



2023 Information Directory



Principal's Message



Dear Parents, Caregivers and Students,

We are living in exciting times as our city and surrounding areas continue to change and develop. As a school we continue to respond to the new challenges that are being placed before us as a result of these changes.

Karratha Senior High School is very proud of its record. We actively encourage and reward quality academic, cultural and sporting performance and positive contributions to the school and the Karratha community. Our school focus is:

- Curriculum and teaching;
- Conditions for Learning;
- Build staff capability, and
- Strong community partnerships and relationships.

Student wellbeing is a priority of the school and as such, significant resources are allocated to ensure the emotional and social needs of all students are catered for through our Student Wellbeing team. This provides a range of support services for all students, including Student Wellbeing Coordinators, School Psychologists, Aboriginal and Islander Education Workers, Chaplain, School Nurse, Year Coordinators and Student Support Officers.

Our senior schooling program is well developed through the establishment of pathways for all students. Through the diversity of courses and programs we offer, students are able to plan for their future through our university, training or employment pathways. The school is leading the way in providing Vocational Education and Training (VET) courses through the many Certificates being delivered by Registered Training Organisations. All students are enrolled to complete the Western Australia Certificate of Education (WACE) and the school works hard to ensure every student reaches their full potential.

I encourage each parent/caregiver to become actively involved in their child's education in a positive manner, to make every effort to know what is really happening in school by listening and talking to your children and their teachers, by being aware of the various responsibilities and by engaging with school communications and publications. I also encourage involvement in the school's community decision-making groups such as the P&C and the School Board.

I wish you a happy and rewarding association with Karratha Senior High School.

Yours sincerely,



Mario Tufilli
PRINCIPAL

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OUR VISION

At Karratha Senior High School every student can embrace opportunities, overcome adversity, and contribute positively to society.

OUR MISSION

As a school, we offer our community a broad range of educational opportunities which reflect the social, academic, and vocational needs and aspirations for every student.

We want every student to achieve, experience success and access the pathway that helps them fulfil their aspirations.

MORAL PURPOSE

Karratha Senior High School strives to shape futures by developing the potential of every student and empower them to make positive choices in their lives, as contributing citizens.

As a school, we strongly believe that:

- every student has the right to a quality education;
- each student is an individual who has a preferred learning style;
- teachers are important role models who help shape young people's lives;
- learning should be an enjoyable and challenging experience that is relevant, meaningful, interactive and engaging;
- learning occurs best in a safe, stimulating and positive environment that allows collaboration and fun, and engenders respect for self and others;
- teaching and learning occurs in many different settings and is a lifelong process; and,
- positive teacher-student relationships are founded on trust and respect and underpin effective learning.

SCHOOL BACKGROUND

Karratha Senior High School, located in the City of Karratha, the hub of the Pilbara region of Western Australia, is an integral part of the community, providing a high quality education for all students. In recent years the school has forged a reputation for academic success, strong pastoral care, attracting and retaining high quality staff and the innovative educational programs that meet the needs of all students. For over 40 years the school has catered for a diverse range of students and continues to do so today. Local students with a connection to the land, students from across Western Australia, Australia and from around the world, make for a vibrant student population. The community and the school share the responsibility for the growth and development of our students, working together to make our school a safe, respectful, innovative and exciting learning environment.

Student learning and wellbeing are paramount. We have high expectations for every student, that they will achieve their very best. We acknowledge that the teenage years are a time when every young person needs care and nurturing. We provide a range of supports that ensures our students have the skills, knowledge and understanding to grow and develop into productive citizens for tomorrow. To provide high care to every student, all of our teachers are entrusted with the responsibility for mentoring a small group of students throughout their time at school. In their role as mentors, staff nurture each student's well-being and closely monitor their academic progress.

The Karratha Senior High School Business Plan 2021 - 2024 outlines the strategic direction of our school. It describes the work we will undertake to make a real difference to the lives of students. It has evolved out of the 2021 IPS review and extensive consultation with students, staff and parents. We have a commitment to our community that every student will receive a high quality education and leave our school with choices and opportunities for the future.

Our school motto of 'Towards Tomorrow' focuses on working collaboratively to produce responsible, respectful and caring young adults who develop the skills, knowledge and understanding to achieve success in the world of human endeavour.

IMPORTANT INFORMATION

Address Details

Karratha Senior High School
PO Box 1630
Karratha WA 6714

Email: karratha.shs@education.wa.edu.au
Website: www.karrathashs.wa.edu.au

Lot 520 Dampier Road
Karratha WA 6714

Phone: 9182 6900

Executive Staff

Principal
Deputy Principal Year 7 & 10
Deputy Principal Year 8 & 11
Deputy Principal Year 9 & 12
Manager Corporate Services

Mr Mario Tufilli
Mr Ashley Eversden
Mr Debbie English
Mr Ryan Ansell
Mrs Paula Marriott

Term Dates (Students) 2023

Term 1	Wednesday 1 February	–	Thursday 6 April	10 Weeks
Term 2	Wednesday 26 April	–	Friday 30 June	10 Weeks
Term 3	Tuesday 18 July	–	Friday 22 September	10 Weeks
Term 4	Tuesday 10 October	–	Thursday 14 December	10 Weeks

Public Holidays (During Term) 2022

Labour Day:	Monday 6 March	Anzac Day:	Tuesday 25 April
WA Day:	Monday 5 June	Local 'FeNaCING' Holiday:	Monday 7 August

Student Free Days 2022 – Students Do Not Attend School

Students do not attend school on these days as staff will be participating in Professional Development.

Term 1	Term 2	Term 3	Term 4
Monday 30 January Tuesday 31 January	Monday 24 April	Monday 18 July	Monday 9 October Friday 15 December

Payment of School Charges and Contributions

Charges and contributions are to be paid to the Manager Corporate Services prior to the commencement of the school year. You can pay:

- ❖ By completing the mail credit card information at the bottom of the School Charges and Contributions Sheet.
- ❖ In person during Uniform Shop hours.

Wednesday 25 January	9.00am – 3.30pm	
Thursday 26 January	Closed	Australia Day
Friday 27 January	9.00am – 3.30pm	
Monday 30 January	9.00am – 6.00pm	
Tuesday 31 January	9.00am – 3.30pm	

- ❖ By telephone credit card facilities on 9182 6900
- ❖ Direct Deposit – Commonwealth Bank BSB: 066 531 ACC: 10108897. Please make sure you put the student's name as the reference.
- ❖ Payment Plan – Appendix D

Parents/Caregivers wishing to make arrangements to pay, please contact the Manager Corporate Services. Any discussion will be treated with the strictest confidence.

Abstudy / Austudy Assistance

Eligibility information and application forms are available from Centrelink offices; these have cut off dates for application. Information is also available from the website www.centrelink.gov.au.

Secondary Assistance

Holders of current Department of Social Services (DSS) Concession cards, i.e. Centrelink Health Care Card, Centrelink Pensioner Concession Card, Veteran Affairs Pensioner Concession Card, may apply for financial assistance towards payment of school charges and uniforms. Details and application forms are available from the Manager Corporate Services. Holders of DSS Concession cards will need to see the Manager Corporate Services and complete the appropriate forms before 6 April 2023.

Daily Timetable

The school week is divided up into 25 periods with five periods a day as follows:

Class	Start	Finish
Mentor Group	08.20am	08:40am
Period 1	08:40am	09:40am
Period 2	09:40am	10:40am
Recess	10:40am	11:05am
Period 3	11:05am	12:05pm
Period 4	12:05pm	1.05pm
Lunch	1.05pm	1.30pm
Period 5	1.30pm	2.30pm

STUDENT WELLBEING

When students feel that they belong and are part of a school they are more likely to commit, attend and achieve success. Karratha Senior High School has over 1300 students who all have social, physical and mental/emotional needs. We are focused on making students feel welcome at school.

Karratha Senior High School has a well-developed pastoral care program designed to support the wellbeing and interest of students.

School Psychologist

The School Psychologist is available for appointments to discuss student emotional, relationship and academic issues.

