



# Churchlands Senior High School

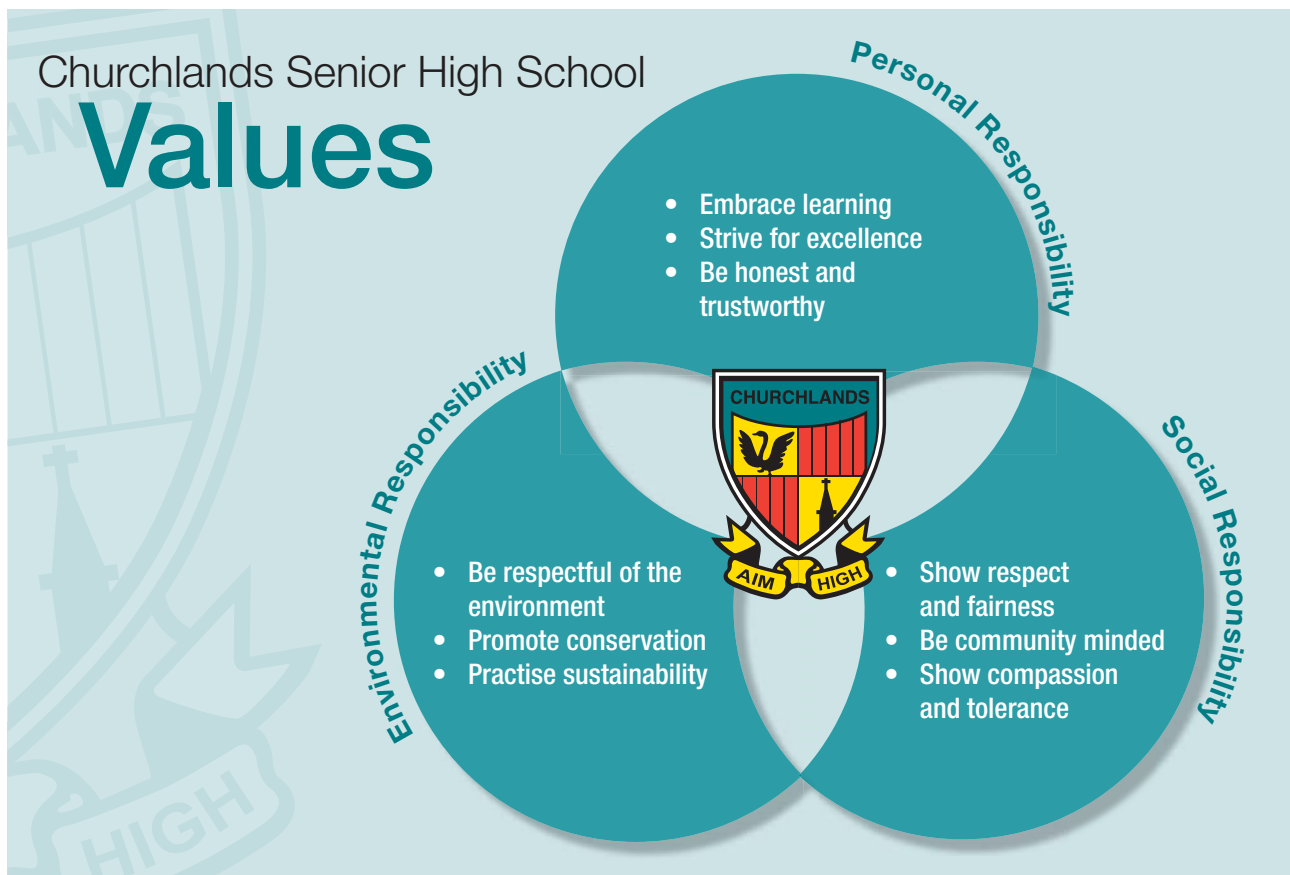


Information Brochure 2010

10

## OUR VISION FOR CHURCHLANDS SENIOR HIGH SCHOOL

*Churchlands aims to develop a school community which encourages personal, social and environmental responsibilities. The school is committed to providing a caring and supportive environment that challenges students to achieve personal excellence in all endeavours and to be active citizens of the local and global community.*



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# GENERAL

## SCHOOL TERM DATES 2010

Term 1	Mon February 1 – Thurs April 1
Term 2	Tue April 20 – Fri July 2
Term 3	Tues July 20 – Fri September 24
Term 4	Tues October 12 – Thurs December 16

## STUDENT FREE DAYS

Term 1	January 28 and 29 (Thurs & Fri)
Term 2	April 19 (Monday)
Term 3	July 19 (Monday)
Term 4	October 11 (Monday)

## PUBLIC HOLIDAYS

Labour Day	Mon March 1
Good Friday	Fri April 2
Anzac Day	Mon April 26
Foundation Day	Mon June 7

## SIGNIFICANT SCHOOL EVENTS

I/S Swimming Carnival	Mar 19
Yr 12 School Ball	Mar 31
Musical Production	May 5–8
11/12 Exams Sem. 1 commence	May 24–June 4
Yr 12 Mock TEE commence	Sept 13–21
I/S Athletics Carnival	Oct 22
Yr 12 Presentation Evening	Sun Oct 24
WACE Commences	Nov 1–26
Yr 11 Exam Sem. 2 commence	Nov 19–Dec 3
Carols by Candlelight	Dec 10

## Values

Churchlands Senior High School Community fully supports the values embedded in the Curriculum Framework. We promote learning and the development of the whole child. As illustrated in our Values Visual we aim to foster and develop:

## Personal Responsibilities

- All members of the school are encouraged to embrace learning.
- Students are given opportunities to pursue academic and sporting excellence in a supportive and collaborative school community.
- The school community fosters the development of personal integrity such as honesty and trust.

## Social Responsibilities

- The School Community aims to provide a safe environment where the beliefs, values and ideals of all community members are respected and supported.
- Our community engenders a culture where all are encouraged to be active community members locally and globally, showing tolerance, respect, fairness, and compassion.
- The school will provide the support needed by students to make informed decisions based on the principles of equity and social justice.

## Environmental Responsibilities

- The school community aims to reduce our impact on our environment, by promoting practices that reflect the values required for a sustainable future.
- Through our curriculum delivery and the provision of extra curricular programmes we engender a culture of stewardship of our environment, changing attitudes, and increasing our awareness of our ecological impact on the biosphere now and into the future.

## **STAFF PROFILE**

Churchlands Senior High School employs approximately 145 teachers who are supported by a further forty five non-teaching staff. A breakdown of key staff is as follows:

PRINCIPAL	Mr Neil Hunt
DEPUTY PRINCIPALS	Mrs Margaret Barbetti Mr Stephen Spice Mr Greg Zehnder
REGISTRAR	Mrs Arlene Thomas
HEADS of LEARNING AREAS	
English	Mr Paul Jeffery
Mathematics	Mr Glenn Bridge
Society & Environment	Mr Tom Loreck
Science	Mr Owen Goyder
Technology & Enterprise	Mr Paul Ryan
The Arts	Mr Neil Harris
Music	Mr Glenn Robinson
Health & Physical Education	Mr Peter Panegyres
PROGRAM COORDINATORS	
ICT	Mr John Agostinelli
Teaching and Learning	Mrs Kym Tan
STUDENT SERVICES STAFF AND ROLES	
Program Coordinator Student Services	Ms Kim Hudson
Senior School Coordinator	Mrs Clare Slodecki
School Psychologist	Ms Melanie Hutflesz
Chaplain	Mr Andrew Winton
Chaplain	Ms Caroline Crichton
School Nurse	Mrs Dorothy Minorgan
AIEO	Ms Selina Collard
Learning Support Coordinator	Ms Anne-Maree Liddelow
Yr 8 Coordinator	Ms Lisa Campbell
Yr 9 Coordinator	Ms Larissa Kool
Yr 10 Coordinator	Ms Fiona Haigh
Yr 11 Coordinator	Ms Maree Sterrett
Yr 12 Coordinator	Mr Chris Van Maanen
OTHER KEY STAFF AND ROLES	
Teacher in Charge Library	Ms Sally Morris
Teacher in Charge LOTE (Languages)	Mrs Helen Harmer
Teacher in Charge Home Economics	Mrs Elaine McNally
Teacher in Charge Computing/Business	Mr Neil Schneider
Overseas & Exchange Student Coordinator	Mrs Anne Uhlich
Higher Ability Academic Program Coordinator	Mrs Necole Chamberlain
Community Services and Teacher Relief Coordinator	Ms Sue Wogan

# CURRICULUM

## CHURCHLANDS SHS ASSESSMENT AND REPORTING POLICY

The following guidelines have been developed so that students, parents and staff are aware of their responsibilities in the fields of Curriculum Assessment and Reporting. These are an integral part of the school's Learning and Teaching Program which is guided/mandated by the Curriculum Framework and the DET Outcomes and Standards Framework.

In accordance with the Curriculum Framework, assessment procedures must be fair, valid, explicit, educative and comprehensive.

### 1 Student Responsibilities

It is the student's responsibility to:

- Complete the prescribed work in each subject by the date due.
- **Meet all assessment deadlines.**
- Maintain a good record of attendance, conduct and progress. The requirements for Upper School Students are made explicit in the Good Standing Policy.
- Initiate contact with teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment.
- In Lower School, maintain a portfolio if required by the Learning Area. Portfolios need to be kept up to date, shown to parents for comment and signing as requested by the Learning Area.
- In Upper School, maintain a portfolio of prescribed work and assessments which may be required by the Curriculum Council for moderation, at least until the grades are confirmed. Students are permitted to take all assessments, such as tests, assignments and related scripts, home for parental comment and self analysis, before promptly returning them to their portfolio at school. Contractual arrangements for tests purchased from private providers sometimes involve embargoes on the removal of papers from the school for certain periods of time.
- Inform the Learning Support Coordinator of any disability, learning difficulty, injury or cultural belief that may affect their learning and/or assessment outcomes. Claims for special consideration must be accompanied by appropriate evidence.

