABLE DISEASES

Tetanus, Diphtheria, Pertussis	2, 4, 6, months and 4 years
Measles, Mumps, Rubella	12 months and 4 years
Haemophilus (Hib) Heb B2	Birth, 2, 4, 6, 12 months
Polio – oral drops,	2, 4, 6, months and 4 years
Meningococcal C,	after 1 <sup>st</sup> birthday once only
Chicken pox,	after 1 <sup>st</sup> birthday once only
Influenza,	yearly
Pneumococcal disease	2, 4, 6, months
Rota Virus	2,4, months

## INFECTIOUS DISEASES

### CHICKEN POX

Transmission:	Airborne or droplet infection; direct contact with fluid from a vesicle of an infected person. Once the scabs are dry they are no longer infectious.
Incubation period:	13 to 17 days.
Period of communicability:	From 2 days before rash until all blisters have crusted.
Exclusion:	Exclude until at least 5 days after the eruption first appears. Some remaining scabs do not justify exclusion.
Contacts:	Any child with an immune deficiency (e.g. leukaemia); or receiving chemotherapy, should be excluded for their own protection.

### IMPETIGO (SCHOOL SORES)

Transmission:	Direct contact with an infected person.
Incubation period:	Usually 4 to 10 days.
Period of communicability:	Until sores are healed.
Exclusion:	Exclude until treatment has commenced. Sores on exposed surfaces must be covered with a dressing.
Contacts:	Not excluded.

## **HAND, FOOT AND MOUTH DISEASE**

Transmission:	Airborne or droplet infection or direct contact with the fluid in the blisters or contaminated nose or throat secretions.
Incubation period:	Usually 3 to 7 days.
Period of communicability:	While blisters are present. Faeces remain infectious for several weeks.
Exclusion:	Exclude until all blisters have crusted.
Contacts:	Not excluded.

## **HEAD LICE**

Transmission:	Close contact with an infected person.
Incubation period:	The eggs usually hatch in 7 to 10 days. Once hatched the lice are capable of laying eggs in 10 days.
Period of communicability:	Until lice and nits (eggs) are destroyed.
Exclusion:	Exclude until the treatment has commenced.
Contacts:	Do not exclude.
Note:	Head lice infestation does not transmit disease. For more advice contact school/child health nurse.

## **MEASLES**

Transmission:	Airborne or droplet infection; or direct contact with contaminated nose or throat secretions.
Incubation period:	8 to 14 days (usually 10 days)
Period of communicability:	About 4 to 5 days before rash begins until 4 <sup>th</sup> day after rash appears.
Exclusion:	Exclude for at least 4 days after the onset of the rash.
Contacts:	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Immunisation:	Measles/Mumps/Rubella vaccine is recommended at 12 months and 4 years.

## **PERTUSSIS (WHOOPING COUGH)**

Transmission: Airborne or droplet infection, or direct contact with contaminated nose or throat secretions.

Incubation period: 6 to 20 days. Usually 7 to 10 days.

Period of communicability: From onset of catarrhal symptoms to 3 weeks after onset of cough.

Exclusion: Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment..

Immunisation: Diphtheria/tetanus/pertussis (DTP) at 2, 4 6 months and 4 years.

## **RINGWORM**

Transmission: Direct contact with infected person, contaminated articles or animals.

Incubation period: 4 to 14 days.

Period of communicability: As long as lesions are present and viable spores persist on contaminated materials.

Exclusion: Exclude until the day after treatment has commenced.

Contacts: Not excluded.

## **RUBELLA (GERMAN MEASLES)**

Transmission: Airborne or droplet infection; direct contact with contaminated nose or throat secretions; mother-to-child.

Incubation period: 14 to 21 days. Usually 16 to 18 days.

Period of communicability: From 7 days before to at least 4 days after the onset of the rash.

Contacts: Not excluded.

Immunisation: Measles/Mumps/Rubella vaccine recommended at 12 months and again at 4<sup>th</sup> birthday. All females of childbearing age should ensure that they are immune.

