

# Wagin District High School



## 2021

# Parent Information Booklet

Our Vision: To provide an empowering environment for life-long learning.  
Whole School Expectations: Be Engaged Use Manners Show Understanding Always Strive

# Welcome to Wagin District High School

At Wagin District High School, we pride ourselves on our school motto to Aim High.

Our school vision: to provide an empowering environment for life-long learning, underpins all of our decision making.

On behalf of myself and all staff members, we welcome you to Wagin District High School and look forward to sharing your child's learning journey together.

Tracy Pickering  
Principal

## SCHOOL INFORMATION

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Address: 10 Ranford Street WAGIN WA 6315

Telephone: 08 9861 3200

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)

### Staffing

Principal: Ms Tracy Pickering

Manager Corporate Services: Mrs Ann Ward

### Term Dates

Term 1 Monday 3 February – Thursday 9 April

Term 2 Monday 28 April – Friday 3 July

Term 3 Monday 20 July – Friday 25 September

Term 4 Monday 12 October – Thursday 17 December

### School Development Days

Thursday, 28 January

Friday, 29 January

Friday, 5 March

Friday, 17 December

(2 additional days to be confirmed)

### Public Holidays

Labour Day – Monday 2 March

Good Friday – Friday 10 April

ANZAC Day – Monday 27 April

WA Day – Monday 1 June

### Kindergarten Days

Semester 1 - 2x full days: Monday and Wednesday.

Semester 2 - 3x full days: Monday, Wednesday and Friday.

### School Times

8:30 a.m.	Classrooms open
8:50 a.m.	School commences
10:40 a.m.	Recess
12:40 p.m.	Lunch
3:00 p.m.	School Finishes

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## ASSEMBLIES

Whole School Assemblies are led by the Student Councillors with each primary class being responsible for presenting one item a year, celebrating what they have been learning. The assemblies also involve merit certificates and awards being presented by the Principal. The assemblies are held in the Brenda O'Neill Courtyard at 9.00am on selected Fridays. Details and dates of assemblies will be published in the school newsletter and website.

## ATTENDANCE

### Arrival and Departure

The official starting time for school is 8.50am. Children are not permitted to be at school before 8.30am - 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 8:30 a.m. Parents are welcome to stay with their child until 8:45 a.m.; when the school day starts.

Please be prompt in picking up your child at the end of school each day (3:00 p.m.)

### 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. Family holidays are not acceptable reasons for absences. Students are required by law to attend school until the end of the year they turn 17.

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 are absent, an SMS is sent to a parent requesting a reason for the absence.

The below table presents information regarding the educational risk to students through non-attendance.

### 1 or 2 days a week may not seem like a lot but...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...	Which means the best your child might perform is...	
1 day per fortnight	20 Days per year	4 Weeks per year	Nearly 1.5 years!	Your Child	
				Other Children	
				Equivalent to finishing in Year 10	
1 day per week	40 Days per year	8 Weeks per year	Over 2.5 years!	Your Child	
				Other Children	
				Equivalent to finishing in Year 9	
2 days per week	80 days per year	16 weeks per year	Over 5 years!	Your Child	
				Other Children	
				Equivalent to finishing in Year 7	
3 days per week	120 days per year	24 weeks per year	Nearly 8 years!	Your Child	
				Other Children	
				Equivalent to finishing in Year 6	

## BIRTHDAYS

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Parents are welcome to bring a cake or cupcakes for the class to share as part of your child's birthday celebration. If you wish to do this, please contact the class teacher beforehand to check if there are any allergies to consider.

## BOOKCLUB

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Throughout the year, students have the opportunity to purchase things through Scholastic Bookclub. If you want to purchase something, payment needs to be given to the class teacher by the set due date, either in **cash, cheque (made out to Wagin DHS)** or **online via LOOP**. Orders will then be sent to the school and distributed.



**Book Club LOOP**  
The EASIEST way for parents to order and pay for Book Club!

**Parents: Are you registered for LOOP?**  
**LOOP** is the easiest way for you to order and pay online for your child's Book Club order, if you wish to pay by credit card.

Parents who are registered for **LOOP** receive exclusive sneak peeks, downloads and offers throughout the school year—don't miss out!

