

Wagin District High School



2026

Parent Information Booklet

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.

Amber Ward
Principal

SCHOOL INFORMATION

Address: 10 Ranford Street WAGIN WA 6315
Telephone: 08 9861 3200
Email: wagin.dhs@education.wa.edu.au
Website: www.wagindhs.wa.edu.au

Staffing

Principal: Mrs Tracy Pickering
Manager Corporate Services: Mrs Natalie Reed

Term Dates

Term 1 Monday, 2 February – Thursday, 2 April
Term 2 Tuesday, 21 April – Friday, 3 July
Term 3 Monday, 20 July – Friday, 25 September
Term 4 Tuesday, 13 October – Thursday, 17 December

School Development Days

Friday, 6 March
Monday, 20 April
Monday, 31 August
Monday, 12 October
Friday, 18 December

Public Holidays during term

Labour Day – Monday, 2 March
Good Friday – Friday, 3 April
ANZAC Day holiday – Monday, 27 April
WA Day – Monday, 1 June

Kindergarten Days

Term 1 & 2 - 2x full days: Monday and Wednesday.
Term 3 & 4 - 3x full days: Monday, Wednesday and Friday.

School Times

8:35am	Classrooms open
8:50am	School commences
10:40am	Recess
12:40pm	Lunch
3:00pm	School Finishes

CONTENTS

Assemblies	2
Attendance	2
Arrival and Departure.....	2
Absences	2
Bookclub.....	3
Breakfast Club	3
Buses.....	3
Chaplain.....	3
Clothing	4
Uniform Shop	4
Dress Code.....	4
School Factions.....	4
No Hat, No Play.....	4
Sunscreen	4
Practical Learning Areas	4
Formal Reports	5
Leaving School Grounds	5
Library.....	5
Lost Property	5
Lunch	5
Allergies.....	6
Crunch & Sip.....	6
Deliveries.....	6
Lunch Time Procedures	6
Messages	6
Money and Valuables	6
Newsletter	7
Parking.....	7
Parent Involvement	7
Visitor Pass.....	7
Working with Children Check Requirements for Volunteers	7
Meeting with Teachers	7
Connect and Respect Expectations	7
Parents and Community (P&C)	8
School Council.....	8
Positive Behaviour Support and Good Standing	8
Student Council	11
Student Health Care	11
Dental Treatment	11
Head Lice	11
Illness/Injury	11
Medical Conditions.....	11
Medication	11
School Health Nurse	11
Speech and Occupational Therapy	12
Other Services	12
School Contributions	12
School Website/Facebook.....	12

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. 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 8:35am Parents are welcome to stay with their child until 8:50am; when the school day starts.

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

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 unless a formal exemption is in place.

The Attendance Rolls kept by the teachers are legal documents. 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

BOOKCLUB

Throughout the year, students have the opportunity to purchase items through Scholastic Bookclub. If you want to purchase something this must be done **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 and register today!

SCHOLASTIC

BREAKFAST CLUB

Breakfast Club is open from the Canteen each morning from 8:30am to 8:45am. 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

There are five 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

CHAPLAIN

The Chaplains' role at Wagin DHS is to promote social, emotional and spiritual wellbeing through role modelling, mentoring, pastoral care, structured activities and programs. The Chaplain is uniquely placed to connect with students through quality time and significant conversations about **everyday life**. The Chaplain

provides a one on one service via self or staff referral and is a visible support person, proactively placed into classrooms and play areas where incidental conversations, mediation and support occurs. Our Chaplain contributes to the protective factors for students as a key member of the wellbeing team at Wagin. Our Chaplain coordinates Breakfast Club, Volunteer programs, BUZ and Drumbeat as well as assisting with Protective Behaviours, Zones of Regulation and other initiatives that facilitate student connection and improved wellbeing.

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

CLOTHING

Parents are requested to send their children to school in uniform as it assists them to 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.

Uniform Shop

The Uniform Shop is run by P & C volunteers and is open every second Thursday between 8.45am and 9.30am. If you are unable to make it during those times, you can order directly through QuickCliQ. Set up your account for Wagin DHS at www.quickcliq.com.au (also used for Canteen orders).