### 2 Staff Responsibilities

It is the responsibility of staff to:

- Develop a Teaching/Learning Program that adheres to current Curriculum Council and DET Curriculum Framework and Outcomes and Standards guidelines
- Ensure that when commencing the subject, students are informed in writing of the assessment program for the subject, including a general indication of assessment tasks which contribute to final assessments and their timing. Upper School Students must also be informed of the assessment's respective worth and weightings relative to Curriculum Council assessment requirements.
- Ensure that assessments are fair, explicit, valid, reliable, educative and comprehensive.
- Ensure that all aspects of their Learning Area Policy regarding assessment quality and equity, reliability of assessment tasks, internal comparability, frequency of assessment, information to be provided to students, and penalties to be applied for failure to complete the assessment program, are followed.
- Provide students with timely feedback on assessment tasks, including the standards upon which achievement demonstrated on the task has been assessed. This is to be completed in a timely manner.
- Maintain accurate records of student achievement and assessment.
- Organise and maintain student portfolios containing documentation and samples of work that may be required in the moderation process, at least until grades are confirmed. Students should have access to their work samples when needed.
- Meet school and external timeframes for assessment and reporting.
- Inform students and parents of academic progress as appropriate.
- Inform students in writing of final assessments and grades and provide them with the opportunity to resolve any issues that might arise.

### **3 Absence from Class/Missed Work**

If a student is absent from class his/her ability to achieve to his/her potential is diminished. Extended periods of absence will result in lower levels of achievement. Absences may result in a student not fulfilling the requirements of a subject or course.

#### **a) *Specially scheduled assessment tasks***

Absence from a specially scheduled assessment task (including tests and examinations) must be accompanied by an acceptable explanation (e.g. medical certificate) in order for the students to complete that assessment task or a similar task and gain credit.

#### **b) *Prolonged Absence***

Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student's learning program to the best of its ability. Hospital Services or SIDE may be required if appropriate. Parents must contact the school in this situation. If a student cannot complete the education program offered by the school a "U" grade may result.

#### **c) *Sickness/Misadventure Procedures for Year 11 and 12 internal and external exams***

The sickness/misadventure provisions are designed to cover the case of a student who performs below expectations because of sickness or misadventure. In such cases students must complete a sickness/misadventure form immediately following the exam. They are available from departments or the front office. Generally students are advised to sit the examination. For internal exams, marks may be adjusted or estimated depending on the circumstances. A medical certificate is required for sickness and an independent witness for a misadventure.

#### **d) *Family Holidays***

It is the policy of the school that there will be no special arrangements made for students that miss work leading to an examination or the examination itself due to family holidays. Parents are requested to notify the school prior to going on holidays. For other forms of internal assessments in Years 8, 9 and 10 that are affected by family holidays, an application may be made to the individual subject teacher for special consideration or for an extension of the due date. The decision to accommodate such requests will be made on an individual basis by the Head of Department. Subject grades will generally be adjusted to reflect a student's ability given sufficient prior evidence.

### **4 Lower School Exams**

We have introduced Mathematics, English, Science and Society and Environment exams into Years 8, 9 and 10 to help prepare students for examinations in Years 11 and 12 and to give our students practice at long term recall. Year 10 exams are 1 ½ hours and Year 8 and 9 exams are 1 hour. Year 8 students are not required to sit an exam at the end of semester one. Normal timetable will operate for all Year 8, 9 and 10 students outside their exam times.

### **5 Changing Subject**

a) Generally students cannot be given credit for work not completed in the subject. However, where possible:

- Students will be given the opportunity to complete assessments missed and gain credit.
- Recognition of comparable achievement will be given and credit granted.

b) Where a student changes school during a school year, credit for the completion of work in the same subject will be given upon the student and/or previous school supplying appropriate evidence. If this is not possible, the teacher will use all possible means to arrive at a grade, which is appropriate to the student's ability.

### **6 Assessment Tasks and Submission of Work**

A subject outline and assessment schedule should be provided to each student at the commencement of the course. Students should be given sufficient notice of assessment due dates and relevant weightings of these assessments. Where an adjustment is made to the assessment schedule, it should be done in close consultation with all students and clearly publicised.

- It is a teacher's responsibility to manage the assessment schedule.
- It is a student's responsibility to submit assessed work on time including oral or performance assessments.
- It is the parent's responsibility to contact staff if a student is going to miss an assessment.
- Parents/guardians will be notified in cases where concern for a student's progress emerges. e.g. Letter of Concern.

### **a) Extensions**

- A student may apply to the class teacher prior to the due date for submission, for an extension of time to complete the assignment, oral presentation or other task.
- Extensions may be given at the discretion of a teacher but only in cases of illness or significant personal problems.
- If a student does not apply for or receive an extension then the same consequences will apply as those that apply for missed work when there is no satisfactory explanation of an absence.

### **b) Penalties for Late Submission of Work**

#### **Years 11 & 12**

Students studying Course of Study subjects and who submit late work without an extension being granted will face the following penalties:

one school day late – less 10%

two school days late – less 20%

three school days late – mark of zero

#### **c) Years 8, 9 & 10**

Penalties for late submission of work for Lower School subjects (years 8 – 10) will be determined and published by the Learning Areas.

### **7 Students with Special Needs**

During Term 1 of each academic year, parents of students with permanent or temporary disabilities and/or specific learning difficulties are invited in writing, to apply for extra consideration when completing assessments. The Curriculum Council has provided some guidelines for schools when providing extra assistance. The granting of Special Examination Arrangements is not necessarily automatic, but depends on the provision of medical and/or psychological evidence to justify the decision. Parents of students with a new diagnosis are invited to approach the Learning Support Coordinator, Mrs Anne-Maree Liddelow, for consideration as soon as possible.

Parents of students with cultural beliefs that might prevent them from completing the normal tasks within a course must either communicate with the teacher of the course prior to the tasks being undertaken so that time for an alternative assessment can be arranged OR where too much of the course cannot be completed as per the program, they should see the relevant Deputy to choose a more appropriate course.

### **8 Cheating, Collusion and Plagiarism**

*Plagiarism* is when a student uses someone's words or ideas without acknowledging that they have done so. That is, the work is essentially copied. *Collusion* is when a student submits work that is not their own for assessment. A student shown to have cheated in assessed work or in an examination will receive a mark of zero for that task or exam. If work that is not the original product of the student is submitted for assessment, it will be deemed that the task has not been attempted. In all instances of cheating, collusion or plagiarism parents will be informed.

### **9 Examination Regulations**

When attending examinations, students must adhere to the regulations that pertain to that examination. Regulations will be issued with the examination timetable. Infringement will result in an appropriate penalty.

- Students must wear full school uniform to all examinations.
- Students must attend scheduled examinations. In exceptional circumstances, special alternative arrangements may be made through the Deputy Principal Curriculum.
- Failure to attend an examination without an exceptional reason will result in a score of zero.
- Participating in family holidays will not be accepted as an exceptional circumstance.

### **10 Reporting**

**a) Ongoing Feedback:** Students will be kept informed of their progress throughout their enrolment in a subject or course. Teachers will assess completed tasks, and relay assessment information to the student promptly. Parents will be regularly informed about a student's progress by one or more of the following methods:

- School Diary.
- Letter of Concern.
- Letter of Commendation.
- Telephone / E-mail.
- Interim Report (Year 8 and 11 towards the end of Term 1).

***Both students and parents/guardians will be informed when it is identified that there is a risk of:***

- Non completion of the course work.
- Students not achieving their potential.
- When a grade of D or less is likely in formal reports in Years 11 and 12.

**b) Formal School Reports:** These occur at the end of Semester 1 and Semester 2 each year and show achievement against set criteria or standards.

- Year 11 & 12 Stage 2 and 3 Course of Study subjects show a grade, Semester %, Exam % and a comment.
- Year 11 & 12 Stage 1 Course of Study subjects show a grade and comment.
- Year 8 to 10 Lower School subjects show a grade and comment. Some Learning Areas may also report a test or exam mark.

**c) Portfolio Reporting:** Some Learning Areas also report to parents by means of portfolios that show samples of student work and/or assessment tasks. These portfolios are sent home at least once per term for parent viewing, comment and signature. A successful teaching and learning process involves strong connections and support from parents and families.

## 11 Curriculum Council and Year 11 and 12 Courses

- A Statement of Results is issued to each student at the end of Year 11 and Year 12.
- Schools are required to submit a grade of A, B, C, D, E or U for each subject in which a student is enrolled.
- Failure to complete a course or part of its assessment structure will result in a “U” rating. Subjects with a “U” rating do not appear on the “Statement of Results” and cannot be used in meeting graduation requirements. A “U” grade will only be given in exceptional circumstances where the school considers insufficient information is available to justify providing a grade and is usually associated with extensive absences due to such things as injury or illness.
- Each Year 11 & 12 Stage 2 and 3 Course of Study Subject final year mark and examination mark will be scaled (standardised) based on historical data and professional knowledge. This procedure gives realistic scores for students aiming to achieve a competitive ATAR (Australian Tertiary Admissions Rank) and is recognised as best practice by the Department of Education and accepted by the Curriculum Council.
- With the introduction of the new Senior School Courses in Years 11 and 12 many subjects are offered as paired semester units. Paired units are A and B units or C and D units set at a stage 1, 2 or 3. Students studying paired units at stage 2 or 3 must sit an exam at the end of the year that covers work from both units. At Churchlands SHS all paired units such as 3A English and 3B English

(Stage 3 units) will be taught as concurrent units. This means that the final grade and percentage mark awarded to a student at the end of the year will be submitted to the Curriculum Council for both semester units. The semester one grade and mark provided in the first semester report (for the first semester unit) will be an interim result only.