School Chaplain

The School Chaplain works with students, families and staff at Karratha Senior High School to encourage an understanding of the range of human experience. The School Chaplain offers social, emotional, spiritual, mental and physical support to members of the school community. The School Chaplain is available to all students regardless of religious beliefs or lack thereof. Appointments can be made at Student Wellbeing.

Wellbeing Coordinators

Wellbeing Coordinators are attached to year groups and their role is to help support students with any issues they may have with their education and social/emotional wellbeing. Teachers and parents can make referrals to the relevant Wellbeing Coordinator so that support can be provided on an individual basis for a student's wellbeing.

Year Coordinators

Year Coordinators play an important part in the provision of support and care for students at Karratha Senior High School for a specific cohort. In particular, they will be pivotal in promoting a positive atmosphere, development of resilience and engagement in learning as well as the promotion of academic success.

Aboriginal and Islander Education Officers (AIEOs) & Student Support Officers (SSOs)

The AIEOs and SSOs are available for appointments. Support is available for:

- ❖ Class support
- ❖ Individual support and monitoring students' progress
- ❖ Liaison with family and community groups
- ❖ Cultural awareness

School Health Nurse

The School Nurse has an educative role. The main areas of responsibilities of the nurse are:

- ❖ To work with teachers to promote health and wellbeing of adolescents
- ❖ To counsel students on health issues
- ❖ To liaise with families and other health agencies to support students with health concerns
- ❖ To work collaboratively with the Student Wellbeing team to support students with health and wellbeing

Appointments

Appointments with staff can be made by telephoning the school – 9182 6900 or via email to individual teachers. Please refer to the ['Contacting Karratha SHS'](#) flyer on our website for your best points of contact.

Assemblies

The school holds whole school assemblies on a regular basis as well as weekly year group or house assemblies. These assemblies are to foster a sense of school pride and to acknowledge those students who have achieved success. Whole school assemblies are generally held at least twice each term and are managed by the Student Council.

GENERAL INFORMATION

Assessment & Reporting Calendar

Two Parent Evenings are held during the year, during Terms 1 and 3. Dates are to be advised. All parents/carers receive an interim report on student progress during Term 1.

Years 7 - 11

A formal report is emailed to parents/carers at the end of each semester.

Year 12

Formal reports are issued at the end of Semester 1. Students receive a Statement of Results at the Year 12 Presentation Ceremony, usually towards the end of October.

Attendance

We ask that you contact the school **earlier than 10am** if your child is away with your knowledge and permission.

- ❖ Parents/carers are asked to phone the school on the morning of the absence – 9182 6900 or text 0447 279 216;
- ❖ A written explanation or phone call must be provided when a child is absent;
- ❖ Written notes are to be handed to the Mentor Group Teacher on return to school;
- ❖ Parents should notify the school in advance if their child is to be absent;
- ❖ Parents will be contacted in the event of an unexplained absence; and
- ❖ Medical certificates are required for extended or frequent absences.

To ensure that we have effective practices we have updated our procedures to be more efficient and communicative to parents/carers, implementing the SMS system where parents are sent a text to inform them that their child has not attended Mentor Group, or signed in at school. A second SMS will be sent later in the day, when a student has not attended a timetabled class throughout the day without a valid reason.

We ask parents/carers to SMS the school ahead if it is known that their child will either be late or not attending school, to avoid the SMS to their phone. The number to SMS is: 0447 279 216. This number is linked to our electronic system so that we may receive your message immediately. We are also able to record the information onto our records, avoiding letters, phone calls and using up valuable time. This phone number is unable to accept voice messages. If you are unable to SMS, please phone the school landline on 9182 6900. It would be greatly appreciated if parents and /or caregivers contact the school to let us know that your child has a valid reason for not being at school. Please notify the school if you change your mobile phone numbers.

Developing the habit of going to school every day is vital so students do not miss out on important ideas and skills they need for future learning. Did you know missing half a day of school each week equates to one month of missed learning each year? There is a direct link to high attendance and high achievement. Regular attendance is also important in the development of intellectual and social/emotional skills.

Legislation requires that students are in education until the **end of the year they turn 17 years and 6 months old or they have reached the age of 18 years, whichever comes first**. The legislation requires that students are involved in education, meaningful employment, training or a combination

of these. The school will support parents in contacting participation coordinators for those students who are not attending school but are wishing to be involved in employment or training.

If your child is in Years 7, 8, 9, or 10 and is seeking alternatives to school, they will need to apply for an exemption from school. Assistance in retaining your child at school can be sought from the Student Wellbeing team at the school. The first point of contact regarding the above mentioned issues is the School Attendance Officer who can be contacted on 9182 6900.

Bicycles

Students may choose to ride their bicycles to school and must provide a lock to secure their bicycle.

Students cycling to school need to observe the road safety rules and wear a helmet.

The bicycle compound is located near Student Wellbeing. Bicycles must be walked into the school grounds for safety reasons.

Bookwork

- ❖ Files, exercise books and pads must be kept in a neat, tidy, orderly manner and forms part of student assessment.
- ❖ All written work or diagrams must be of a high standard.
- ❖ Students are not permitted to write on or in another student's files, books or equipment, particularly things that will upset others and cause them to retaliate.
- ❖ Graffiti and other forms of scribble are not permitted on files, books or other equipment.

Bullying Policy – See Appendix A

After parent, student and staff consultation, a *Bullying Policy* has been developed to suit the needs of Karratha Senior High School. The policy seeks to recognise basic human rights and offers a uniform approach to incidents of bullying when they occur.

A copy of this policy is included at the back of this document.

Buses – See Appendix C

The Public Transport Authority (PTA) governs the Control and Investigation of School Buses in the State.

Students needing to travel on school buses from Wickham, Roebourne or Point Samson must complete a Travel Consent form which is available on www.schoolbuses.wa.gov.au (click on the 'online services' under *Transport Assistance* tab then 'how to apply' and follow instructions).

Students travelling from Dampier or within Karratha must have a SmartRider card to access student fares (refer to SmartRider Cards in this document).

Students travelling on buses to and from school or in any bus involving a school outing are expected to know the School Bus Rules and to obey them. See Appendix C for the Code of Conduct.

Canteen

A range of healthy and nutritious food that complies with the Department of Education's Traffic Lights System is available. The food menu and prices are provided to students at the start of the school year. Menus are also available on the school website.

The canteen is operated by the P&C and profits are used to improve student facilities and provide teaching aids. Parents are welcome to assist on a voluntary basis and can ring the canteen manager on 9182 6900.

Eftpos is available. Students should ensure they have enough funds to complete the transaction prior to purchasing to avoid delays

Charges

Years 7, 8, 9 and 10

The basic contribution and charges of \$235 provides textbooks, daily classroom consumables, school homework notebook and information technology facilities. Charges and contributions help to defray the costs associated with the provision of education. However, students need to provide personal stationery requirements such as files, pens, paper and calculators.

Elective units outside the basic program will incur additional charges above the basic charge of \$235.00. These charges are compulsory.

Detailed information is available in the "General Contributions and Charges Information for Years 7 – 12, 2023.

Years 11 and 12

All charges for Years 11 and 12 courses are compulsory.

Detailed information is available in the "General Contributions and Charges Information for Years 7 – 12, 2023.

Charges will depend upon the course chosen. Some specific courses will incur high costs dependent upon items such as First Aid Courses, course specific resources, materials, excursions, certificates and work placement. Students involved **in work placement must pay the associated fees prior to commencement** of their work placement.

Classroom Expectations

- ❖ All students are to display the following classroom etiquette.
 - hats off
 - bags on the floor or the back of your chair
 - no phones
 - no eating
 - remain seated until dismissed by the teacher
 - be punctual
 - use appropriate language
- ❖ Follow class seating plans.
- ❖ Follow all teacher instructions.
- ❖ Be respectful: to yourself, all property and others.
- ❖ Be prepared, organised and have the necessary equipment to learn.
- ❖ Take responsibility for your own learning. Attempt all tasks to the best of your ability.
- ❖ Abide by the safety requirements of each learning area.