**BONUS!**

Head to **[scholastic.com.au/LOOP](https://www.scholastic.com.au/LOOP)** and register today!

**SCHOLASTIC**

The advertisement features a blue header with the 'Book Club LOOP' logo and a tagline. Below this, the text explains the benefits of the LOOP service. A 'BONUS!' graphic with a starburst effect is placed next to the text about exclusive offers. At the bottom, there is an illustration of two children reading books and the Scholastic logo.

## BREAKFAST CLUB

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Each morning from 8:30 a.m. to 8:45 a.m. 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.

## BUSES

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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)

## CHAPLAIN

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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.

## CLOTHING

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Parents are requested to send their children to school in uniform as it assists them develop pride in their school and a sense of belonging and inclusion. 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.

### **Uniform Shop**

School uniforms are available for purchase through the school Uniform Shop which is open on Friday mornings between 8:30 a.m. and 10:00 a.m. 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 or proof of payment.

Our Dress Code has been developed with input from parents, students and staff. A copy of the school's Dress Code Policy can be found on our school website. Pamphlet style copies of the policy are available from the school.

### **School Factions**

Students are placed in factions upon enrolment. Wagin DHS has three factions; Canning (gold), Norring (green) and Puntapin (red). Children are required to wear faction colours for event days such as Faction and Swimming Carnivals.

### **No Hat, No Play Policy**

All Primary children must wear a blue bucket school hat 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.

### **Practical Learning Areas**

#### Physical Education / Sports

Faction/House coloured shirt, with blue shorts. Physical Education clothes should suit the weather. Secondary students are encouraged to change prior to and after Physical Education periods.

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; e.g. English or Mathematics.

#### Home Economics

Home Economics students must wear covered shoes in accordance with Safety Council Regulations. Aprons must be worn when preparing food.

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

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. Safety glasses are necessary in Design and Technology (provided by the school).

## **FORMAL REPORTS**

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K	End of semester one – progress report End of semester two – progress report
PP – 6	End of semester one – formal report End of semester two – formal report
7 – 10	End of term one – interim progress report End of semester one – formal report End of term three – interim progress report End of semester two – formal report

## **LEAVING SCHOOL GROUNDS**

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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 who go home for lunch are expected to be under the care of an adult. They must return to school by 1.20p.m. and sign back in at the front office.

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**

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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**

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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 front office.

## **LUNCH**

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Please pack a healthy lunchbox for your child and a drink bottle filled with water only - not cordial or juice. Sandwiches and snacks of nutritional value are highly recommended and necessary for your child's physical and academic development. Some suggestions of healthy snacks include fruit and veggie sticks, yoghurt as opposed to Yogo, crackers as opposed to biscuits with high sugar levels, and cheese portions.

### **Canteen**

The canteen is open on Mondays, Wednesdays and Fridays. 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 and is always available from the front office and the school website.

Lunch orders are handed in to the class teachers in years K, P, 1, 2, 3 & 4. 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 5 - 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. 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 0459 064 160 if you are able to help out. It's a great way to meet people.

### **Allergies**

Wagin DHS is an allergy aware environment. This means that nuts or nut products such as Nutella or peanut butter should be avoided due to some students and teachers having severe allergies.

Please keep this in mind as you pack your child's lunch.



### **Crunch and Sip**

Wagin DHS is a Crunch & Sip school. 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.

### **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 1.20 p.m. and sign back in at the front office.

## **MESSAGES**

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Verbal messages via children between home and school are discouraged. Please communicate with school either by email, letter or telephone (9861 3200). 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.

## **MONEY AND VALUABLES**

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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**

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The school newsletter is prepared fortnightly on a Wednesday and can be viewed online on the school's website: <http://www.wagindhs.wa.edu.au>. You can also subscribe on the website to receive the school newsletter via email. Parents are urged to read it as it contains many items relating to school activities or changes in routines. The deadline for school related articles to be included in the newsletter is 3.00p.m. the Tuesday before.

## **PARKING**

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Parent parking near the school is available on Tavistock Street and 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.

Please note that school buses park directly out the front of the school (Ranford Street) for both drop off and pick up. This area is not to be parked in during these times.