- All stage 2 and 3 concurrent courses of study (eg 2A/2B English) have compulsory external examinations set by the Curriculum Council. As part of the WACE certificate requirements all students must sit these external examinations unless they are exempt.

## 12 Promotion to Year 12

The minimum requirement at Year 11 level for a student to gain entry to Year 12 is three ‘C’ grades including a ‘C’ grade or better in one of the English subjects. Continued enrolment requires an interview with the Deputy Principal (Curriculum) if a student does not meet this requirement.

## 13 Appeals Against School Assessment – Only applicable in Years 11 and 12

The use of grades for certification and marks for calculation of Tertiary Entrance Scores requires a high level of school accountability. Students have the right to appeal against their assessment. Schools are required to:

- Provide students with details of procedures used for assessment and grading.
- Inform students of their final grades and/or numerical school assessments before forwarding this information to the Curriculum Council.
- Give students the opportunity to query their grades for all subjects and numerical school assessments for Year 12 Course of Study subjects before the end of the school year; and
- Provide details of how students may appeal against their school assessments.



*Neil Hunt with Elaine McNally at the opening of the new cooking rooms*

## “WHAT YOU HAVE TO DO WHEN YOU DO COMMUNITY SERVICE!”

**Option 1: School endorsed, parent organised and managed** (MUST be non profit organisations e.g. charities or community organisations.)

- 1) Before doing the community service activity
  - Fill in proposed activity form with a brief, general description of the activity to be done and a rough idea of when and how long. Fill in the name and the address of the organisation and a supervisor’s name and contact phone number
  - Fill in the parent consent form
  - Bring both forms to the Community Service Program Coordinator for school endorsement
  - **IF THE FORMS HAVE NOT BEEN APPROVED BEFORE CARRYING OUT THE ACTIVITY THE HOURS MAY NOT BE COUNTED SO MAKE SURE YOU ARE WELL ORGANISED!**
- 2) Carry out the activity as a one off or recurring commitment over a period of time
- 3) After completing the activity (or at intervals if a long term commitment)
  - Get diary log signed or written confirmation on letter head from the organisation
  - Bring written proof to Community Service Program Coordinator for data entry

NOTE:

1. It is your responsibility to get the data to the CSP Coordinator!
2. Every time you propose a NEW, different activity, you need a parent signature to match. If you repeat an activity later on or the next year eg surf patrols each summer, you DO NOT need to get approval again!

**Option 2: School organised and managed**

- 1) If the activity involves a whole class or a large group, e.g. Lightning carnival umpiring or the Fun Run, you do not need to do anything – the organising teacher will provide a list of participating students and the hours completed
- 2) If you have helped a teacher during the lunch break e.g. covering books or tidying a store room, you need to get that teacher to sign your diary with the date and amount of time completed – take your diary to the CSP Coordinator for data entry (it is your responsibility to do this)

AS A GENERAL RULE MOST SCHOOL ORGANISED SERVICE ACTIVITIES ARE LIMITED TO YEAR 10 STUDENTS



*Students participating in Community Service at Herdsman Lake*



## **CHURCHLANDS SHS ICT ACCEPTABLE USE POLICY**

The school's ICT resources exist to provide access to curriculum related information. By using these resources students are agreeing to use resources such as computers, the network, the Internet and peripherals in a responsible and appropriate manner for a school.

If you use the online services of the Department of Education and Training you must agree to the following rules. Infringement will mean cancellation of network privileges for a period of time. Additional disciplinary action may also be taken.

- I will ask the permission of a staff member to access ICT resources. I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will use online facilities (including emails) in an appropriate manner and not to access, send or redistribute inappropriate materials. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity, or downloading files (games, music, programs etc), or chatting with friends (backwards and forwards), or sending games, or inappropriate links. I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education and Training. If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it.
- I will not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks. Storage devices (this also includes web based email attachments) must be scanned for viruses.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented. I will be courteous and use appropriate language in all

Internet communications.

- I will abide by copyright law, ensuring I will not copy and/or distribute another's work without correctly acknowledging them. I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education and Training or any other organisation. I will not alter any file or application on the computer. I will report any damages I notice on any ICT resources to my teacher.
- I will use my own username to logon to the network. I will not access other people's online services accounts. I will not give anyone my password and I will not let others use my online services account. I understand that I am responsible for all activity in my online services account. I will tell my teacher if I think someone has interfered with or is using my online services account.
- When I have finished using a computer I will logoff. It is my responsibility to ensure my user account is secure. I understand that the school and the Department of Education and Training may monitor any information sent or received and can trace activity to the online services accounts of specific users. I understand that I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.
- I understand I may be held legally liable for offences committed using online services.

Use of Student Personal Devices: Devices not purchased by the school and/or maintained by the school e.g. personal computer, smart phone, wireless PDA etc are not supported by ICT staff, unless there are exceptional circumstances and approved by the Deputy Principal Curriculum and Learning Support Coordinator. (for the latest version of this policy please check the School website.)

## **ICT SUPPORT**

To access ICT support, students may visit the ICT office from 8.00am till 9.00am and at lunch times.

# CHURCHLANDS SHS DIARY POLICY

School diaries at Churchlands SHS are used to achieve a number of outcomes. Not only are they used in the traditional sense for students to record homework and assessment requirements but they are also used as a two-way communication between parents and their child's teachers. The diary is also used to monitor student movement around the school.

Please note:

- **The school diary is not a private diary and is to be made available to teachers and parents on request.**
- **All students must have a Churchlands SHS diary.**

## Responsibilities

### Students

- **Retain all pages in your diary.**
- Always bring your diary to class.
- Ensure all homework details are entered into your diary.
- Maintain your diary in reasonable condition, which means no tagging, decorating or drawing on your diary.
- Make your diary available on request to parents and teachers.
- Use the page on the left for notes from parents and teachers and administrative detail.
- Use the right hand page for noting homework.
- Show absentee notes to form teachers in the "next" form period on your return to school.
- Use your diary to put in the late arrival and early departure stamp.
- Use your diary to record Community Service hours (for Years 10-12).
- If you leave your diary at home, **collect** and **pay** for a photocopy of the diary page from Student Services.
- If you lose your diary, a new diary must be purchased from Student Services.

### Parents

- Check student's diary weekly to observe homework set and any communications from teachers.
- Sign lower school student's diary each week to acknowledge that you have seen the diary and that a minimum of 20 minutes of reading has been done each day.
- Use the diary to enter all absentee notes. This includes late arrivals and early departures.
- Use the diary for all miscellaneous communication with form and subject teachers.

### Subject Teacher

- Keep a record of all homework given.
- Facilitate students writing homework in diary.
- Set and check that homework has been done.
- Make parent contact via school diary when homework has not been completed appropriately.
- Enter into diary any student movement permissions. eg Library, ITC, Student Services, Health Centre, Administration etc.

### Form Teacher

To monitor student diaries by conducting a weekly check of each student's diary for:

- Absentee notes.
- Student use of diary. (If a student is not recording homework in the diary he/she is to be sent during that form period to the Year Coordinator in Student Services.)
- Sign diaries each week.

### Year Coordinator

- Manage lost diary procedures. (Diary sheets for forgotten diaries, sale of replacement diaries.)
- Act as referral point for form teachers when students are not using diary appropriately or not bringing them to school.
- Refer concerns that homework is either not being regularly set or entered in diaries to Student Services Coordinator.

### Student Services Coordinator

- Liaise with faculty HODs/TICs re concerns that homework is either not being regularly set or entered in diaries.

## HOMWORK POLICY

Churchlands SHS takes the view that homework is a critical part of the learning program for all students, although the commitment and complexity can vary with the needs of students and their phase of development. Consequently the expectation for a Year 12 TEE student is different from that of a Year 9 student and in turn is different again from that of a Year 11 VET student.

Homework is a generic term which is used to describe any of the following: set homework, continuing with project work, finishing class work, preparing ahead, preparation of study notes, memory work on notes, self testing for assessments, reading and/or researching, organisation of files and the practice of new skills.

Homework can support levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. All the educational research shows that such consolidation increases both long and short-term retention of facts, concepts and processes. Homework is an opportunity for teachers to monitor student progress and can also assist in keeping parents informed about a student's learning program and progress. Churchlands SHS students are expected to work approximately five nights per week and can never say they have nothing to do. Students in Mathematics, English, Science and Society & Environment will usually expect homework three to four times per week from these subjects. However in some cases the work set may be more of a project nature and extend over a number of nights. The expectation is that teachers of other subjects, which are not practically based, will also set homework on a regular basis.

Parents should contact their child's teacher or form teacher if they have any concerns about homework. Regular checks of homework diaries also help to solve this problem. (See Diary Policy.)

Noting that homework requirements will vary the following can be used as a guide:-

Year 8: 5 – 8 hours per week

Year 9: 8 – 10 hours per week

Year 10: 8 – 12 hours per week

Year 11/12: TEE 3 – 4 hours per week per TEE subject

Year 11/12: Non-TEE 1 – 2 hours per week per non-practical subject.

Please note that there will always be critical times when some subjects require significantly more than this.

All students are encouraged to establish a home study timetable/program that suits their needs. By expecting regular homework students are made responsible for managing their particular study program so that the workload does not become unmanageable and impinge unreasonably on leisure/family time.

### Heads of Learning Area Responsibility

- Establish guidelines for relevant staff that ensures consistency of homework across all common classes.
- Assume responsibility for relevant staff such that homework is regularly set to meet the school's homework policy.
- Develop faculty policies for consequences for those students who do not regularly do their homework.

### Subject Teacher Responsibility

- Follow faculty guidelines in ensuring consistent and regular homework is set to meet the school's homework policy.
- Follow up with those students who don't regularly do homework.
- Keep a record of homework set.
- Ensure that students comply with the school diary policy.
- Check that set homework is completed satisfactorily and is marked. There are a variety of ways this can be achieved, depending on subjects and phase of development of students. Such methods as teacher marking, self marking or marking by other students are all considered appropriate.
- Respond to parent concerns promptly.