## **SCABIES**

- Transmission: Skin contact with infected person or contact with infected clothing, towels or bedding.
- Incubation period: 2 to 6 weeks before onset of itching in individuals not previously infected. Those individuals who have been previously infected develop an itch 1 to 4 days after re-exposure.
- Period of communicability: Until mites and eggs are destroyed.
- Exclusion: Exclude until the day after treatment has commenced.
- Contacts: Not excluded. Family contacts will probably be infested and should be treated.

## WDHS FORMAL DRESS CODE

For students representing the school at special functions. (eg School Captains on Anzac Day).

- \* Navy skirt/grey dress trousers
- \* White cotton dress shirt with collar
- \* Black Blazer – loaned from school
- \* Stockings for girls

## OTHER INFORMATION ABOUT DRESS CODE

**Hair:** Hairstyles which inhibit the full and safe participation of a student in the curriculum will not be allowed.

**Head gear:** Hats are to be worn at all times in the school yard. Primary Students (K-6) wear a navy wide brimmed hat and Secondary (Yr 7-10) wear a cap free from advertising and/or slogans.

**Footwear:** Must be appropriate to the safety needs of the school. No thongs or open backed shoes. Closed in shoes are recommended.

**Logo:** Uniform items are pre-printed with the school logo.

## HOW THE SCHOOL WILL SUPPORT DRESS CODE

- \* Students will be encouraged and reminded to wear a uniform by Teachers, the Principal and Deputy Principals.
- \* Students who are frequently out of uniform will be followed up with a home contact by the Deputy Principal.
- \* The school will support parents as much as possible to keep students in uniform.
- \* Pre-loved uniforms will be made available for sale through the Uniform Shop.

# WAGIN DISTRICT HIGH SCHOOL



## School Dress Code

Our dress code has been developed in discussion between parents, students and teachers.

Wagin District High School values student safety and building a sense of community. The benefits of the School Dress Code are:

- Allows for easy identification and better care for our students when on excursions.
- Builds school identity and spirit.
- Allows for our school to be recognised in the community.
- Keeps costs of clothing reasonable for families
- It is a requirement for all students meet the dress code

## UPPER BODY DRESS

**Jumper:** Navy, with school logo

**Shirts:** Navy, with school logo

**Leavers Tops:** Year 10 Students only, these items may have hoods.

**Dress:** WDHS  
Hounds tooth print

**Winter Jackets:** Navy, with school logo

**Scarves:** Navy

### NOT ACCEPTABLE

Tank tops  
Low necklines  
Advertising Logos  
Denim  
Chequered Jackets  
Midriff tops  
Shearing Singlets  
Nail Polish

## LOWER BODY DRESS CODE

**Trousers, pants:** Navy

**Skirts:** Navy

**Shorts:** Navy

**Tracksuit Pants:** Navy (no stripes)

### NOT ACCEPTABLE

Overalls  
Excessively baggy trousers  
Excessively tight trousers or leggings  
Very short shorts or skirts/dresses  
Very long three quarter shorts  
Jeans (all types)

## EXCURSION DRESS CODE

Students going on excursions will be expected to wear uniform. Clothing may be provided if required.

## SPORT DRESS CODE

**School sport shorts** Navy  
**Shirts:** Faction coloured

### When Representing the School

**Shorts/skirts:** Navy

**Shirts:** Navy

**Shirts:** Navy

## JEWELLERY

Whilst each child has the right to express their own uniqueness, it is the role of the teachers and parents to help students to reflect on how their identity is shaped by concepts such as culture and fashion. In order to assist this, teachers and parents should encourage students to refrain from wearing jewellery at school. Jewellery and adornments which are dangerous or in any way inhibit the student's full participation in the curriculum will not be allowed.