## PARENT INVOLVEMENT

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We believe that children's learning journeys should be a partnership between teachers and parents/families and therefore welcome your involvement in our classrooms. At any time of any day feel free to come in and help.

### **Meeting with Teachers**

If you would like an interview or time alone to speak with your child's teacher, a suitable time can be arranged by either speaking with them directly or by contacting the school office.

### **Parents and Community (P & C)**

The P & C meets twice a term and is comprised of parents, teachers, community members and the Principal. They play an important role in supporting the school and students through fundraising, applying for grants to attract additional funds and assisting with events such as faction carnivals. Anyone is invited to attend and join the P & C.

Even if you are not a member of the P & C, you are welcome to support the school throughout the year with P & C events such as fundraising, working bees, catering etc. All details of events are notified through the school newsletter.

### **School Council**

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

They meet once a term to undertake the following responsibilities:

- Take part in establishing and reviewing the school's objectives, priorities and policy directions.
- Financial planning to support the above.
- Promoting the school in the local community.
- Assist to formulate 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.

### **Visitor Pass**

Visiting parents or guests must sign the 'Visitors Book' at the school administration office or cluster kitchen and wear a visitor's pass at all times while on school grounds. Passes should be returned prior to leaving.

## POSITIVE BEHAVIOUR SUPPORT

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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
Whole School: All the time	<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>
Learning Areas	<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>
Play Areas	<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>
Eating Areas	<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>
Information and Communications Technology (ICT)	<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>
Before & After School	<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**

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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.

## **STUDENT HEALTH CARE**

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### **Dental Treatment**

Each year the dental van comes to school to conduct dental treatments and services. Families are contacted directly by the School Dental Service.

### **Head Lice**

Head lice are a constant occurrence in the school environment. Please check your child's hair regularly and treat it as required before sending them back to school. Long hair should always be tied back.

### **Illness/Injuries**

Sick students should be kept at home. If a student becomes ill at school or has an accident, he/she will be cared for by staff, and parents will be contacted. If a student suffers a serious accident that requires emergency care, he/she will be transported by Ambulance to hospital.

### **Medical Conditions**

If your child has an allergy, parent/guardians are required to provide a medical management/action plan. This plan will be followed in the event of an incident relating to our child's health care needs. Parents are required to notify staff and the front office of any changes to medical conditions or allergies your child may have, and complete the necessary health plans. Health care records are required by the Department of Education to be reviewed annually or sooner if your child's needs change.

### **Medication**

Staff will administer prescribed medications to your child on your request only and within the following guidelines:

- Parent/guardian complete an administration of medication form. This can be collected at the front office.
- The staff member administering medication will sign the medication form when medication is given.
- Staff will only administer medication to a child if his/her name is on the label of the medication.
- All medication must be handed to the front office staff for safe storage/handling. Under no circumstances can medication be left in a student's school bag.

### **School Health Nurse**

The School Health Nurse, Lana Grzinic, visits the school every Wednesday to conduct health screenings, hearing and eyesight checks. Parent consent is required before any testing is undertaken. Specific requirements can be expressed to your class teacher to seek a referral. Some time is spent assisting teachers in the classroom with courses concerned with Parenthood, Drug Awareness, Growing Up and Health Education.

### **Speech and Occupational Therapy**

Wagin DHS accesses speech and occupational therapy services through Southern Wheatbelt Primary Health located in Narrogin. A referral can be made through class teachers.

### Other Services

Wagin DHS has access to a School Psychologist and Visiting Teachers from the School of Special Educational Needs. To request services or assistance, please speak with your child's teacher or the Deputy Principal.

## SCHOOL CONTRIBUTIONS

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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 enquire at the front office.

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 WEBSITE / FACEBOOK

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Wagin DHS has a website with up to date information. Below is a list of some of the things you can find online:

- Fortnightly newsletters. On the home page, there is an option to **subscribe**. Once completed you will receive our fortnightly newsletter via email.
- Term and assembly dates
- Uniform list and canteen prices
- Whole School Policies.

Check it out at <https://www.wagindhs.wa.edu.au>

As well as our website, we also have a Facebook page which is used to promote our school, celebrate student achievement and share the educational experiences of your children.

## SOCIALS

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