### Student Responsibility

- Accurately record all homework in their school diaries.
- Complete all set homework and assignments by the due date.
- Develop a study timetable and stick to it.
- Obtain feedback on homework they found difficult at the earliest possible time.

### Parent Support

- Regularly check and sign student diaries.
- Assist their child by providing an appropriate home study area that is free from distraction of noise and movement.

- Liaise with appropriate teachers when there are concerns about the amount and quality of homework.
- Reinforce the need for students to develop a study timetable and help them adhere to it.

### **Teacher Assisted Small Classes**

The school offers a homework class for all students. The classes are held in the library on Monday, Tuesday and Wednesday from 3.45pm until 4.45pm.

This is a great opportunity for students to get homework done as well as students being able to use the facilities of the library and assistance from teachers who are rostered on. Students are required to sign in. Lower school students are not able to leave without a note from a parent. Senior school students however may leave on completion of their work.

### **Study Skills**

Churchlands has subscribed to the Online Study Skills Handbook again for 2010. The handbook provides a comprehensive and interactive guide for the school community to the study skills needed for success in high school studies. This approach taps into students' affinity with technology to create a new and effective way to improve students' study skills as well as enable students to learn new ways to improve their results at school. Some of the many topics covered by the handbook include: Home Study Environment, Organisation and Filing, Time Management Skills, Goal Setting, Managing Stress, Active Studying, Preparing for Exams.

The study skills handbook can be accessed through the school website and the username and password are communicated through the school newsletters.

***This policy should be considered in accordance with the school's Diary Policy.***

## **SPECIAL PROGRAMS**

### **Music**

Established in 1972, Churchlands' School of Music, has a long and enviable reputation as a leading music school in Western Australia. With graduates in many of the major orchestras around Australia and the world, the department focuses on an all-embracing program, producing students who go on to lead lives enriched by their musical experiences. Students receive a comprehensive education including music history, theory, aural, composition, and keyboarding.

Instrumental tuition is offered in all orchestral instruments, classical guitar, and selected jazz instruments, with more than thirty specialised visiting instrumental staff, many drawn from professional orchestras or university. Voice students receive small group voice lessons and individual lessons are provided to students selected into the gifted and talented music program. Selection into the gifted and talented music program is conducted through the Department of Education's Gifted and Talented Education branch.

All students participate in both choir and an appropriate instrumental ensemble. Ensemble performance is an integral part of the Churchlands music experience and the performing ensembles include nine choirs, four concert bands, marching band, two symphony orchestras, string orchestra, three string quartets, two wind quintets, two guitar ensembles and two jazz orchestras.

Every three years the Churchlands Music Department organises an extensive international tour. Destinations are chosen for the musical opportunities they provide and have included Europe, Asia and North America. The focus of the exchange can include exchanges, workshops and classes with other music schools, competitions, festivals or conferences. This not only enhances the school's reputation internationally, but also broadens students' cultural experiences and provides team building opportunities and leadership skills.

The students perform music in a wide range of styles at a high standard, work as part of a disciplined team, make rewarding friendships, travel, contribute to the community, and manage busy schedules. The school and community are proud of the reputation for excellence in performance and music studies that the music program has established in both Western Australia and a wider setting.



*Music students performing at various concerts*



### **Higher Ability Academic Program**

In response to the many academically able students, Churchlands SHS initiated the Gifted and Talented Program (now known as the Higher Ability Academic Program). The program aims to provide appropriate learning experiences for gifted students which are aligned to the “Key Objectives” of the school. Students are identified for inclusion in the program by a multiple criteria selection process which may include superior scores in WISC IV, 111; Stanford Binet V; APTS or competitions like UNSW or Olympiads. However most students are identified by producing superior scores in testing administered at school (i.e. HAST provided by ACER) during Term 1. The Higher Ability Academic Program has two streams – Maths/ Science stream and Humanities stream. Students may participate in one or both streams. In addition, both streams have two classes. All enquiries regarding the functioning of the program should be directed to the Higher Ability Academic Program Coordinator.

### **Special Netball Program**

A specialist netball program is currently running at Churchlands SHS. Students selected in the program will undertake extra sessions of specialist netball coaching in addition to a full academic program. In Year 8, students participate before school and in Years 9 and 10, students will select netball as one of their option units. In Years 11 and 12, students will need to use their sport periods to pursue their netball interest. Students in the program will be given the opportunity to participate in interschool netball fixtures and matches against other specialist schools. Games will occur mid-week during the school term. For weekend netball, we recommend and support involvement in netball at club level. The program is coordinated by Sue Gerrard (a current Level 3 and former WA State Netball League Division 1 Coach and former Australian Netball Squad member). Input into the program also comes from WA Netball to ensure there is consistency with elite development.

### **Special Swim Program**

Churchlands SHS is now one of the two Special Swim Schools in WA. Churchlands SHS offers two swimming scholarships annually to talented and committed students coming into Year 8, to help them achieve their potential.



Each scholarship consists of \$500 to be used within the school over three years as well as reduced coaching fees from Head Coach, Pauline Pratt. Selection is based on performance in training sessions. Successful applicants will need to have proven times, show commitment to the program for the duration of the scholarship and be available for school competition. All students at Churchlands SHS are welcome to join the existing programs at the school regardless of assessment.

### **Vocational Education and Training (VET)**

Vocational Education and Training at Churchlands SHS provides Year 11 and 12 students with opportunities to maximise the outcomes of their Secondary Education. VET in Schools allows secondary school students (both tertiary and TAFE/Employment bound) to complete part or all of a nationally recognised vocational qualification while still studying towards their secondary graduation (WACE). Students can study Vocational Education and Training (VET) as well as regular school subjects – either at a TAFEWA college or at school. They can also get a head start on an apprenticeship or traineeship by becoming involved in School Apprenticeship Link, or a School Based Traineeship when available. A number of full Certificate courses are offered at Churchlands. In 2009 these include;

- Cert II Business
- Cert II Information Technology
- Cert II Hospitality (Operations)
- Cert I Furnishing
- Cert I Engineering
- Cert I Visual Arts and Contemporary Craft

The school utilises the services of National Corporate Training. This company is a Registered Training Organisation. They are responsible for the completion of the quality assurance process for the delivery of certificate courses at the Churchlands SHS.

Additional VET qualifications are also delivered through the VET for schools program which is resourced by the Department of Education. This involves students attending TAFE one day per week as part of their normal school program. In 2010 students who attend Churchlands SHS will have the opportunity to participate in programs offered at Central, West Coast and Swan TAFE.

There are many benefits to students who complete nationally recognised qualifications. They may give students direct entry to the next qualification level at TAFE, make students more competitive in the employment market and give students subject equivalents for secondary graduation.

### **Workplace Learning (WL)**

Workplace Learning provides opportunities for students to develop skills in the workplace, build up a network of industry contacts and obtain credit towards the WACE. Students are placed in appropriate work situations and are required to maintain a formal record of workplace learning. In 2010 Workplace Learning at Churchlands SHS will be delivered as a Curriculum Council Endorsed Program known as Workplace Learning (on-the-job training). This mode of workplace learning involves training and assessment that occurs in the workplace. On-the-job training has a focus on students gathering evidence through a workplace experience to demonstrate competence in one or more VET units of competency. Students must meet workplace hours and log book and evidence portfolio requirements. The log book must contain a record of tasks completed in the workplace and an attendance record.

Acceptance into the workplace learning program is conditional on the completion of an interview with the Workplace Learning Coordinator, demonstration of appropriate behaviour and good attendance. Workplace Learning is only available to students who are completing TAFE/Employment stream subjects as the work placements are completed during exam periods.

## International Tours

Students who are actively studying a language often have the opportunity to travel to France, Japan or China on cultural exchanges. Students need to have paid all their school fees and show exemplary behaviour and attendance in order to be offered a place on these overseas school tours.

Students from these countries regularly visit Churchlands Senior High and are often billeted by families of current students. These exchanges provide a rich opportunity for students to develop their language skills and social network.



*Students on tour in France*

## Whole School Reading Program

The school reading program is managed by the Teacher-Librarians. The students have one hour every fortnight when they can select reading material and sit and read! Students have responsibility for completing their personal record sheet as well as participating in book chats, writing book reviews and other activities.

Resources available for borrowing include:

- Fiction and non-fiction books
- DVDs
- Talking books
- Magazines

Lower school students may borrow up to 6 items. Upper school students may borrow up to 8 items for a two week loan period. Materials can be renewed if needed for longer. We encourage students to borrow over all school holiday times.

(If you happen to lose or damage a book please see one of the Teacher-Librarians.)

We encourage parents/guardians to be involved in our library and welcome volunteer assistance.

*Whole school band in action*



# PASTORAL CARE

## ATTENDANCE

It is a legal requirement for accurate attendance recording by schools. In cases of legal inquiry it is the teacher who has to respond as to whether or not a child was present in his/her class at a given time. Parents are required to provide an explanation of their child's absence to the school within three days of the absence and this is recorded and/or followed up by the school. Churchlands SHS uses a new electronic system to record attendance and the use of an SMS text message to a parent's mobile phone to notify parents of their child's period 1 absence. The system is outlined below:

### Student/Parent Responsibility

- Students are expected to attend on all school days. You may wish to read the information leaflet provided by the Department of Education titled "IT'S NOT OK TO STAY AWAY - SCHOOL ATTENDANCE: RESPONSIBILITIES OF PARENTS AND CAREGIVERS" available at [www.det.wa.edu.au](http://www.det.wa.edu.au). Reasons which are acceptable under the Education Act for a child to miss school are: A child is too unwell, has an infectious disease or some other genuine and acceptable reason is provided to the Principal.
- Parents are requested to **phone the school early in the day if a child is absent** on 9441 1700. The call will be taken by an answering machine from 6.00 am and by a School Officer from 8.15 am and entered into the system. This saves a lot of time for Form and Class Teachers.
- The **school may be notified in advance of planned absences** (for example a holiday or an appointment) by phone or by writing a note into the School Diary. In the case of a written note, the student should take the diary to Student Services, so the information can be entered by the Student Services School Officer.
- If your child is **marked absent at the end of period one without prior notice**, an SMS text message will be sent to your mobile phone. Please contact the school to verify or query your child's absence. If you believe your child should be present, a check will be made and you will be informed of the outcome. If your child is absent, the reason will be entered onto the system. To

avoid receiving the SMS, please phone the school if your child is absent.