Classroom Tidiness

- ❖ Classroom environment must be kept neat and tidy.
- ❖ Bags must be placed in the areas designated by teachers.
- ❖ Students must not write on desks, walls or any other school property.
- ❖ Students must not write on whiteboards/blackboards unless a teacher has given specific permission.
- ❖ Chairs and desks must be left in an orderly manner and all rubbish put in the bins before leaving a classroom.
- ❖ At the end of each day chairs are to be stacked in a corner of the room.

Code of Conduct

- ❖ Show consideration, courtesy and respect to others and their property.
- ❖ Abide by all school rules.
- ❖ Comply with instructions given by all staff.
- ❖ Be punctual when attending class.
- ❖ Stay within designated areas of the school.
- ❖ Show no tolerance for violence or abuse of any kind.
- ❖ Show no tolerance for actions that involve illicit drugs or the misuse of other substances.
- ❖ Show no tolerance for behaviour intended to undermine the authority of any staff member.

Karratha Senior High School will not tolerate:

- ❖ Violence or abuse of any kind.
- ❖ Actions that involve illicit drugs or the misuse of other substances.
- ❖ Behaviours intended to undermine the authority of any member of staff.

- ❖ Physical assault or intimidation of staff - Physical intimidation refers to any physically threatening behaviour towards school staff.
- ❖ Verbal abuse or harassment of staff - Verbal abuse or harassment includes offences such as stalking, sexual harassment, sexual innuendo and manipulation.
- ❖ Physical assault or intimidation of students - Physical intimidation refers to any physically threatening behaviour towards a student.
- ❖ Verbal abuse or harassment of students - Verbal abuse or harassment includes offences such as stalking, sexual harassment, sexual innuendo and manipulation.
- ❖ Wilful offence against property - A wilful offence occurs when there is intent to deface or cause damage to property. It also encompasses the act of theft.
- ❖ Substance misuse - Incidents involving substances that are not illegal but threaten the good order and proper management of the school. Substances such as cigarettes, alcohol and misuse of prescribed medicines are covered by this category.
- ❖ Illegal substance offences - The substances referred to in this category are those deemed illegal under the Criminal Code.
- ❖ Other - This category is retained for other serious incidents that are not mentioned in the above.

Students not abiding by the Code of Conduct are dealt with on an individual basis according to Karratha Senior High School Managing Student Behaviour Policy.

Communication

For information about the school, visit our website at: - <http://www.karrathashs.wa.edu.au>. The school also has a [Facebook](#) page which posts information and KSHS activities regularly.

Other important methods of communication that are utilised by the school are online via [Connect](#) and also via SMS.

Complaints

The relationship between home and school plays a very important part in a child's education. We cannot overestimate the critical role parents play in successful learning; parents 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 teaching and learning taking place in the classroom and to solve problems

Further information about our Complaints Management Procedures is detailed in our *Complaints Management Policy*, which can be found on [The Department of Education - Policies](http://det.wa.edu.au/policies/ccm/portal/) <http://det.wa.edu.au/policies/ccm/portal/>.

We encourage you to make contact with your child's teachers through Connect, or a member of the school administration. Please refer to the 'Contacting Karratha SHS' flyer on our website for more information on points of contact.

Connect

Connect is an online learning environment that students can use to access information and course materials regarding their subjects, and parents can use to monitor their child's progress at school. Connect allows students and parents to communicate easily with teachers, stay informed with their learning anywhere at any time, securely access assessments and feedback, and engage in their learning outside of the classroom.

Students can log in to Connect at school or home using their normal student username and password. Parents can log in using a department supplied secure username to access their child's Connect classes and see their child's results on assessments and daily attendance. Parents will need to supply the school with an email address in order to receive their login details for Connect.

Formal reports are made available to parents through Connect at the end of Semester 1 and the end of the year. Parents will receive an email notification that the report is available, and it will be stored on Connect and can be downloaded anytime.

Consent to Go

Country Week

Sunday to Friday – Term 2 Week 10

Students from Years 10-12 are invited to attend Country Week every year. Students try out for various sports teams. Participation at Country Week is dependent on students maintaining their Good Standing.

Courses

Years 7 and 8

Students have four periods each of English, Mathematics, HASS and Science, two periods of Physical Education and Digital Technologies and one period of Health Education each week for the year.

- ❖ English
- ❖ Mathematics
- ❖ Science
- ❖ Humanities and Social Sciences
- ❖ Physical Education and Health Education
- ❖ Digital Technologies.

Years 7 and 8 students have two electives per semester.

Years 9 and 10

Students have four periods each of English, Mathematics, HASS and Science, two periods of Physical Education and one period of Health Education each week for the year.

Students have a choice to complete year-based courses (two periods per week for the year) in The Arts and Technologies Learning Areas. Students in Year 10 may also choose to complete Outdoor Education or participate in our Elite Sports Program.

Years 11 and 12

Students can complete a range of course units to attain the Western Australian Certificate of Education (WACE). Students wishing to gain direct university entrance must do ATAR courses.

Vocational Education and Training

Vocational Education and Training (VET) involves students studying a certificate course. The courses are delivered either at school, at North Regional TAFE or in the workplace.

School Based Traineeships

School Based Traineeships are an exciting and innovative way for students to both stay at school and commence a pathway towards a career through employment.

Students participating in School Based Traineeships will still work towards the completion of the Western Australian Certificate of Education (WACE) through the VET program.

Completion of a traineeship while still at school means a Year 12 School Leaver will have a head start towards an apprenticeship or traineeship, further study through TAFE or be qualified to step straight into full employment.

Further information on WA Certificate Education requirements can be obtained at www.curriculum.wa.edu.au or from the Years 11 and 12 Deputy Principal.

Dress Code - Compulsory

- ❖ Karratha Senior High School has a prescribed dress standard that is compulsory and all students are required to follow this dress standard.
- ❖ This Dress Code has been ratified by the School Board and procedures have been adopted to ensure that this policy is adhered to by students, staff and parents.
- ❖ Students who are unable to abide by the School's Dress Code for religious or financial reasons must gain an exemption through the Principal.
- ❖ This must be sought in writing at the beginning of each term.
- ❖ There are consequences for breaches of the dress code.

If arriving at school without proper school dress, the student needs to report to Student Wellbeing where a loan uniform will be provided, for the day.

The School Board and the P&C have endorsed this change and it is very widely supported by the community, students and staff. This allows all students to be equal; there is no demand on any student to keep up with the fashion or to show membership of a particular group. As members of

this community it is important to have a sense of belonging and identity; the way we feel about ourselves and the school in which we learn and work. The uniform also serves to identify outsiders, an important strategy in ensuring the safety of all on the school site.

The school uniform is only available from Karratha Senior High School. No denim is permitted. Navy blue shirts with red trim are for Years 7 – 10 and white trim shirts for Years 11 -12. Please contact the school if you have any queries regarding the uniform.

Drug Policy

Karratha Senior High School has a School Drug Policy detailing a standardised approach to drug education and response to instances of use of illegal and/or illicit drugs.

- ❖ Students who are involved in the inappropriate use of illegal or illicit drugs are dealt with by the BMiS policy and procedures.
- ❖ The police will be contacted in cases of illegal drug use, illicit drug use or possession.

Enrolments

Students will only be enrolled by appointment with the Deputy Principal. This avoids parents and students waiting unnecessarily. An Enrolment Pack can be collected from the Front Office and this paperwork must be completed prior to meeting with the Deputy. At the beginning of the year appointments can be organised from one week before the start date for students. Parents/caregivers may also request enrolment packages be sent to them in advance, or download an enrolment package from our website.

Facebook & Instagram

Karratha Senior High School has an official Facebook page and Instagram profile to inform students, parents/carers and the general public on what is happening within the school. Whilst direct contact with students and parents/carers is still the primary source of information, these pages assist with publicising items of general interest. Media consent is included on the Karratha Senior High School enrolment form however if you do not want your child to appear on these pages, please ensure you contact the front office.