# WAGIN DISTRICT HIGH SCHOOL



## ELECTRONIC DEVICES and STUDENTS ONLINE 2016

**Covering all ICT equipment, including mobile phones, programs, apps and online content that may be used.**

## **Background**

Wagin District High School (WDHS) is committed to making significant improvements to the level of technology integrated into the curriculum across the school. Students need to be provided opportunities to engage with a variety of learning tools in a safe and supported environment. The purchase and use of electronic devices came about from being part of the Improving Literacy and Numeracy National Partnership Program (ILNPP) and being a 1:1 Macbook school. The intention is to use devices across the school starting with iPads Kindy to Year 2 and Macbooks or iPads Yr 3-10. To support this WDHS has:

1. Invested in network infrastructure to adequately support a large number of mobile/wireless devices;
2. Invested in ICT tools for use by class teachers such as IWB (Interactive White Boards) to ensure teachers were able to present content/curriculum in a digital format;
3. Increased the number of mobile devices available for students including Macbooks and iPads.

The use of innovative technologies such as iPads, Macbook and Smart Phones are now required as critical for students as members of our society and as future employees. The use of ICT devices through use of apps for learning, specific programs and online resources will benefit students in many ways including: using Safari for web browsing, Camera to record students, Maps through Google Maps to find places in the world, YouTube to see online videos, Mail to access emails, Photos to make slideshows, as a digital media player, Notes for word processing and Calendar to use as a daily timetable. Families wishing to supply their child an electronic device for learning may be required to purchase specific apps or programs. School managed devices will have apps or programs added by the school administration only.

## **Purpose**

ICT is to be provided and used as a tool to assist student learning.

## **Online Services**

Wagin District High School recognises the importance of maintaining cybersafe classrooms. The internet offers enormous potential benefits for learning and teaching and socialising. Web technologies offer great opportunities for students and teachers to contribute to the web, this can include: blogs and personal spaces such as MySpace and Facebook. When we publish or share work with digital technologies we need to consider who sees it. The wireless capacity of 1- to-1 devices such as the iPad will enable students to access the internet for information and research and to connect with their peers for communication and collaboration. With this increased capacity to connect comes an increased need for students to understand the ethical and legal (including privacy and copyright) considerations for safe and responsible behaviour online.

Teachers are strongly encouraged to familiarise themselves with the resources available at this site <http://www.det.wa.edu.au/education/cmis/eval/curriculum/ict/cyberbullying/> and to highlight safe and responsible use of the internet as a regular part of their learning and teaching program.

Wagin District High School will consider the Me We See model when considering cybersafe classrooms. This is a simple description of the spaces that we can work in.

- Me is a personal, private space, only you can see such as on your iPad.
- We is a community space that is secure; you know the members and you have an identity known to others. We spaces include the Ultranet or SPS school intranets.
- See is a space that will give you a world-wide audience and includes spaces such as websites and YouTube.

## Definitions

**App:** Short for application is a program which can be downloaded onto the iPad via the iTunes store – located on the iPad or computer – either by syncing or with wireless networks. There are also web apps which can be accessed through Safari, the web browser on the iPad.

**Sync or Syncing :** Syncing (short for synchronisation) is the process by which data is moved from a computer to an iPad. iPad Syncing is employed when users want to add or remove content - songs, albums, movies, TV shows, podcasts, etc. - to their iPads. It is used to synchronize (thus the term sync) the contents of the iTunes library on the computer and the iPad library on the device. Syncing is performed by connecting the iPad to the computer using the iPad cable. Syncing is usually automatically initiated when the iPad is connected.

## Links with PBS

It is expected that teaching staff will explicitly teach students the expectations of using ICT across the school according to our whole school ICT Behaviours Expectations:

ENGAGED	MANNERS	UNDERSTANDING	STRIVE
<ul style="list-style-type: none"><li>• Use IT equipment appropriately</li><li>• Shut down and store IT equipment correctly</li></ul>	<ul style="list-style-type: none"><li>• Keep food and drinks away from the IT equipment</li><li>• Respect IT equipment and report breakages</li><li>• Treat others respectfully while online</li><li>• Screen down when asked</li><li>• Wash hands before using IT equipment</li></ul>	<ul style="list-style-type: none"><li>• Share equipment</li><li>• Be patient</li><li>• Access appropriate websites</li><li>• Close laptops when walking</li></ul>	<ul style="list-style-type: none"><li>• Games and music only when allowed</li></ul>

# WAGIN DISTRICT HIGH SCHOOL ELECTRONIC DEVICES POLICY GUIDELINES

## ACCESS AND SECURITY

### **Principal must:**

Monitor what apps, programs, devices are purchased and the purpose of them for student learning.