- If your child **needs to leave school early**, please write a note in the diary. The student must go to Student Services to 'sign out', have the diary stamped and signed by the staff member on duty or the School Assistant and to collect a DET leave pass. Failure to follow correct procedure will result in consequences.
- Students who arrive **late to school** must report to Student Services before going to class. The diary will be stamped and signed by the duty staff member or the School Officer. Please note the reason your child is late in his/her diary. Students without a written note (or a phone call to the school from a parent/guardian) will be given lunchtime detention. Regular late arrivals to school without good reason will be given after school detention. Year 11 and 12 students' Good Standing may be affected.
- If a parent is **unable to contact the school in advance or respond to SMS, he/she should provide a written note in the diary** for the student to show to the Form Teacher in the first form period after his/her return to school.
- Lower school students who truant will be required to complete period by period attendance sheets which are taken home for a parent to sign before being returned to Student Services. Year 11 and 12 students' Good Standing will be affected.

### Classroom Teacher Responsibility

- Accurately enter attendance data by the required times.
- Accept a student who is late to school into class only if he/she has the Student Services 'late stamp' in his/her diary.
- Report any attendance concerns to the relevant Year Coordinator, who will refer the matter to the Student Services Coordinator or Senior School Co-ordinator if required.

### **Form Teacher Responsibility**

- Mark the weekly form roll and keep it in the form file.
- Use the weekly absentee print out to follow up form members' absences.
- Request a written note if an absence has not been covered by the student's return, using the student's diary.
- Record information regarding absences onto the data base.
- Enter Resolved Truant on to data base after student has had an opportunity to explain reasons for absences.

### **Student Services School Officer Responsibility**

- Generate letters to parents about unexplained absences.
- Update attendance data after parent responses.

### **Year Coordinator Responsibility**

- Follow up absences from information provided by the Student Services Coordinators, Form or Classroom Teachers, by speaking to the student and parent/guardian as required.
- Refer problems to the Student Services Coordinators (Years 8-10) or to the Senior School Coordinator (Years 11 and 12).

### **Student Services Coordinator and Senior School Coordinator**

- Follow up attendance issues referred to them with students, parents and staff.
- Manage the disciplinary matters arising from attendance matters.
- Refer to outside agencies or District Office as required.



*Our "A" Grade winning 2009 Swimming Team*

## **BEHAVIOUR MANAGEMENT POLICY**

The School Behaviour Management Policy has been designed to ensure that Churchlands Senior High School is a safe, productive and positive working environment for all members of our diverse school community. Its aim is to articulate some of the procedures that provide the opportunity to develop a harmonious, success oriented, learning community. Central to this policy is the understanding that each person is responsible for his or her actions, and that each person must be prepared to accept that the rights of every other person in the school are guaranteed.

Breaches of school rules will result in consequences if a person chooses to behave irresponsibly. For example swearing at a teacher or in response to a teacher's instructions will not be tolerated and a two day suspension will be the consequence for a first offence. Fighting, wilful damage to property, stealing and possession or use of drugs will also result in suspension of at least two days. Further breaches will result in additional consequences.

### **The School Code of Conduct**

The following five-points summarise the responsibilities of each person to ensure Churchlands Senior High School is a safe, pleasant and productive working environment for all members of the school community.

- Be punctual, prepared and appropriately presented for class and work.
- Work responsibly and diligently on all activities by following all instructions.
- Behave fairly, respectfully, courteously and cooperatively with all members of the school community.
- Respect others personal possessions and school property and buildings.
- Maintain a neat, safe and orderly school environment.

### **School Behaviour Management for Lower School**

#### **Classroom Teacher Responsibility**

- Articulate rules and responsibilities.
- Emphasise consequences of irresponsible behaviour to class or individuals.
- Promote a positive, success, oriented work environment.
- Set consistent and achievable standards.
- Define minimum outcomes.

- Reinforce appropriate behaviour.
- Make frequent use of letters of commendation.
- Document attempts to modify a student's unacceptable behaviour. The Classroom Referral should include this information when referring to the Head of Department (HOD).
- Provide an opportunity for a student to resolve a behaviour issue.
- Refer unresolved issues to the HOD using the Classroom Referral form.

### Head of Department Responsibilities

- Provide a supportive environment for staff in which behaviour management issues can be raised for discussion and assistance if required and the Behaviour Management procedures are understood.
- Complete the BEHAVIOUR MANAGEMENT YEARS 8 – 10 HODS' PAPERWORK FOR STUDENT SERVICES, (which includes: attaching a Classroom Referral, identifying the actions taken by the HOD, completing a Behaviour Agreement with the student and indicating whether the issue is **resolved** or **unresolved**).
- As part of the process, a student may be withdrawn from his/her class and placed into an upper school class and/or given a period of detention or rubbish duty.
- **Resolved issues** should be passed to the Student Services Coordinator for monitoring by Student Services, with a copy provided directly to the relevant Year Coordinator.
- **Unresolved issues** should be referred to the Student Services Coordinator directly, for further action.

### Student Service Coordinator, Principal or Deputy Principal Responsibilities

Students are referred because of unresolved breaches of discipline, problems in more than one learning area, or serious misbehaviour.

Responsibilities include:

- Managing student behaviour through monitoring attendance and behaviour in conjunction with parents and other Student Services personnel.
- Developing individual behaviour management plans as required.
- Applying consequences for breaches of school rules or behaviour management.
- Conducting return from suspension interview with student and parents when appropriate.

*(This may be the role of the Year Coordinator.)*

Consequences include:

- Loss of privileges (eg. recess and/or lunch detention)
- After school detention with parents informed
- In-school suspension
- Suspension from school

### West Coast Education District Office

#### Responsibility

- Provide advice when requested by the school.
- In extreme cases, to consider Recommendations for Exclusion.

## BULLYING POLICY

The rights of all people, particularly students, are to be respected at all times. At Churchlands SHS this means that we expect our students to be free from all forms of bullying and harassment. We actively encourage consideration for each other together with courtesy, kindness and co-operation.

### What Is Bullying?

Bullying is abuse. It involves repetitive, wilful, conscious behaviour intended to hurt another person, either physically or emotionally.

Bullying takes many forms and can include:

- **Verbal harassment:** name calling, teasing, mocking, threatening, spreading rumours.
- **Non verbal harassment:** gestures, staring.
- **Written abuse:** notes, graffiti, phone text messages, e-mail, use of MSN, Myspace etc.
- **Physical harm:** punching, spitting, kicking, pushing.
- **Exclusion:** deliberately leaving someone out of an activity or ignoring him/her.
- **Extortion:** demanding money, food, favours.
- **Interference with, stealing or damage to personal belongings.**
- **Gender discrimination or sexual harassment.**
- **Racism:** offensive or aggressive behaviour directed at a person because of their perceived membership of a race, culture or religion.

*People can be involved in bullying behaviour either as individuals, ringleaders, or members of a group. Students should not encourage bullying as bystanders.*

**Parents, be observant. Look out for telltale signs such as:**

- Physical: Torn clothing, frequent loss of possessions and or money, unexplained injury, negative body language, changed eating patterns.
- Emotional: Personality changes, sleep disturbance, frequent tears.
- Behavioural: Outbursts of temper, problematic behaviour, loss of interest in sporting or social events.
- Home: Requesting changes in transport to and from school, demands for extra money for school, unwillingness to leave the house, withdrawal from family members, bullying behaviour towards siblings.
- School: Unwillingness to go to school, withdrawal from peer group, truancy, decline in work standards or output, misbehaviour.
- Health: Health problems stemming from stress, psychosomatic complaints.

Bullying is often hidden from adults because of its very nature and dynamics. Parental support and reassurance can assist a child to disclose incidents of bullying and lead to shared problem solving and empowerment. **BULLYING MUST BE REPORTED AND THE SOONER THE BETTER.** Student Services personnel will deal with bullying. Strategies involved include individual and/or group counselling (using the 'no blame' or 'shared concern' methods) with the aim of modifying the bullying behaviour and restoring relationships between students. The situation will be monitored and should there be a repeat of the bullying, then disciplinary processes will be put in place.

Please note that any physical assault will be dealt with as serious misbehaviour and punished with some form of suspension.



*Presentation award ceremony for semi finalist for The Petroleum Club W. A.*

## **CONFISCATED ITEMS**

In accordance with Regulation 71 of the Education Act 1999 Churchlands SHS has the legal responsibility to confiscate certain items. Confiscation can include withholding the item briefly during class time, holding it overnight, handing confiscated items to the Principal, who in turn has the right to return it to a parent or, in the case of illegal items, handing them over to the police for return.

The school will confiscate the following if seen at school: Any form of drugs including cigarettes and alcohol, cigarette lighters, matches, laser lights, aerosol deodorants, permanent marker pens, weapons, replica weapons, anything that can be used as a weapon including heavy key chains, water pistols and any item that can disrupt the good order of the school. Dangerous items will not be returned to students. If MP3 players or I-pods, or other distracting items, are used in class they will be confiscated by classroom teachers and become their responsibility, this rule also applies to any hats worn inside. Skateboards are not to be used during the day and may be left with Student Services to prevent confiscation. Various props, equipment etc. that may be used for classes such as media, photography, drama or Phys Ed must be stored with these faculties from the start of the day or they will risk confiscation.