Formal Examinations

Students must demonstrate a minimum standard of literacy and numeracy to be eligible for a WACE. The minimum standard for WACE encompasses skills that are considered essential for individuals to meet the demands of everyday life and work. It is this standard that the Authority will report on in the Western Australian Statement of Student Achievement (WASSA) on exiting Year 12.

There are two ways in which students can demonstrate the minimum standard: Prequalification through Year 9 National Assessment Program Literacy and Numeracy (NAPLAN); or performance on Online Literacy and Numeracy Assessment (OLNA).

Students are notified of examination week and national testing dates at the start of the year. These dates are shown on our school calendar which is also available on the school website.

Years 7 and 9 students complete the National Assessment of Literacy and Numeracy (NAPLAN). Students in Year 10 complete school-based examinations in Mathematics, English, Science and HASS and OLNA.

Online Literacy and Numeracy testing (OLNA) is compulsory for those students who have not previously met NAPLAN benchmark.

Lower school students also complete school-based tests and common assessment tasks.

Years 10, 11 and 12 students have compulsory examinations. The length of the exams varies. By the end of Year 12 written examinations are usually three hours long. Some courses may also have a practical examination.

Good Standing

How do students maintain Good Standing?

Students maintain Good Standing when they consistently meet the school's Code of Conduct.

How do students lose Good Standing?

Loss of Good Standing occurs when a student is placed on a whole school contract.

What activities are not permitted when a student has lost Good Standing?

Students who lose Good Standing will not be permitted to attend the following:

- whole school activities (e.g. Country Week, inter-school competitions)
- social activities (e.g. rewards activities, reward camps, school ball)

How do students reinstate Good Standing?

Students must go through a restorative and educative process to re-establish positive behaviours. Students will be placed on a whole school contract, which outlines identified focus areas and strategies the student, family and school can use to reinforce positive behaviour. A student's Good Standing will usually be reinstated after they have demonstrated the ability to abide by the requirements detailed in their document behaviour plan and the school's Code of Conduct. The period of time a student loses their Good Standing for is decided by the Principal.

Homework – See Appendix B

Students must be familiar with the school's homework policy in particular:

- ❖ All homework must be submitted on the due date.
- ❖ Problems with homework must be discussed with a teacher before the due date.
- ❖ All homework must be entered in the homework diary.
- ❖ Check on homework missed in the event of absences.

House Factions

Karratha Senior High School students participate in Athletics and Swimming Carnivals during the year where they compete against each other in a House Faction. House Faction shirts are available from the Uniform Shop and are compulsory for all Physical Education classes for Years 7 – 12.

Houses are allocated to surnames as follows:

De Grey	Green	A – D	Chichester	Yellow	E - K
Hamersley	Blue	L – P	Fortescue	Red	Q - Z

Inclusive Learning Unit

The focus for the Inclusive Learning Unit (ILU) is to integrate students with a diagnosed disability into the mainstream classroom for inclusive learning. Student needs are catered for through a balance of mainstream classes and learning opportunities in the ILU with specialist Education Support Teachers. Carefully developed Individual Education Plans (IEPs) aim to promote further academic and social growth in regards to each student's disability and/or learning difficulty. Education Assistants with well-developed skills also support these students in achieving set individual education goals.

Leaving the School Grounds

Students who need to leave the school grounds for any purpose during school hours must obtain a "Standardised Leave Pass for Government Schools" form from Student Wellbeing. Parental permission is required.

Students who are ill need to report to the School Nurse or to Student Wellbeing. They must not go home without proper authorisation. It is essential that the school is aware when a student needs to leave the school premises.

Library - Books Lost and Not Returned

Students who do not return books or have lost library books will be charged for replacement of these books.

An account will be sent out to the parent/caregiver of these students.

Litter in School Grounds

The school environment must be kept clean, tidy and attractive at all times. This can be achieved by all members of the school doing the following:

- ❖ All litter is to be placed in bins provided.
- ❖ Students may be requested to clean up the area they sit in.
- ❖ Use the paths instead of cutting through garden beds.

Lost and Found

In order that items of clothing misplaced can be returned to the owner, it is essential that parents adequately mark students' clothing. Lost property is held at Student Wellbeing.

Lower School Assessment Policy – Years 7 to 10

A copy of the policy is available from the school.

Managing Student Behaviour Policy

The School Board has agreed on a common discipline policy called “Behaviour Management in Schools”.

Students who are disrupting the learning of others or breaking school or classroom rules will be spoken to and it will be pointed out that they are breaking the school's code of conduct. Most students react favourably to this and there is no further trouble. Where the problem continues, the teacher will notify his/her Head of Department and will try to resolve the matter with the student. Where a student behaves in a manner warranting suspension, a meeting with the parents/caregivers will occur where possible, prior to the suspension being given. All students returning to school after suspension will need to attend an interview with a parent/caregiver before resuming their normal timetable. If the matter continues, the child will be removed from the rest of the class until the matter can be resolved with the assistance of the Head of Department. Parents/caregivers will be notified of the problem. Suspension from school may result if the problem persists.

When offences of a major nature occur, the child may be suspended at which time parents/caregivers and the Director of Education will be notified. The police are contacted with misdemeanours such as drug offences, serious assaults and other illegal activities.

Any student who is continuously suspended during any one year can be brought before an Exclusion Panel and face exclusion from the school.

The school seeks to work in partnership and collaboration with parents/caregivers. This includes working through a restorative justice process to support conflict resolution and collaborative development of Individual Education and Behaviour Management Plans.

Everyone has the right to:

- ❖ Learn without being interrupted by others.
- ❖ Teach without being interrupted by others.
- ❖ Be treated courteously and respectfully.
- ❖ Work in a safe and clean environment.
- ❖ Feel proud of their school.

Medical Concerns

Students who feel they are not fit enough to carry on during normal activities should report to their teacher if they are in class who will direct the student to Student Wellbeing where we will contact the parents/caregiver to collect their child. Basic first aid will be administered at school and parents/caregivers will be contacted to collect their child. If an ambulance is needed and called, this will be at the cost of the parents/caregiver.

Students who are unwell must attend Student Wellbeing; they may not leave the school grounds because they believe they are too ill to continue at school. Up-to-date emergency parent/caregiver contact phone numbers are essential so that we are able to make immediate contact should students become ill. Parents will be contacted if their child is unable to attend class due to illness/injury but does not require hospitalisation.

The Department of Education requires parents/caregivers who have students who need to take medication or require panadol to contact the school to develop a medical action plan. It is essential that parents/carers inform the school of any serious medical/physical problems their children may have.

Mentor Group

Karratha Senior High School (KSHS) students come from all walks of life. Some students enter our school having spent the entirety of their Primary School lives based in one of our local feeder schools, while many others join us from intrastate, interstate and overseas. As a school we prioritise the social and emotional wellbeing of all students as well as academic performance promoting the Department of Education's culture of 'high performance – high care' in all that we do.

Mentors will access attendance, pastoral care, behavioural and academic achievement records for each student and work with students individually to support their progress at school. Early intervention is always important and Mentors have access to Year Coordinators, the Student Wellbeing team and Senior Administration for support. It is the Mentor's role to monitor each student's overall progress, advocate and seek support for the student, or refer on as necessary.

Our Mentor system provides the vital sense of connection, familiarity and continuity from the outset of every student's time with us.

The Mentor becomes the person who:

- ❖ provides the link with home.
- ❖ promotes and monitors well-being and academic progress using Individual Improvement Plans.
- ❖ embodies the core values of Karratha Senior High School in embracing our school vision, encouraging personal responsibility, assisting in goal-setting, reflection, evaluation and encouraging resilience.

Together the students and Mentor Teacher will explore important curricular and non-curriculum topics to promote and support academic success and allow active and responsible citizenship. Topics include mental wellness, effective study techniques, healthy eating, self-esteem, resilience, career opportunities, online safety and House activities.

Mobile Phone Policy

Mobile phones are not permitted to be used by students at Karratha Senior High School from the time they arrive at school until the time they leave.