Tailor disciplinary action to meet specific concerns when students breach the agreement.

Inform students of the consequences should they breach their charter.

Promptly address the misuse or destruction of any ICT device.

### **Coordinators must:**

Be the only staff members (admin exempt) to **sync** any iPad device at any time (unless specific permission is granted).

Be the only staff members (admin exempt) to **download or purchase apps** for use for students or staff at any time through iTunes (unless specific permission is granted).

Be the only staff members to **change security settings** on any ICT devices at any time (unless specific permission is granted).

Purchase relevant apps or programs for students use after approval from Principal.

### **Teachers must:**

Be aware of their responsibilities for supervising student use of ICT devices.

Provide appropriate supervision for students using ICT devices at school.

Receive an Electronic User Charter signed by the student (Years 4-10) or by the parent (K-3) before granting students access ICT.

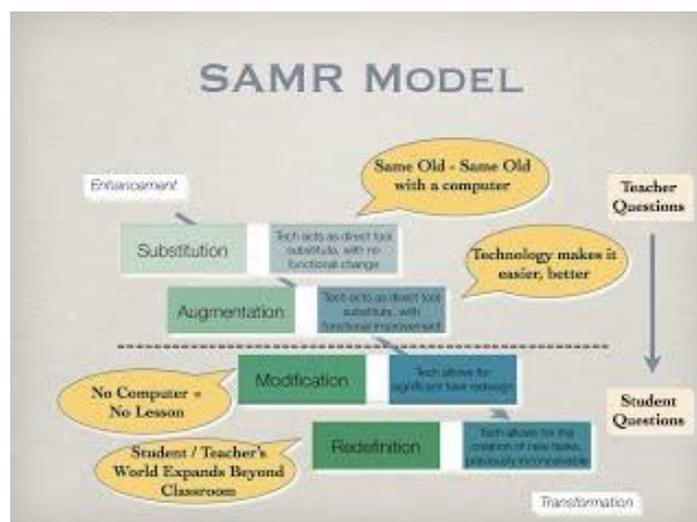
Tailor disciplinary action to meet the specific concerns when students breach the charter.

Inform students of the consequences (e.g. withdrawal of iPads use) should they breach their charter.

Report any damage to any ICT device to the Coordinators immediately.

Consider the We See Me model for online spaces and communities.

Work from the SAMR model to assist with digital technology integration into the classroom.



# WAGIN DISTRICT HIGH SCHOOL

10 Ranford Street

WAGIN WA 6315

Telephone: 9861 1877

Facsimile: 9861 1835

Email: [Wagin.DHS@education.wa.edu.au](mailto:Wagin.DHS@education.wa.edu.au)

Website: [www.wagindhs.wa.edu.au](http://www.wagindhs.wa.edu.au)



## Electronic Devices Usage Code of Conduct

Dear Parents/Guardians,

I am writing to seek approval for your child to use Apple iPads, Windows Pro or Macbooks as a 1-to-1 learning device. The focus of the program at Wagin DHS is to provide tools and resources to the 21st Century Learner and improve literacy learning.

These devices are at the forefront of digital technology and coupled with their use in education make them a valuable tool for teaching and learning in this rapidly changing world. This includes the use of approved 'apps' to enhance and complement student learning such as eBooks, spelling and phonics games, developing questioning skills and recording reading.

If you agree to your child using electronic devices please complete the *Electronic User Charter*. You will also need to ensure that your child reads or understands the *Electronic User Charter*. This charter will need to be signed by parents and guardians of children in Kindergarten to Year 3. Students in years 4-10 will need to read and sign the agreement themselves as well as a parent/guardian. The signed document will need to be returned to the school before your child can access any ICT learning devices.