## **MOBILE PHONE AND ELECTRONIC DEVICE POLICY**

Mobile electronic devices such as phones, iPods and MP3 players now are 'must have' items with today's teenagers. Though they are highly prized and facilitate communication between friends and family, they also create significant issues in schools. These range from bullying, organising unacceptable activities and infringing on the rights of others by filming without permission. It is the latter that is becoming a real issue in schools as unsavoury incidents of a violent, sexual or embarrassing nature are filmed, "blue toothed" to others and uploaded on to YouTube, FaceBook MySpace and/or other social networking sites.

### **Policy**

Churchlands Mobile Phone and Electronic Device Policy will enable students to bring these devices to school, however they must be switched off from the moment they enter the school grounds **until the** moment they leave the school grounds.

In simplest terms, mobile phones and electronic devices are not to be used, seen or heard on the school site during school hours.

NB:

School site is defined as the Churchlands SHS grounds and/or any venue where students are under the supervision of teachers. School hours are defined as from the moment a student enters the school site until the moment they leave it.

A student who breaches these rules will have their phone or electronic device confiscated and handed to the Principal and will only be returned to a parent or guardian of the offender. Repeated breaches will lead to a total ban.

**Inappropriate Use:** A student who uses a phone or electronic device to video an incident will be suspended immediately and permanently banned from bringing a phone or electronic device to school. This is consistent with the Director General's instructions to schools.

**Recipient of Inappropriate Material:** A student who receives inappropriate material at school via blue tooth will also be suspended and face a ban from bringing a phone or electronic device to school. All students are fully aware of and control this uploading function on their phones and electronic devices.

### Exemptions

**Please note that in some Visual and Performing Arts classes the use of electronic devices is part of the program. In such cases they are allowed to be used at the discretion of the teacher.**

**Parents wishing to contact their children for emergencies can do so via reception on 94411700. Similarly students will also be required to use the school phone in the event parents are needed to be contacted.**



*Students who attended an Economics Forum at the Chamber of Commerce & Industry*

## DRUG POLICY

Churchlands Senior High School is committed to a holistic attitude towards a healthy lifestyle inclusive of diet, exercise and self-esteem. Drug use is a very complex issue and drug problems result from a combination of many contributing factors. The influence and effects of drug use and abuse on the individual, family and wider community is very evident in today's society. This policy is one part of the wider community's reaction to the drugs issue. The drug policy at Churchlands Senior High School will address preventive and intervention strategies. This policy and related procedures will be subject to continual review.

For the purpose of this document, a "drug" is defined as any substances other than food and water which when taken into the body alters its function physically and/or psychologically.

Our aim is to educate our students for life with the goal of leading healthy, positive and drug free lifestyles. This drug policy seeks to:

- Address prevention, education and awareness, intervention and sanctions for managing drug use relevant to Churchlands SHS.
- Be consistent with the administrative requirements of the Department of Education
- Be consistent with state and federal laws.

### Our Drug Education Program

Churchlands Senior High School aims to provide students with knowledge and coping skills to use in relation to 'drug' issues. Our program includes:

- A whole of school, cross-curricula approach to delivering a message of abstinence and/or harm reduction.
- Provision of a supportive system including access to counseling for students and parents when needed.
- Parent awareness evenings relating to drug issues.
- Availability of staff to counsel students affected by drug issues.
- Referral and information for families affected by drug use.
- A compulsory health education program in Years 8, 9 and 10 that:
  - teaches factual information.
  - provides opportunities to clarify attitudes and values.
  - encourages the development of self management skills and interpersonal skills such as self-esteem, assertiveness and decision making skills delivered

by specialist staff with current knowledge and skills.

– an inter-agency approach will be used, involving the police, community drug service team and allied health agencies.

### **Process for Intervention**

The role of this Drug Policy is not only prevention. Even though a comprehensive health/drug education policy is fully operational we also acknowledge that incidents of drug use occur at school and consequently require a response from the school. In a situation where behaviours indicate possible health and safety risks to the student and/or others sanctions will be applied.

### **Someone To Talk To – School-based**

- Student Services Team (Year Coordinator, Student Services Coordinators, Senior School Coordinator, Psychologist, Chaplains, Nurse).
- Any staff member you feel comfortable talking to.

### **D of E Policy on Medical and Prescription Drugs**

- Students on prescribed medication are encouraged, where possible to take their medication at home.
- Students using medication may only carry enough medication for one day's use to school (excluding liquid antibiotics and eye drops). Prescribed medication should be clearly labelled with the name of the student, date, dosage and frequency.
- Medication may be left with the School Nurse for administration when all relevant forms have been completed. Refer to Administration of Medication Policy and Procedures (DET 1997) for guidelines on the administration of prescribed and over-the-counter medications.
- Asthmatics are encouraged to carry reliever medication at all times. Ventolin and spacers are always available at the Health Centre and the Phys Ed Department. Teachers are aware of the correct administration of Ventolin (refer to the Asthma Emergency Action Plan).
- School Camps and Excursions: Analgesics and prescribed drugs with a medication request form (to include name of student, dates to be administered, daily dose, frequency) from the parents must be given to the specified teacher.

## **FORM GROUPS**

Form groups are arranged in year levels with the same teacher (wherever possible) being responsible for the same group of students through their high school years. Form teachers play a vital role in pastoral care, monitoring of absences, checking on the school diaries and other administrative duties.

Form groups meet for fifteen minutes just before lunch on four days each week. Form is extended to assist with administration at various times during the year. **Attendance at form is compulsory.**

Each Form will have at least one Form Representative. These students have responsibilities such as meetings with Year Coordinators, collecting information from Form pigeon holes, and supporting their Form Teacher.

Each year level misses form one day per week and this becomes their "rostered" day for early access to the school canteen. The canteen roster is as follows, Year 8s Monday, Year 9s Tuesday, Year 12s Wednesday, Year 11s Thursday, and Year 10s Friday.

Form groups are based on Houses. The Houses are Brighton, Floreat, Scarborough and Trigg. (See the House System for more information.)



*Japanese teachers on a visit to the Science Dept to observe exemplary teaching practice*

## GOOD STANDING POLICY YEAR 11 AND 12

There are five major areas of responsibility Year 11 and 12 students and their parents must accept.

These include:

- **Behaviour.** It is the right of the student to receive an education that is not affected by poor behaviour of other students.
- **School Uniform.** The student will demonstrate belonging to the school and abide by all facets of the School Uniform policy which has been endorsed by the School Council.
- **Attendance.** The school deems that it is the student's responsibility to attend a subject for a minimum of 80%.
- **Participation and work completion.** All students must demonstrate a willingness to engage in all learning and assessment activities.
- **School Fees.** All parents of upper school students are required to meet financial commitments entered into with the school.

Students in breach of the "Attendance" Good Standing requirement may apply for special consideration to be given, providing there is a legitimate reason for the absence(s). A student's Good Standing may be in jeopardy as a result of poor behaviour, poor attendance, not adhering to dress code, lateness and poor participation and/or academic progress.

*Students who do not have 'Good Standing' or have not paid school fees will be unable to attend special social functions.*

### BEHAVIOUR

**Behaviour of a severe nature or outside the classroom will be referred directly to the Senior School Coordinator. Behaviour of a severe nature may result in 'Suspension' or in extreme cases 'Exclusion'.**

**Stage 1** Poor behaviour will be recorded via a 'Classroom Referral' by the subject teacher and brought to the attention of the Head of Learning Area who will arrange a 'Behaviour Agreement' between the student and teacher. The 'Behaviour Agreement' will be passed on to the Senior School Coordinator who will mail it home to the parent(s)/guardian(s). The Year Coordinator also will be

given copies of the 'Classroom Referral' to keep on file and a copy will be placed on the student's personal file.

**Stage 1 will result in a loss of 'Good Standing' for five working days. At this point a student will regain Good Standing by displaying exemplary behaviour in all areas for a five day period. A repeat offence either during or after this period will move the student to Stage 2.**

**If a student is 'Suspended' as a result of serious misbehaviour/failure to abide by school rules they are moved immediately to Stage 2.**

**Stage 2** If a student receives another classroom referral within five working days of the loss of **Stage 1 Good Standing** they will automatically progress to **Stage 2 Good Standing** and will be considered to be on **PROBATION**. This may be a 'Classroom Referral' from the same teacher as Stage 1 or from another teacher. The Senior School Coordinator will arrange a 'Behaviour Agreement' between the student and teacher and this will be posted home to parent(s)/guardian(s). It will also be placed on the student's personal file. **Stage 2 will result in a loss of 'Good Standing' for a period of six school weeks.**

Formal counselling with the student may take place if deemed necessary. Other members of the Student Services team such as School Psychologist and/or Chaplain may also become involved. If necessary the Year Coordinator and/or Senior School Coordinator may call a meeting with the student and parent(s) / guardian(s) to discuss issues of concern.

**At this point a student will regain 'Good Standing' by displaying exemplary behaviour for the next six school weeks. After the completion of the six week period, if the student has a repeat offence he/she will re-enter Stage 2. i.e. he/she will not return to Stage 1.**

A repeat offence during this period will require the student to automatically enter Stage 3.