Dress Code

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. Copies of the policy are available from the school.

School Factions

Students are placed in factions upon enrolment. Wagin DHS has three factions; Cancanning (gold), Norring (green) and Puntapin (red). Children are required to wear faction colours for event days such as Faction and Swimming Carnivals. Faction shirts can be purchased from the Uniform Shop.

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 may wear a school cap.

Sunscreen

It is the 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 coloured shirt, with blue shorts. Physical Education clothes should suit the weather.

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 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

K	End of Term 2 – progress report End of Term 4 – progress report
PP – 6	End of Term 2 – formal report End of Term 4 – formal report
7 – 10	End of Term 1 – interim progress report End of Term 2 – formal report End of Term 3 – interim progress report End of Term 4 – formal report

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/Deputy Principal. 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 downtown to purchase lunches or refreshments.

LIBRARY

The School Library is a very valuable and important part of our 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 books that are damaged or lost.

LOST PROPERTY

Each year, many items of unclaimed property are accumulated. 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

Please pack a healthy lunchbox for your child and a drink bottle filled with water only - not cordial, soft drink 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.

Energy drinks, soft drink and lollies will be confiscated from students and returned at the end of the day.

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 staff 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. Please ensure you pack an appropriate snack for Crunch and Sip.

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 for the first 10 minutes of lunch.

MESSAGES

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

Please do not ring your child's mobile phone when they are at school. Schools have a 'Off and Away' Mobile Phone Policy. All messages should be made via the front office. Calling your children on their phone during school hours may impact their Good Standing.

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 or Book Fair.

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 prepared every third Wednesday and is emailed home, alternatively it can be viewed on the school's website: <http://www.wagindhs.wa.edu.au>. 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 3.00pm the Monday before.

PARKING

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

We believe that student'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.

Visitor Pass

All visitors to school must sign in at the front office, including canteen staff and volunteers and parent helpers. A visitor's pass sticker must be worn at all times while on school grounds. Please ensure you sign out when leaving.

Working With Children Check Requirements for Volunteers

All parent volunteers are now required to complete a Parent Volunteer Exemption Form (not required to hold a WWC screening). This includes classroom helpers, canteen volunteers and sport day volunteers.

Grandparents, siblings and extended family must hold a current Volunteer WWC and are not covered by the exemption.

Please see the office staff if you intend to volunteer at our school and we can assist to have the correct paperwork in place. Also a reminder that all visitors to school must sign in at the front office, including canteen staff and volunteers and parent helpers.

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 emailing the teacher or by contacting the school office. All meetings must be pre-arranged.

Connect and Respect Expectations

Together we make a difference. We welcome parents and other members of our diverse community into our school. Student learning is strengthened when school staff, parents and carers are actively and positively involved in their education. We all share a responsibility for providing a safe, supportive and productive environment, free from bullying, harassment, discrimination and violence. Parents and carers and other visitors to our school support safety by ensuring communication and conduct at school and school activities is respectful. Every student, staff member, parent or carer has the right to feel safe and be safe at our school.

Parents and Community (P & C)

The P & C meet each term and is comprised of parents, 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.

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.

GOOD STANDING

Students maintain their Good Standing status by complying with the PBS expectations. Good Standing Reward activities occur in Weeks 5 and 10 of each term.

See PBS Matrix on the next page:



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

STUDENT COUNCIL

A Student Council is elected each year at the Wagin District High School and consists of students from Year 6 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

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. Parents will be asked to collect their child from school if they have headlice and students can return as soon as they are treated.

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 a medical condition or 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 your 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 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 visits the school regularly 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. Please advise the school if your child is receiving support from outside agencies or therapists.

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. The school can assist with referrals to WACHS and CAMHS. Students on waitlist for disability assessments may be entitled to additional support at school.

SCHOOL CONTRIBUTIONS

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

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

- School newsletters. Newsletters will be emailed in weeks 3, 6 and 9 each term.
- Term and assembly dates.
- Uniform list and canteen prices.
- Whole School Policies.
- Term Outlines.
- Parenting Tips and Tricks.
- P & C page.

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.