Yours Sincerely,

Cassandra Harris-Moroney  
Principal



**WAGIN DISTRICT HIGH SCHOOL**  
 ICT User Charter  
 Students K-3

ICT Usage:

My child agrees to follow the rules set out below when using ICT at school:

- I will ask the teacher before I use ICT
- I will tell the teacher if I see something that makes me uncomfortable
- I will take care of all the equipment
- I will not change the iPad or Computer settings
- I will not intentionally download or remove any apps or programs

ENGAGED	MANNERS	UNDERSTANDING	STRIVE
<ul style="list-style-type: none"> <li>• Use IT equipment appropriately</li> <li>• Shut down and store IT equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep food and drinks away from the IT equipment</li> <li>• Respect IT equipment and report breakages</li> <li>• Treat others respectfully while online</li> <li>• Screen down when asked</li> <li>• Wash hands before using IT equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Be patient</li> <li>• Access appropriate websites</li> <li>• Close laptops when walking</li> </ul>	<ul style="list-style-type: none"> <li>• Games and music only when allowed</li> </ul>

I understand if I break the rules:

- I may not be allowed to use ICT
- The police may be contacted

I agree for my child to abide by the ICT User Charter. I understand that if my child breaks any of the rules stated above it may result in disciplinary action determined by the principal in accordance with the Department's Behaviour Management in School's Policy.	
Name of Student:	
Parent Signature:	
Date:	



**WAGIN DISTRICT HIGH SCHOOL**  
ICT User Charter  
Students 4-10

**ICT Usage**

I agree to follow the rules set out below when using ICT at school:

- I will ask the teacher before I use ICT
- I will follow all of the teacher's instructions when using ICT
- I will not give out my password to other people
- I will not let other people log on to my account
- I will tell the teacher if I think someone is using my account
- I am responsible for anything that happens when my account is used
- I will tell the teacher if I see something that makes me feel uncomfortable
- I will only use work from the Internet if I have asked the teacher
- I will not access sites that I have been told not to access (eg YouTube, facebook, MySpace etc) unless the teacher gives permission
- If I download pictures or work I will state the source
- I will not give out my name, phone number, address, name of the school or photographs without checking with my teacher
- I will take care with all of the equipment
- I will not change the iPad, Macbook or Computer settings
- I will not use ICT to be mean, rude or unkind to other people
- I will ensure any email I send or work that I publish is polite, carefully written and well presented

I understand if I break the rules:

- I will be held responsible for any breaches caused by myself or another person using my account
- I may not be allowed to use ICT
- The police may be contacted and I may be held legally liable for any offences committed

I agree to abide by the ICT User Charter.

I understand that if I break any of the rules stated above it may result in disciplinary action determined by the principal in accordance with the Department's Behaviour Management in School's Policy.

Name of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_



# WAGIN DISTRICT HIGH SCHOOL

10 Ranford Street  
WAGIN WA 6315  
Telephone: 9861 1877  
Facsimile: 9861 1835  
Email: Wagin.DHS@education.wa.edu.au  
Website: www.wagindhs.wa.edu.au



## Permission to publish Images of students and students' work

Dear Parent/Guardian,

Your permission is sought for the school to publish video or photographic images and/or samples of your child's work taken during school activities.

If you give permission, the school may publish the images internally on Department of Education intranet sites, in online and hard copy school newsletters, Department of Education public Internet websites, school annual magazines and local newspapers. If published externally to an open website or publication, third parties would be able to view the photographs and work.

By signing the attached consent form you agree to the following:

- The school will only publish the first name of the student. Family names will not be revealed.
- The images or work samples would be used for the purpose of educating students, promoting the school, or promoting public education.
- The images or work samples may be reproduced as many times as required for these purposes.

Any video or photograph captured by the school will be kept for no longer than is necessary and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of your child, the Department of Education cannot guarantee that your child will not be able to be identified from the video, photograph or work sample.

Please complete the consent form below and return it to the school by **26 February 2016**. This consent, if signed, will remain effective until such time as you advise the school otherwise.

Cassandra Harris-Moroney  
Principal  
Wagin District High School

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### CONSENT FORM

I agree/disagree (please select) to the school capturing images of my child during school activities for use in educating students, promoting the school and promoting public education. I also agree to the publication (electronic and/or print) of images and/or samples of my child's work in a range of ways including, but not limited to, websites, intranet sites, school newsletters (print and online), magazines and the electronic and print external media subject to the conditions set out above.