If a student has a mobile phone visible, the procedure is as follows:

- The student will be asked to turn off their phone and hand it over to their teacher
- The phone will be placed in an envelope with the student's details written on it
- The teacher will take the envelope with the phone to the Administration Office
- The teacher will contact the parent / caregiver and ask them to collect the phone from the front office at their earliest convenience
- Students are not permitted to retrieve the phone without permission from their parent. If permission is granted the phone will only be returned at the end of a school day.

If a student refuses to follow a teacher's instructions, then the normal BMiS policy applies.

For Senior School students (Years 11 & 12), the use of a mobile phone for educational purposes can be negotiated with their classroom teacher. The agreement requires approval by the Head of Learning Area. Should a student have permission to use a mobile phone for educational purposes, before exiting the class the mobile phone must be silenced or switched off and the phone, headphones and earbuds must be put away and completely out of sight. Failure to do so will mean the procedure above will be followed.

Out of Bound Areas in the School

Students are advised that the following areas are out of bounds unless under supervision of a staff member.

- ❖ Staff car parks and bike racks during school hours.
- ❖ All road surfaces apart from designated crosswalks.
- ❖ Any area outside the school boundary.
- ❖ Any area around TAFE buildings
- ❖ Students found in out of bounds areas will be dealt with through the school BMiS policy.

Parents and Citizens Organisation (P&C)

The school is fortunate in having a very active P&C Committee.

All parents/caregivers and other members of the community are welcome to attend meetings. This organisation is very significant to the school in the following ways:

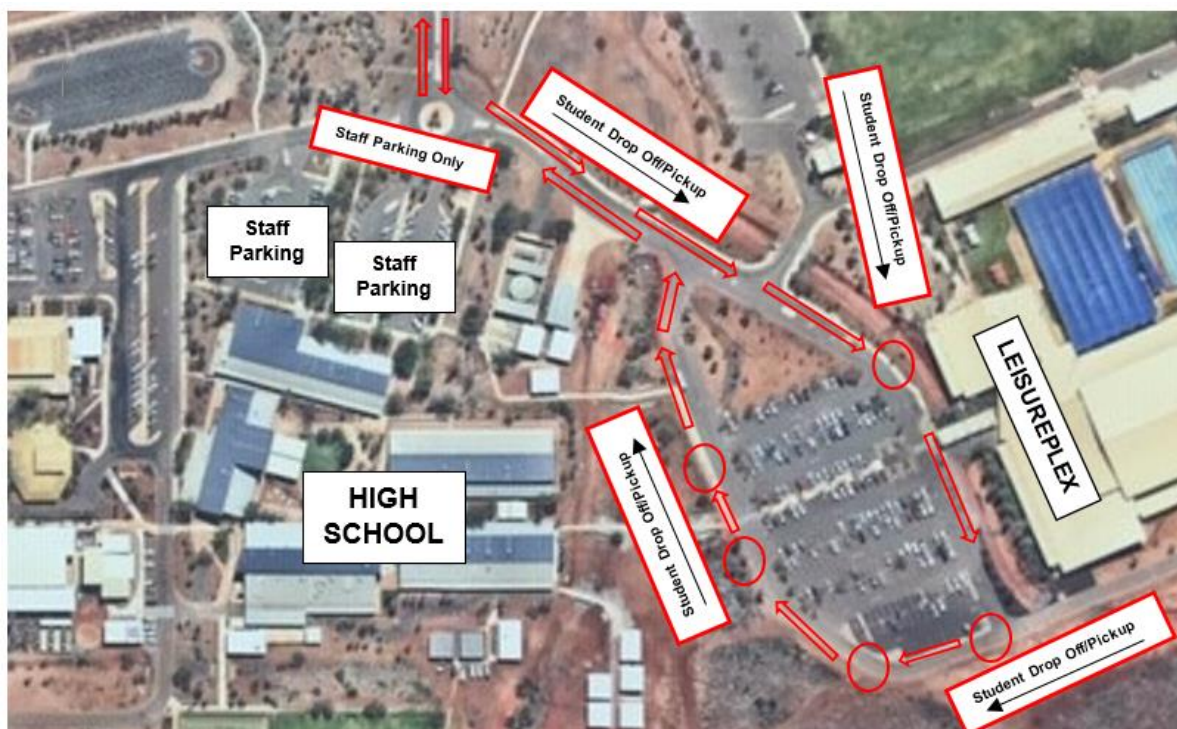
- ❖ A forum for parents to raise issues to be considered by the School Council.
- ❖ Manages the canteen.
- ❖ Raises funds to support the school's programs.
- ❖ Forms an important link between the school and parents.

The P&C Annual General Meeting is held in February each year.

Parking Information at School

Drivers who use the bus bays or staff parking areas for the setting down and picking up of their children are putting many students at risk.

Students should be dropped off in the 'drop off' zone only and not in the staff car park, or parking in disabled bays to drop off or pickup students.



Physical Education

Physical Education is a compulsory subject and as such, house shirts are compulsory for all Years 7 - 10 Physical Education classes and all practical Physical Education courses undertaken in Years 11 and 12. A medical certificate is required in order for a student to obtain an exemption from the activities.

Students who wish to be exempted on particular days or for short terms, owing to temporary illness or other valid reasons, must bring an explanatory note from a parent or caregiver.

Presentation Nights

Karratha Senior High School awards academic, sporting, participation and citizenship achievements to students through the major award evenings, these being the Year 12 Presentation Evening and Years 7 – 11 Presentation Evening.

Punctuality

Punctuality is a desirable quality in students. It is reasonable to expect all students will arrive at their class on time. Students are moved on at break times to arrive at class to start the lesson when the siren is sounded. Students are expected to arrive at school at the start of the day in enough time to attend Mentor Group. Punctuality is a desirable employability trait, and if needed the school will put measures in place to encourage students to arrive at school/class on time.

School Board

Karratha Senior High School has an active and energetic School Board which has been in operation since 1989. Membership is drawn from parents, caregivers, community members, teachers and students and is formed by election. The elected members have the power to co-opt members of the community.

The purpose of the Board is to develop long-term policies for the school that reflect the needs and interests of the community, to establish priorities within the school as necessary, to ensure that the school budget reflects these priorities, and to promote close cooperation between the school, the community and the Department of Education.

Senior School Assessment Policy – Years 11 and 12

Parents and students are asked to sign the Senior Secondary Assessment Policy acknowledgement when enrolling the students into senior school. All assessment tasks are to be submitted on the specified due date. Penalties occur for late submission.

SmartRider Cards

The SmartRider card can be utilised on the TransKarratha bus services and also those services outside the region such as travel on TransPerth bus, rail and ferry services, Transwa country road and country rail services. Tagging on and off these services using the SmartRider card ensures that students receive the reduced fare to which they are entitled. In schools, this card carries the name of the student, school and their student number which is carried from school to school. Students who do not possess a SmartRider from their current school should apply to receive one upon enrolling at Karratha Senior High School. The initial charge is covered by the school, with \$5.00 payable for replacement cards.

Further details may be sourced from the SmartRider booklet available from the Front Office, or by contacting TransPerth InfoLine on 13 62 13.

Sport and Other Storage Areas

Access to these areas is restricted to designated staff members. Students are to enter only under supervision.

Sports Carnivals

The school is involved throughout the year in various sporting carnivals at intra and interschool level. These events are organised through our Physical and Health Education department.

Student Council

The Student Council's role is to represent all students, which will assist staff to improve student welfare. Activities such as the Blueprint, social functions, Mentor Group competitions and fundraising are normal Student Council activities.

The Student Council comprises six Year 12 students and six Year 11 students. Faction captains are selected from all year groups.

Student Councillors, for the following year, are elected by secret ballot near the end of Term 4.

Transfers

Students intending to transfer to another school must complete a Clearance Form, which is available from the Front Office.

When the student enters another school, that school will send a transfer note to Karratha Senior High School and in return all reports, medical cards etc., will be sent to the new school.