**Stage 3** A student who enters Stage 3 may have his/her **ENROLMENT PENDING** and may receive a suspension (dependent on the nature of the offence). The Senior School coordinator will contact all teachers if necessary to discuss student progress. The student will be given **five one hour after school detentions**. Parents/guardians will be notified by phone and a letter will be sent home. **Stage 3 will result in a loss of 'Good Standing' for a period of ten school weeks.**

*A student will regain Good Standing by displaying exemplary behaviour for the following ten weeks.*

**Once a student has reached Good Standing Stage 3 he/she will not regain Stage 2 Good Standing i.e. he/she will remain at Stage 3 for the remainder of that school year.**

**Any offence during the ten week period will result in suspension. At this stage the student will not return to school until the parent/guardian has contacted the school to arrange an interview with the Senior School Coordinator, the Deputy Principal of Curriculum and the Year Coordinator. This must be done within five working days. At the interview the student's future options will be discussed and a referral may be made to a relevant member of the Student Services Team or to the Retention and Participation Coordinator at West Coast District Education Office.**

If a student on Good Standing Stage 3 commits an offence after the ten week period he/she will receive a further five days after school detention and a loss of Good Standing for ten weeks.

*If a student is placed on Good Standing Stage 3 on more than one occasion he/she will not be invited to any school social functions for the remainder of that calendar year.*

## ATTENDANCE

As part of the Good Standing Policy students are required to attend school on a regular basis. The school and the Curriculum Council have deemed that this means a minimum attendance of 80% of the time of a course.

This includes all absences for

- illness
- outside school appointments.

***Genuine cases of long term illness/injury etc. will be taken into account.***

## Lateness to school

When a student is late to school they must sign in through Student Services. If lateness is not explained with a note written in the school diary a student will be given a lunch time detention. Failure to complete lunchtime detention(s) or failure to sign in or sign out where appropriate may result in a loss of Good Standing.

## Lateness to class

Students who are unreasonably late to class on **more than two occasions will not be admitted into class** and will be considered absent. They will be sent to do supervised private study in the Student Services Centre. *NOTE-Activities, which form part of the school programme such as Music and P.E. Studies, may require students to be late on occasions. These students will be admitted to class and not marked absent.*

**It is the responsibility of student(s)/parent(s) to keep accurate evidence of absences including medical certificates.** If parent contact has not been made with the school by phone, a note explaining an absence should be written into the student's diary and presented to the Form Teacher within **five working days** of a student's return to school. **A Medical Certificate will be required if a student misses an assessment.** It is the responsibility of the student to catch up on missed work in those subjects from which they were absent regardless of whether they were on an excursion, camp or ill.

All absences regardless of reason will be recorded on the school absentee system. This is a legal requirement and may have an impact on a student's eligibility to receive Youth Allowance.

When a student's absences are not explained the form teacher will refer the student to the Year Coordinator. The Year Coordinator will contact the student and/or parent in order to obtain an explanation for absences. **Absences that are not able to be explained within five working days will be considered truanting and will be recorded as such.**

Year Coordinators will refer continued unexplained absences to the Senior School Coordinator. Contact will then be made with parents and student. At this point the Senior School Coordinator may also refer the student to the School Psychologist, Chaplain, Youth Pathways Counsellor or Retention and Participation Coordinator at West Coast District Office.

**The Good Standing Process will be applied to those students who truant or have more than five unexplained absences.** As appropriate, a behaviour agreement will be organised by the Senior School Coordinator/Year Coordinator and the student will be placed on attendance cards for a minimum period of five days. Parents will be informed via the school diary.

***NOTE-The purpose of ensuring attendance guidelines are adhered to is in the best interest of the student. If a student does not attend the required number of classes they are considered “at risk” of failing their subject(s).***

### **Form Period**

Form Period is compulsory and failure to attend will be recorded as an absence. Once a student has recorded more than **four unexplained absences from Form Period** a loss of Good Standing will occur and the Good Standing process will be followed.

### **Upper School Sport**

Upper School Sport is compulsory and failure to attend will be recorded as an absence. Once students have been absent (unexplained) for **two Upper School Sports** sessions a loss of Good Standing will occur and the Good Standing Process will be followed.

*Appointments should NOT be made during sport periods. Students finish early on sport days, appointments should be made for that time.*

## **DRESS CODE**

After consultation with students, parents and staff a School Uniform policy (please refer to school handbook) has been endorsed by the School Council. Any Year 11 or 12 students not adhering to the School Uniform Policy (including the wearing of facial piercings, radical hair cuts/colour or excessive makeup/jewellery) will be referred to the Senior School Coordinator. The Good Standing Process will be followed if a student is consistently out of uniform and/or they may be sent home.

## **HEALTH CENTRE**

The Health Centre is open each school day from 8:30am including recess and lunch time.

Students may access the centre before school, at recess and lunchtime without needing permission. If a student wishes to go during class time, permission with a note written in the school diary by the supervising teacher is required. Extended absence from class will be noted on the attendance system by the School Nurse as will information regarding students sent home or for further treatment.

If a child is found to be unwell at home, please do not send him/her to school as a parent will be called to take them home. The Health Centre is not in a position to provide treatment for ailments that occur outside of school as such matters should be dealt with outside of school.

If the need arises, students will be referred to the Health Centre. If the level of injury, or degree of ailment is such, the Nurse will contact parent/guardian or the emergency contact to collect the student from the Health Centre. In more urgent cases an ambulance may be called at the expense of parents.

**Under no circumstances are students to refer themselves to parents/guardians and leave the school premises without parents contacting the school and being properly signed out.**



***Chamber Maids perform for the Hon Julie Bishop at the Sundowner Centre Chapel***

## HOUSE SYSTEM

The House System aims to:

- Increase student identification with the school, their house and form.
- Provide students with leadership opportunities.
- Encourage interest in school activities through healthy, positive competition between Houses.
- Recognise a range of student achievements through the use of House Points.

Information about House activities and a House Point tally is provided on the House noticeboard situated near Student Services.

Student House Leaders will be selected to represent each year group. They will have special responsibilities, including meetings with their House Leaders, providing student feedback about House activities and helping with the organisation, advertising and running of House activities.

Forms and School activities such as swimming and athletics carnivals are organised on a House basis. The Houses are Brighton (red) represented by the sea dragon, Floreat (blue) represented by the marlin, Scarborough (gold) represented by the shark and Trigg (green) represented by the stingray.

Students will be awarded House Points through participation in activities and as a reward for positive behaviours.

## LIBRARY

The Churchlands Senior High School Teacher-Librarians provide support to the teaching and learning programs of teachers and students. We have responsibility to select suitable resources and facilities.

The Library is:

Opened before school everyday from 8.15am. It is opened during recess Monday – Thursday (Closed Friday recess). Open lunchtimes.

Teacher Assisted Small Class operates in the library every Monday, Tuesday and Wednesday from 3.45 – 4.45pm. The library closes at 4.45pm on these days. The library closes at 4pm on Thursday and Friday. All students are able to borrow resources and use the library facilities.

## SCHOOL BALL POLICY

### Status

The Year 12 School Ball is the most prestigious social event on the school calendar and is held annually at a venue approved by the Principal. It is open to Year 12 students by invitation only and is considered a privilege extended to those students who have maintained their “Good Standing”. These students are allowed to invite outside partners who are considered suitable to attend. The judgement of suitability is at the discretion of the Year 12 Coordinator in conjunction with the Post Compulsory Coordinator and relevant Deputy Principal. The organisation of the ball is in the hands of the Ball Committee, consisting of selected Year 12 students under the management of the Year 12 Coordinator.

### Behaviour

As the premier social event for Year 12 students, particularly high standards of behaviour and dress are required from those attending. Hence the following rules will be strictly enforced.

- The Ball is a formal occasion. Formal wear such as dress suits and evening gowns with appropriate footwear are mandatory.
- The possession of, or being under the influence of, alcohol and/or illegal substances at the function will result in the offender being removed from the premises and sent home immediately. Parents will be informed and expenses incurred will be the responsibility of the parent/guardian and/or offender.

*In addition, offenders will be further dealt with under the school's drug-use policy.*

- Smoking is not permitted. A disregard for this rule will result in the offender being sent home. Parents will be informed and expenses incurred will be the responsibility of the parent/guardian and/or offender.
- Students/partners will not be permitted to leave the venue until the end of the function, unless a prior arrangement has been made. Those who leave the venue without permission will not be re-admitted.
- Once students have left the venue, the school's duty of care towards them ceases. That is, no responsibility whatsoever is undertaken for students' behaviour or personal safety once they have left the premises.
- Offenders who are sent home will not have their admission charges refunded.

### Cancellation

Cancellation of bookings will not be possible less than ten days before the advertised date, except in the case of sickness/disability supported by a medical certificate.

## SPECIAL SCHOOL BUS ROUTES FOR 2010

### MORNING School Special Buses TO CHURCHLANDS

**Display 937 Departs 0825 hr.** Pearl Pde near West Coast Hwy via Pearl Pde, L Elliott Rd, R Newborough St, R Burniston St, L Sackville Tce, R Huntriss Rd, L Scarborough Bch Rd, R Liege St, R Pearson St, R Hale Rd, L Lucca St to C.S.H.S. (0856 hr)

**Display 937 Departs 0830 hr.** Weaponess Rd near Sonia St via Weaponess Rd, R Millcrest St, L Shearn Cr, R Ewen St, L Paramatta Rd, L St Brigids Tce, R Brighton Rd, R Duke St, L Scarborough Beach Rd, L West Coast Hwy, L Hale Rd, R Lucca St to C.S.H.S. (0854)

**Display 937 Departs 0844 hr.** From a stand at Stirling Station, via Cedric St, L Odin Rd, L Scarborough Beach Rd, R Liege St, R Pearson St, R Hale Rd, L Lucca to C.S.H.S. (0855 hr)

**Display 732 Departs 0830 hr.** (CATCH THE 81 OR 84 TO get to Marapana Rd for 830) leave from Marapana Rd near Oceanic Drive at 0830, R Templetonia Cr, L The Boulevard, R Chipping Rd, R Empire Ave, L Brompton Rd, L Drabble Rd, L Brighton Rd, L West Coast Hwy, L Hale Rd, R Lucca St to C.S.H.S. (0856 hr)

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### AFTERNOON School Special Buses FROM CHURCHLANDS