I will notify the school in writing if I wish to withdraw this consent.

Name of student: \_\_\_\_\_ Form / Class: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# **Wagin District High School**

## **Pastoral Care and Behaviour Management in Schools Policy**

Approved by School Council

# **STUDENT BEHAVIOUR MANAGEMENT in SCHOOLS POLICY**

## **OVERVIEW**

The following document aims to provide guidelines to all members of the Wagin District High School community for the successful management of student behaviour.

In keeping with the school ethos all students, teachers and parents have the right to an orderly, safe and pleasant school environment where students can exercise the right to learn and teachers the right to teach.

Effective student management is essential in the development of self-disciplined students who choose to learn and develop into valued members of the community.

This BMIS document stresses the need for a consistent, positive, approach which actively encourages students in their education. It ensures individual's rights and responsibilities are not infringed upon, by providing an appropriate and logical sequence of consequences for student behaviour.

## **MANAGEMENT AND REVIEW PROCEDURE**

1. All staff will review the school's behaviour management procedures each year and take amendments to the school council for ratification.
2. Behaviour management issues are to be scheduled for discussion and resolution when required.
3. Behaviour expectations and reminders will be regularly communicated to the school community using the School Newsletter and school assemblies.
4. All staff have the responsibility of monitoring student behaviour.
5. When required, behaviour management meetings will be convened by the Deputy with students and families.
6. All staff have the responsibility of ensuring the consistent use of the agreed behaviour management procedures throughout the year.
7. A system of rewards for individual and group excellence will be negotiated with recipients to encourage positive behaviour and achievements.

## **GENERAL PRINCIPLES OF CLASSROOM MANAGEMENT**

It is understood that teachers will adopt individual classroom management expectations that align with the Wagin DHS EMUS behaviour matrix. These will be reflected in the teacher's classroom policy documents.

General principles include:

1. The development of an inclusive, safe working environment.
2. The development of a positive working relationship which supports student participation.
3. Ensuring students clearly understand what is and what is not acceptable behaviour.
4. An emphasis on appropriate and logical consequences of behaviour following the BMIS flow chart.
5. Teachers to be fair, firm and consistent in regard to acceptable standards of behaviour.
6. All endeavours are made to work out a solution when problems occur.
7. Use the PBS EMUS behaviour matrix.

“Teaching behaviour as relentlessly as we teach reading or other academic content is the ultimate act of prevention, promise and power underlying PBS.”