Uniform Dress Code – Compulsory

Karratha Senior High School has a prescribed dress standard that is compulsory and all students are required to follow this dress standard. This Dress Code has been ratified by the School Board and procedures have been adopted to ensure that this policy is adhered to by students, staff and parents. Students who are unable to abide by the School's Dress Code for religious or financial reasons must gain an exemption through the Principal. This must be sought in writing at the beginning of each term. There are consequences for breaches of the dress code.

1. Students in Years 7 - 10 are to wear polo shirts with the accepted school motif. Years 11 and 12 students wear a similar shirt which is only available at the school. In winter, the only acceptable jumper is the school jacket or a Country Week top.
2. Students are to wear the approved navy blue shorts or navy blue pants which are only available at the school.
3. Students are encouraged to wear caps/hats when outdoors. Beanies are not permitted.
4. For health and safety reasons, students **must** wear **closed-in** shoes.
5. Faction shirts are compulsory for all Physical Education classes.

6. T-shirts under the school uniform will not be accepted. Students will be asked to remove the T-shirt.

Excursions:

- ❖ Students attending school excursions must wear full uniform unless otherwise instructed.

Violation of the Dress Code:

- ❖ Continual violation of the Dress Code may result in exclusion from extra-curricular activities.
- ❖ These may include such activities as Reward Excursions and Socials.

Inappropriate Footwear:

- ❖ Students who are wearing inappropriate footwear are violating Occupational, Health and Safety Regulations and the School Uniform Policy.
- ❖ Students will be required to wear provided shoes, otherwise the parents/caregivers will be contacted and they will be asked to deliver the correct shoes or to pick up their child from school.

Inappropriate Clothing:

- ❖ Students wearing clothing (including hats) with offensive writing or gestures on it will be asked to change.

On one-off occasions, loan uniforms can be borrowed from Student Wellbeing.

Uniform Shop Information

Karratha Senior High School Uniform Shop will be open prior to the start of the school year. Please see the **Payment of School Charges & Contributions** section for dates and times. After this date uniforms and payment of school charges will be available from the Front Office.

Items Available:

- | | |
|--------------------------------------|---------|
| ❖ Polo Shirts Red/Navy or Navy/White | \$25.00 |
| ❖ Navy Shorts | \$25.00 |
| ❖ Navy Track Pants | \$20.00 |
| ❖ Navy Winter Jackets | \$35.00 |
| ❖ School Faction Shirts old design | \$20.00 |
| ❖ School Faction Shirts new design | \$30.00 |

Useful Website Links

Department of Education	http://www.det.wa.edu.au/
School Curriculum and Standards Authority	http://www.scsa.wa.edu.au
WA Council of State Schools Organisations Inc.	http://www.wacssso.wa.edu.au
Australian Council of State Schools Organisations	http://www.acsso.org.au

Bullying No Way

<http://www.bullyingnoway.com.au>

Careers and Futures

<http://www.myfuture.edu.au>



Appendix A – POLICY STATEMENT ON BULLYING

Bullying is a repeated, unjustifiable behaviour that may be physical, verbal, sexual, homophobic, and/or psychological. It is not a conflict it is a form of victimisation. Care, courtesy, consideration is expected and encouraged at Karratha Senior High School and they form the basis for all our dealings with one another. Students, staff, parents, caregivers and the wider community have the right to a safe and supportive environment both physically in and around KSHS as well as during any interactions the school is involved in.

Examples of Repeated Bullying Behaviours (Please note that this is not an exhaustive list)

	Direct	Indirect
Physical	<ul style="list-style-type: none"> ■ Hitting, slapping, punching ■ Kicking ■ Pushing, strangling ■ Spitting, biting ■ Pinching, scratching ■ Throwing things, e.g. rocks ■ Hair pulling 	<ul style="list-style-type: none"> ■ Getting another person to harm someone
Verbal/Non-Physical	<ul style="list-style-type: none"> ■ Name-calling ■ Teasing ■ Demanding money or possessions ■ Forcing another to do homework or commit offences such as stealing ■ Threatening violence ■ Discrimination of race/disability/sexuality/Culture/Beliefs 	<ul style="list-style-type: none"> ■ Spreading rumours ■ Trying to get other students to not like someone ■ Writing notes about others
Non-Verbal	<ul style="list-style-type: none"> ■ Threatening and/or obscene gestures or facial/body language 	<ul style="list-style-type: none"> ■ Deliberate exclusion from a group or activity ■ Removing and hiding and/or damaging others' belongings
Cyber	Unwanted/excessive - <ul style="list-style-type: none"> ■ Hurtful phone calls ■ Hurtful texting ■ Direct messaging ■ Chat rooms ■ Sharing of photos/videos without permission 	Unwanted/excessive - <ul style="list-style-type: none"> ■ Calls from blocked numbers ■ Changed username to contact ■ Memes ■ Altered photos ■ Hacking/using other peoples accounts

Staff members are required to assist students in understanding the difference between bullying and peer conflict. This is to assist all students to be aware of their accountability and responsibility in certain circumstances.

Rights and Responsibilities of School Community Members

Rights	Responsibilities
Students:	
<ul style="list-style-type: none"> ■ Learn in a positive and supportive environment ■ Work in a safe, secure and friendly environment ■ Be shown respect, courtesy and honesty ■ Receive fair treatment 	<ul style="list-style-type: none"> ■ Actively participate in learning ■ Show a high standard of behaviour ■ Treat others with respect Identify and respond to bullying
Staff:	
<ul style="list-style-type: none"> ■ Democratic, participation in decision making process ■ Be shown respect, courtesy and honesty ■ Work in a safe, secure and friendly environment ■ Cooperation and support from families ■ Cooperation and support from colleagues 	<ul style="list-style-type: none"> ■ Model respectful, courteous, honest behaviour ■ Keep the school environment safe and secure ■ Establish positive relationships with students, parents/caregivers and staff ■ Demonstrate a high level of professionalism in teaching (organisation, planning, classroom management) ■ Participate in school decision making and planning ■ Implement the school plan to counter and respond to bullying ■ Providing programs to teach students resiliency and social problem-solving
Parents/Caregivers:	
<ul style="list-style-type: none"> ■ Be informed of all aspects of the school affecting their child (progress, behaviour, attendance, health and welfare) ■ A high quality of education for their child ■ Be heard about matters regarding their child's education ■ Know that their child is in a safe and secure environment ■ Participate in school decision making (where appropriate) 	<ul style="list-style-type: none"> ■ Ensure that their child attends school ■ Ensure that their child is physically and emotionally prepared for school ■ Support the school in providing a meaningful education for their child ■ Support their child in following school procedures and expectations ■ Treat staff with respect and courtesy ■ Participate in school meetings when invited ■ Inform school of ongoing conflicts/bullying outside of school