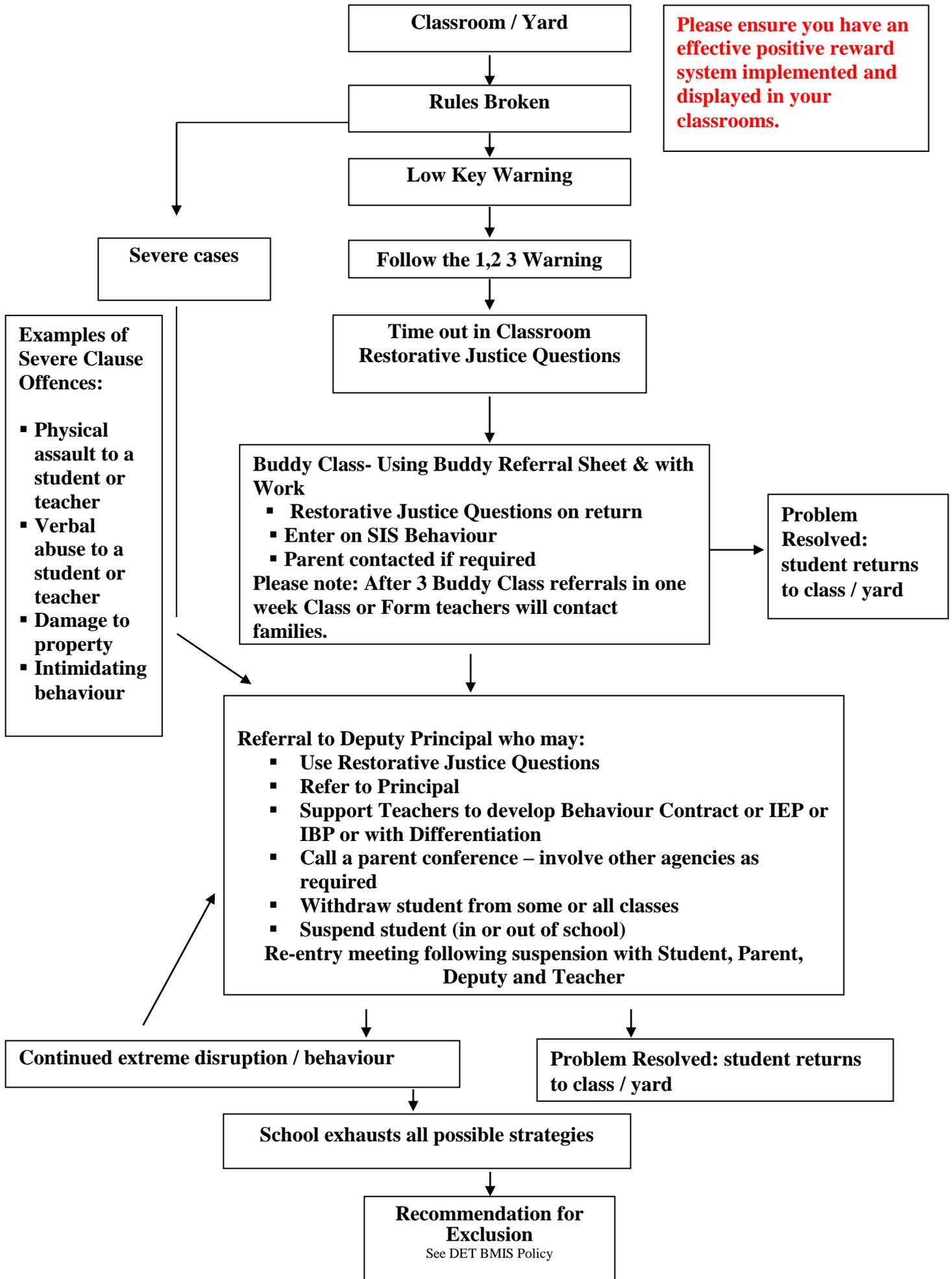
Algozzine, Wang & Violette: 2011

## **BUILDING A POSITIVE SUPPORT ENVIRONMENT**

**Positive interaction is an important aspect of effective classroom discipline and teachers create this:**

1. Building positive relationships with students.
2. Encouraging students by:
  - (a) Provide positive feedback, encouragement and praise, noticing improvement, effort, contribution and persistence.
  - (b) Recognising their strengths
  - (c) Expressing confidence in them
  - (d) Providing opportunities for them to be valued, and successful
  - (e) Demonstrating respect and courtesy to them.
3. Concentrating on making **positive comments** acknowledging acceptable behaviour rather than waiting for misbehaviour.
4. Talking openly and positively to students after confrontational incidents.
5. Addressing the work or negative behaviour of the student and not the student as a person.
6. **Providing a stimulating and engaging environment.**
7. Being prepared for, competent in and enthusiastic about the material being taught.
8. **Actively listening to students** by:
  - (a) Making a response, which conveys understanding of the other individual and the situation he/she is in;
  - (b) Ensuring that verbal statements and non-verbal behaviour correspond.
9. **Regularly using reward systems**, such as:
  - (a) Merit Certificates, Student of the Week, Letter of Commendation, EMUS cards
  - (b) Commendations of work – Deputies and Principal are pleased to be shown exemplary student work and will write a commendation on that work and will give feedback.