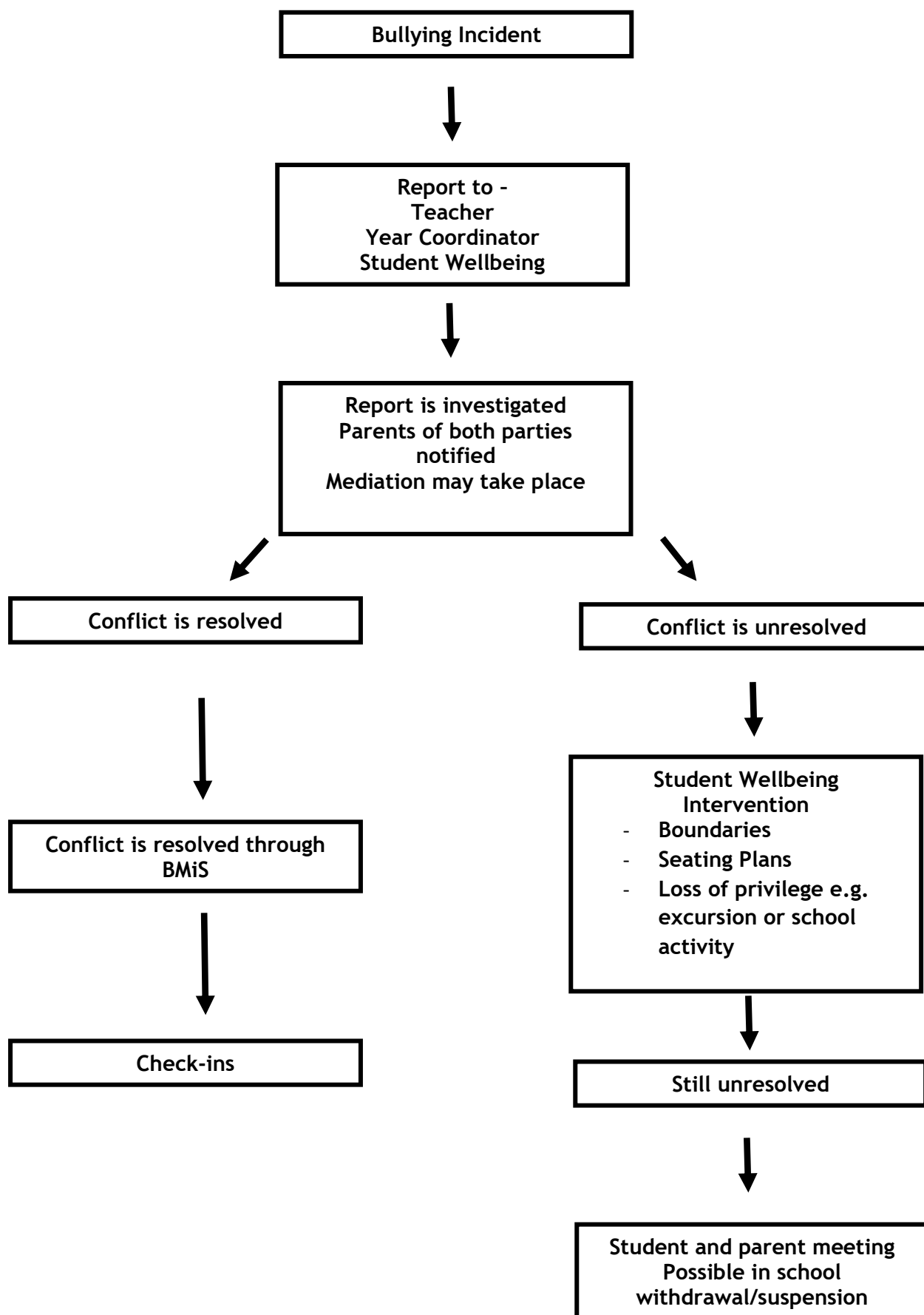
Support Services and Networks

Student Services

Students Services consists of the following:

- School Chaplain
- Student Support Officers
- Student Wellbeing Coordinators
- Stars Foundation
- School Nurse
- Year Coordinators
- School Psychologists
- Clontarf

Resolution Chart



Appendix B - HOMEWORK POLICY

Homework and study are most effective in assisting learning and in developing sound understandings of concepts in students when the following criteria are met:

1. The school has a homework policy that is clear, easily understood and well documented.
2. Students understand the requirements, are aware of their responsibilities and accept them.
3. Parents are fully informed of all aspects of the policy and are aware of specific ways in which they can help.

The essential elements making up these criteria are detailed below for the information of students and parents.

HINTS FOR EFFECTIVE HOMEWORK/STUDY

- Have a desk or table in a place where you will not be interrupted
- Use a comfortable chair
- Have good lighting
- Ask for help if necessary
- Always do your homework in the same place
- Avoid loud music or TV
- Move around during breaks.

Essential Elements	The School's Responsibilities	The Student's Responsibilities	How Parents Can Help
Homework/Study Timetables	<ul style="list-style-type: none"> • Make recommendations for time to be spent by students on homework/study. • Assist students in the preparation of homework/study timetable. • Assist students in developing sound study techniques. 	<ul style="list-style-type: none"> • Prepare a homework/study timetable based on the school's recommendations. • Work in sessions of about 40 minutes with brief breaks in between. • Stick to the timetable. Try to make up time missed. • Ask for help with planning if necessary. 	<ul style="list-style-type: none"> • Be aware of the school's recommendations regarding the time allocation for homework/study. • Encourage the preparation of a homework/study timetable that has a reasonable balance between homework/study, leisure activities, jobs around the house, part-time work and sleep. • Encourage the making up of time lost.
Homework Tasks	<ul style="list-style-type: none"> • Ensure that the homework tasks are clearly understood by students. • Use Connect to inform parents and students. • Set definite dates for submission of work. • Ensure that students have time in class to enter homework tasks into their 	<ul style="list-style-type: none"> • Be clear about the homework tasks. Ask for clarification if necessary. • Purchase a homework diary and take it to every class or use Outlook calendar. • Enter the tasks in homework diary/calendar. • Keep the diary in a tidy, graffiti-free 	<ul style="list-style-type: none"> • Ensure and encourage the proper use of a homework diary/Outlook calendar • Show your interest by asking about homework assigned and using Connect. • Be aware of actual time devoted to homework/study and relate this to

	diaries/calendars. <ul style="list-style-type: none"> • Allow adequate time to complete homework. • Load task onto Connect. 	condition. Use it only for homework tasks <ul style="list-style-type: none"> • Work on the task over a period of time. Don't leave them until the night before they are due. • Submit tasks on time 	the timetable. Discuss the matter if there is a large discrepancy and be prepared to apply consequences where necessary. <ul style="list-style-type: none"> • Don't feel bad if you can't help all the time. Encourage asking the teacher.
Assessment of Homework	<ul style="list-style-type: none"> • Inform students about how much of the total assessment for a unit of work is allocated to homework. • Keep individual student records of all homework submitted or not submitted. • Indicate homework that is to be marked and homework that is simply recorded as being submitted or not submitted. 	<ul style="list-style-type: none"> • Understand how much of the total assessment is allocated to homework. • Do all homework, even if it will not be marked, as doing the work will help in the understanding of concepts and improve achievements at school. • Submit all homework set. 	<ul style="list-style-type: none"> • Encourage the completion of all homework. • Be aware of the assessment structure for the various units of work, particularly with respect to homework. • Encourage the making up of specific questions to ask relevant teachers. • Using Connect
Extension Of Submission Date for Homework	<ul style="list-style-type: none"> • Provide students with an extension in order to complete homework, where a reasonable excuse is provided and accompanied by a written request for extension by a parent. 	<ul style="list-style-type: none"> • If, through illness or other valid reasons, work is unfinished, ask for an extension. However, the teacher needs to be seen personally and a written request for an extension is required from a parent. 	<ul style="list-style-type: none"> • Provide a note requesting an extension if there is a valid reason. • Lack of organisation is not a valid reason. The consequence of not submitting work in this case may be a good learning experience.
Failure to Submit Homework	<ul style="list-style-type: none"> • Inform parents when homework is not submitted. 	<ul style="list-style-type: none"> • Expect parents to receive a note from school when homework is not submitted. 	<ul style="list-style-type: none"> • Discuss the necessity of sticking to the homework/study timetable. • Initiate some consequences may be a solution.
Assistance with Homework	<ul style="list-style-type: none"> • Provide help for students who are having problems with homework tasks and who make reasonable requests for assistance. • Arrange appointments with appropriate teachers when parents wish to discuss a student's homework. 	<ul style="list-style-type: none"> • Ask for help when difficulties with homework arise. Do this well before the work is due, as the teacher concerned may not have time to help you straight away. 	<ul style="list-style-type: none"> • Encourage the asking of questions at school to seek help. • Assist in the formulation of specific questions for teachers if appropriate.

Appendix C – STUDENT BEHAVIOUR ON CONTRACT SCHOOL BUSES

The Code of Conduct

PO Box 8125
Perth Business Centre
Perth Western Australia 6849
Tel: (08) 9326 2000
Fax: (08) 9326 2781
Email: schoolbus@pta.wa.gov.au
Website: www.pta.wa.gov.au

General

Students must behave appropriately when travelling on contract school buses and in accordance with the *Code of Conduct* published by the Public Transport Authority.