# Wagin DHS BMIS – Flow Chart



*NOTE: The BMIS policy takes into consideration a child who has a recognised disability and will be applied accordingly. This could include the use of after school detention, in-school suspension and out of school suspension.*

	Engaged	Manners	Understanding	Strive
<b>Whole School:</b> <b>All the time</b>	<ul style="list-style-type: none"> <li>• Arrive on time ready to start</li> <li>• Remain in appropriate areas</li> </ul>	<ul style="list-style-type: none"> <li>• Use common courtesies when greeting</li> <li>• Keep hands and feet to yourself</li> <li>• Use appropriate language</li> <li>• Keep to the left when walking in corridors and verandas</li> <li>• Walk through the school quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate positively</li> <li>• Accept each other's differences</li> <li>• Care for other people and the environment</li> </ul>	<ul style="list-style-type: none"> <li>• Wear the correct school uniform</li> <li>• Do your best</li> <li>• Attend everyday</li> </ul>
<b>Learning Areas</b>	<ul style="list-style-type: none"> <li>• Be organized and on time</li> <li>• Work collaboratively</li> <li>• Be an active learner</li> </ul>	<ul style="list-style-type: none"> <li>• Help others</li> <li>• Listen actively</li> <li>• Raise your hand to speak</li> <li>• Leave your classroom and work areas tidy</li> </ul>	<ul style="list-style-type: none"> <li>• Start your work straight away</li> <li>• Follow instructions</li> <li>• Care for and respect resources</li> </ul>	<ul style="list-style-type: none"> <li>• Complete homework</li> <li>• Stay on task</li> <li>• Aim to improve</li> </ul>
<b>Play Areas</b>	<ul style="list-style-type: none"> <li>• Be aware of others</li> <li>• Play safe</li> <li>• Play in appropriate areas</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the duty teacher</li> <li>• Use appropriate language</li> <li>• Share and take turns</li> <li>• Be a good team member</li> </ul>	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Wear your hat</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solve: Stop, Think, Act</li> <li>• Put rubbish in the bin</li> <li>• Respect the environment</li> </ul>
<b>Eating Areas</b>	<ul style="list-style-type: none"> <li>• Sit when eating</li> <li>• Place all rubbish in the bin</li> <li>• Hold all sport equipment still</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the duty teacher</li> <li>• Eat with your mouth closed</li> <li>• Talk respectfully</li> </ul>	<ul style="list-style-type: none"> <li>• Invite others to sit with you</li> <li>• Wait for duty teacher to release you</li> <li>• Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated until released</li> <li>• Pick up any rubbish</li> </ul>
<b>Information and Communications Technology (ICT)</b>	<ul style="list-style-type: none"> <li>• Use IT equipment appropriately</li> <li>• Shut down and store IT equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep food and drinks away from the IT equipment</li> <li>• Respect IT equipment and report breakages</li> <li>• Treat others respectfully while online</li> <li>• Screen down when asked</li> <li>• Wash hands before using IT equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Be patient</li> <li>• Access appropriate websites</li> <li>• Close laptops when walking</li> <li>• Games and music only when allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Increase your ICT skills</li> </ul>
<b>Before &amp; After School</b>	<ul style="list-style-type: none"> <li>• Listen to staff</li> <li>• Get organized for the day</li> <li>• Return all equipment to appropriate areas</li> <li>• Move safely when arriving and leaving school</li> </ul>	<ul style="list-style-type: none"> <li>• Say good morning or good afternoon to others</li> <li>• Wait to be released at the end of the day</li> </ul>	<ul style="list-style-type: none"> <li>• Be safe on the school bus</li> <li>• Arrive and leave the school grounds safely</li> <li>• Be on time for breakfast club</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your area before you go home</li> <li>• Be road aware</li> </ul>



# BUDDY CLASS REFERRAL

Student: \_\_\_\_\_ Year: \_\_\_\_\_

Date: \_\_\_\_\_

Referring Teacher: \_\_\_\_\_

Work Provided: Yes  No

Time sent to Buddy Class: \_\_\_\_\_

Time to be spent in Buddy Class (circle)

5min            10min            15min

Reason for Buddy Class:

- Disruptive Behaviour
- Inappropriate language
- Refusal to participate in set task
- Arguing with teacher
- Other

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**Buddy Teacher comments:**

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Time Sent back to Class: \_\_\_\_\_