A student who does not behave appropriately when travelling, especially if the misbehaviour concerns safety or results in injury to a person or damage to property, may result in a student's entitlement to transport assistance being suspended or withdrawn.

Code of Conduct

Under the *Code of Conduct*, students must:

- ❖ Follow the instructions of the driver and bus aide;
- ❖ Respect the personal space and property of others;
- ❖ Store luggage (e.g. school bags) safely and appropriately; as directed by the driver.
- ❖ Let other students travel in peace and comfort;
- ❖ Stay in their seat whilst the bus is in motion;
- ❖ If the bus is equipped with seatbelts, keep them appropriately fastened whilst the bus is in motion;
- ❖ Stay off the steps whilst the bus is moving;
- ❖ Not touch emergency equipment or exits (other than in emergencies);
- ❖ Not throw anything inside, or out of, the bus;
- ❖ Not put any part of their body out of the window;
- ❖ Not smoke on the bus;
- ❖ Not eat or drink on the bus without the permission of the driver;
- ❖ Not bring any offensive or dangerous weapon or item onto the bus.

A student who fails to abide by these requirements, especially those relating to safety, or who continues to behave unacceptably after being warned, may have their entitlement to transport assistance suspended or withdrawn.

An extract from the *Behaviour Management Guidelines* describing positive behaviours and how students can meet the requirements of the *Code of Conduct* is included on the following page.

Behaviour and Examples of how to meet the Code for all students

Respect other people and property.	<ul style="list-style-type: none"> • Respect other people and their possessions. • Follow the bus driver's directions without argument. • Do not interfere with bus property, equipment, shelters and signs by marking or damaging them.
Wait for the bus in an orderly manner.	<ul style="list-style-type: none"> • Wait well back from the bus until it stops and allow other passengers to leave the bus first. • Stand quietly without calling out or shouting. • Do not push other people in the line.
Whilst on the bus, behave yourself.	<p>Students must:</p> <ul style="list-style-type: none"> • always follow instructions from the driver; • show their bus pass, ticket or ID upon request; • sit properly on a seat (in an allocated seat if directed by the driver); • if the bus is equipped with seatbelts, keep them fastened whilst the bus is in motion; • store school bags under the seat or in appropriate luggage areas; and • Speak quietly and not create unnecessary noise. <p>Students must not:</p> <ul style="list-style-type: none"> • bully other students; • place feet on the seats; • fight, spit or use offensive language; • throw any article around or from the bus; • consume food or drink, or play music without permission of the driver; • smoke (prohibited on all buses); • stand whilst the bus is in motion; • allow any part of their body to protrude out of the bus windows; • bring any offensive or dangerous weapon or item onto the bus; • stand forward of the front seat; or • Act in a manner that would be considered an offence under any legislation.
Use approved bus stops.	<ul style="list-style-type: none"> • Students will only be allowed to get on or off the bus at an approved bus stop. • It is the responsibility of students to get off the bus at their correct bus stop.
When leaving the bus, do so in an orderly manner.	<ul style="list-style-type: none"> • Wait until the bus stops before standing to get off. • Leave the bus in a quiet and orderly manner. • Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to do so. • Use crossings or traffic lights if available.
In case of an emergency or a breakdown, follow the driver's instructions.	<ul style="list-style-type: none"> • Wait until the bus stops before standing to get off. • Leave the bus in a quiet and orderly manner. • Wait in the area indicated by the driver.

Breaches of the Code of Conduct

The contracted bus company has sole responsibility for the management of behaviour by students on the bus. The school will work with the bus company to support them in dealing with issues involving students on the bus.

Where issues are severe, the WA Police may be involved through the bus company.

Education Support Students – Special Consideration

Students travelling on education support vehicles are expected to behave appropriately when travelling and in accordance with the general principles set out in the Code of Conduct and the particular Conditions of Travel which parents/carers acknowledge when they apply for transport assistance.

Whilst all students are expected to abide by the Code of Conduct, special consideration will be given to students with intellectual disabilities.

**KARRATHA SENIOR HIGH SCHOOL
2023 SCHOOL CHARGES & CONTRIBUTIONS
PAYMENT AGREEMENT FORM**



Appendix D – PAYMENT PLAN

Name of Parent/Caregiver:	
Postal Address:	
Contact Phone No:	
Student's Name:	Mentor Group:

Total amount of Charges & Contributions outstanding: \$

Please tick your preferred Payment Plan

<input type="checkbox"/>	Annual payment paid by end of Term 1				
<input type="checkbox"/>	Tick preferred payment				
	<input type="checkbox"/>	Weekly	\$	Starting Date	End Date
	<input type="checkbox"/>	Fortnightly	\$	Starting Date	End Date
	<input type="checkbox"/>	Monthly	\$	Starting Date	End Date
<input type="checkbox"/>	Special purpose agreement:				
	Approved by: _____ Signed _____ \$ _____ x _____ = \$ _____ by date: _____				

On Line Transfer/Direct Deposit – Payment made by Parent/Caregiver

Account Name: Karratha Senior High School
 Bank: Commonwealth Bank
 BSB: 066 531
 Account No: 10108897

PLEASE INCLUDE THE STUDENT'S NAME TO IDENTIFY YOUR PAYMENT

Credit Card Payment Plan

Name on Card: _____
 Card No. _____
 Expiry Date: _____ / _____

I, _____ authorise for Karratha Senior High School administration staff to process payments from my credit card as indicated on this payment plan.

By signing this payment plan I will adhere to the above payment plan as stated above.

Name: _____ Signed _____ Date: _____

FOR SCHOOL USE ONLY:

Received by: _____	Date: _____
Approved by Manager Corporate Services _____	Date: _____
Processed RM Billing Notes _____	Date: _____

Appendix E - CYCLONE INFORMATION FOR PARENTS

Cyclone Watch/Warning:

Children are to attend school as per normal.

Blue Alert

In a blue alert the school will usually remain open.

If a Yellow Alert is predicted and likely to be declared at some time during the school day, *the school will not open and children are to remain at home.*

If the school is to close, this information will be broadcast via the following **local** radio stations. Emergency information is broadcast at approximately ¼ past the hour. The frequency of the updates will depend on the type of cyclone alert. School closure will be broadcast between 6.15am and 7.45am.

- ABC Radio (Official Broadcast)
- Spirit Radio (Unofficial Broadcast)

The closure advice will be repeated each morning until the decision to re-open the school is made by the DDG after discussion with the Regional Executive Director. Principals will then be notified that a school can reopen.

School buses may be affected at this stage. Any change to the bus operation will be given on the radio at the above times.

PLEASE DO NOT RING THE SCHOOL. All information and updated reports relating to the warnings and school closure **ARE ISSUED ON THE RADIO.** Please keep yourself informed.

Yellow Alert

If a Yellow Alert is declared during a school day, the following will occur:

- **Yellow Alert before 12:00:** – students can be picked up immediately from their classroom. The school will close at lunch time. Students will not be sent home until collected by, or instructions are received from parents.
- **Yellow alert after 12:00:** – students can be picked up immediately from their classroom. The school will close at the usual time. Students will not be sent home until instructions are received from parents.
- **Yellow alert after 14:00:** - If a Yellow Alert is called at or after 2.00pm schools will generally be closed the following day. Please continue to listen to the radio to receive information as to when schools will open.

The above does not preclude immediate closure in extenuating circumstances and if deemed necessary by the Cyclone Committee.

Red Alert

The School will remain closed during a Red Alert.

- In the event that a Red Alert is proclaimed after 2.00pm, schools will remain closed the following day.
- In the event that a Red Alert is proclaimed after 2.00pm but subsequently cancelled, the Regional Executive Director in consultation with the Cyclone Committee has the discretion to ensure that schools open the following day.

AFTER THE CYCLONE

If a Red Alert is called after 2.00pm schools will generally be closed the following day to allow for assessment and repair of serious damage. Please continue to listen to the radio to receive information as to when schools will open.

Staff and students cannot return or enter school grounds until the school has been assessed and meets all safety and health standards.

Please keep yourself informed via the radio, until all threat from the cyclone is past.