**Display 1 Departs 1545 hr.** Via Lucca St - L Dolomite Ct, L Pearson St, L Liege St, L Scarborough Beach Rd, R Odin Rd, R Cedric St, R to Stirling Station (1559 hr)

**Stand 2 Departs 1545 hr.** Via Lucca St – L DolomiteCt, L Pearson St, L Liege St, L Scarborough Beach Rd, R Odin Rd, R Cedric St, R to Stirling Station (1604 hr)

**Display 3 Departs 1545 hr.** EXPRESS TO EMPIRE Via Lucca St, Tuscany Wy, R Empire Ave, R Weaponess Rd, R Millcrest St, L Danby St, L Ewen St, R Westview St, R St Brigids Tce, R Scarborough Beach Rd, L Huntriss Rd, R Barnes Rd, R Odin Rd, L Cedric St to Stirling Station (1609 hr)

**Display 4 Departs 1545 hr.** Via Lucca St, Tuscany Wy, L Empire Ave, L Cromarty St, R Crieff St, L Dumfries St, R Cargen Ct, L Kirkdale Ave, L Grantham St, R Harborne St, L Cambridge St. near Holyrood St (1603 hr)

**Display 5 Departs 1545 hr.** Run EXPRESS Via Lucca St, Tuscany Wy, R Empire Ave, R Weaponess Rd - First set down Weaponess & Brighton Rds then via R Duke St, R Jeanes Rd, R Karrinyup Rd, L into Karrinyup Shopping Centre (1605 hr)

**Display 6 Departs 1545 hr.** EXPRESS TO EMPIRE Via Lucca St, L Tuscany Wy, R Empire Ave, R Weaponess Rd, L Stewart St, R Corbett St, L Brighton Rd, R Stanley St, L Scarborough Beach Rd, R West Coast Hwy, R Pearl Pde, R Coral St, L Sackville Tce, L Huntriss Rd, L Karrinyup to stop in Karrinyup Rd near Huntriss Rd (1610 hr)

**Display 7 Departs 1545 hr.** Via Lucca St, L Outram Way, R Valencia Ave, L Hale Rd, R Glenelg Ave, R Cobb St, L Queeenscliffe Rd, R Coronation St, L Castle Rd, L Ewen St, R Grant St, R Scarborough Beach Rd, L Odin Rd, R Cedric St to Stirling Station (1558 hr)

**Display 8 (739) Departs 1545 hr.** Via Lucca St - R Otram Way, R Valencia Ave, L Hale Rd, R Brompton Rd/ Drabble Rd, L Brighton Rd, L West Coast Hwy, L Hale Rd, R Brompton Rd, R Empire Ave, L Chipping Rd, R Slip Rd, L The Boulevard, R Templetonia Cr, L Marapana Rd, R Oceanic Dr, L Branksome Gdns, (1620hr). STUDENTS WILL THEN NEED TO CATCH THE 81 or 84 route service to CONTINUE ON TO FLOREAT/WEMBLEY

**Students are also reminded that other NON school special buses may be used eg 81, 84, 92, 401, 98, 99, 410, 412. Specific information regarding these routes can be obtained by phoning 136213.**

## STUDENT CLEARANCE PROCEDURES

### During the Year

Students who are leaving school to go to another school during the year need to complete a Clearance Form obtained from the Front Office. All outstanding fees or books from the Library or subject areas need to be finalised before a student can be cleared.

### Year 12 Clearances

Year 12s are generally cleared from the school in the first week after the TEE concludes. The Clearance Form can be obtained from the Front Office. At this time outstanding fees and books need to be finalised. The students will receive their reference and Year Book once they are cleared.

## STUDENT MOVEMENT POLICY

There are many reasons why we keep student movement around the school to a minimum, including the reduction in theft and avoidance of disruption to learning. Students will not be allowed locker breaks, drink or toilet breaks during class times except in extreme circumstances. Students are expected to organise their books during breaks and ensure they also manage their personal hygiene habits effectively. We also encourage all students to take water bottles into classes as research suggests water is an effective “brain” food, however other drinks are not to be taken into class.

For student movement sanctioned by the class teacher, the student must have a note written in his/her school diary. Only essential movement is acceptable and generally only one student at a time will be allowed to leave class. The exception to this is when a small group of students is sent to the library or to gain extended computer access, in which case they must have a note in their school diary.

Student Services or Administration staff may call students from class. In this case, a note will be delivered to the student's class requesting the student to be sent to Student Services or Administration. The note will identify the student, the person calling him/her from class and the date. The class teacher is asked to write in the time the student leaves the class and initial the note. On the student's return to class, the time will be indicated and the note will be initialled. Occasionally, students' diaries will be used to indicate an appointment time or some other communication from Student Services.

## STUDENT PROPERTY

### Loss and Theft Policy

Each year many items of Student Property are lost, misplaced, or, in some cases, stolen. Every effort is made by staff at the School to recover missing items. However, this effort is frequently hampered by the failure of students to label their property. Many items are found but not returned to their owners because they are not labelled therefore staff are unable to locate the owners. Also, many students never go to the Student Services to report and to look for missing property.

### Student Responsibilities

- Put your name on all of your books, files, pencil cases, calculators, mobile phones and items of clothing and sporting equipment. Labelling allows staff to return lost or recovered items to their rightful owners. Customised labels can be ordered from the Uniform Shop for items of equipment and clothing if you do not have an alternative system at home.
- Carry items of value (money, mobile phone Smartrider) with you at all times.
- Use the “Safe Box” carried by your Phys Ed teacher to house items of value while you are engaged in your Phys Ed activities. Do not leave such items in the change rooms as more than one class may have access to the change rooms at any one time.
- Apply for a locker. Lockers are available for the safe keeping of books and equipment, and students are encouraged to use them. Student Services will oversee the distribution of lockers at the commencement of the academic year.
- Don't bring excessive amounts of money to school.
- Be discreet about the amounts of money you have in your possession.
- Money is collected before school and during recess in Student Services for excursions, School Ball, River Cruises, Camps, etc via the Student Services payment slot.
- Lock your bike in the bike shed.
- Report the presence of outsiders or any suspicious behaviour to a teacher or Student Services.
- Report any loss to the Student Services Coordinator immediately you notice an item is missing.
- Collect “lost property” promptly. Students will be notified via the Student Chronicle that they are to report to the Student Services Centre to collect “found” property if it is labelled.

### Staff Responsibilities

- Keep students' bags within view if they are not taken into the classroom.
- Maintain "Safe Boxes" when taking Phys Ed lessons or supervising a Camp.
- Reduce student movement around the school during class time by not allowing students to go to their lockers, toilets etc. Students have the opportunity to go to their lockers or attend to their personal hygiene needs between each period.

### Responsibilities of Parents

- Ensure that all items of school equipment and clothing belonging to your child are labelled with their name. Order forms for customised labels for both equipment and clothing are available from the Uniform Shop if you do not have an alternative.
- Don't give your child excessive amounts of money to bring to school.
- Encourage your child to be discreet about the amount of money that they are carrying especially when you have entrusted them with large amounts of cash to pay School Fees, etc.
- Discourage your child from bringing to school items of value that have nothing to do with their academic program.
- Be aware that anything brought to school of value is your child's responsibility, not the school's.



## STUDENT SERVICES

The Student Services Centre houses the Student Services Coordinators, Senior School Coordinator, SWL/VET Coordinator, Year Coordinators, Learning Support Coordinator, HAAP Coordinator, Chaplains, School Psychologist and the AIEO. The School Nurse is based in the Health Centre.

Student Services is responsible for the welfare and management of students as well as providing opportunities for leadership and participation in a range of social and other extra-curricular activities.

**The first person to contact for help or advice is the relevant Co-ordinator. If the issue is to do with a particular subject relating to curriculum, class work, home work or assessment then the subject teacher or Head of Department should be the first point of contact.**

The Student Services Centre has a teacher rostered on duty from 8.30am before school, at form and lunchtimes. Students are welcome to come into the centre before school or during class breaks. If they need to access Student Services staff during class time they must have their class teacher's permission and this will be written in their school diary.

Students will need to come to Student Services if they

- are out of uniform- to get an out of uniform stamp in their diary or borrow an item of clothing (this needs to be done BEFORE school)
- need to leave school early (before school if appointment is before lunch, at lunch if appointment is after lunch)
- arrive late
- need to report or hand in lost or stolen property
- wish to pay for camps or excursions by posting envelopes into the Student Services money slot
- wish to seek advice or counselling about school or personal matters.

## UNIFORM POLICY

The Department of Education and Training's policy on school dress code allows schools to make the wearing of school uniform a requirement. It has been found that the wearing of school uniform brings with it many benefits, such as the promotion of the school's public image; an enhanced school spirit; a reduction in rivalry between students; an increase in convenience and cost-saving for parents; and preparation for work environments which have dress and safety codes.

At Churchlands SHS a Uniform Policy has been established after much consultation with all stakeholders. The policy has been formulated to meet the needs of the students, their families and the school. The P&C fully supports the policy and it has been endorsed by the School Council.

### Uniform Requirements

The lower half of School Dress is to be plain navy blue, in the styles listed below. Denim clothing (jeans, shorts, skirts), track pants, and navy blue pants with logos and other colours do not meet uniform requirements.

**Boys** Cargo style shorts or cargo style long pants as sold by the Uniform Shop. If required, formal long pants, which are available from the uniform shop.

**Girls** Skirts. Two styles are available as sold by the Uniform Shop. (Skirts should be of modest length and not be so tight as to restrict comfortable movement). See the Uniform Shop for the acceptable style of shorts. Year 8 girls and all new female students must purchase shorts and skirts from the Uniform Shop. These items have the Churchlands 'script' on them. **Note that replacement shorts and skirts should all be purchased from the Uniform Shop.** (Three quarter length, matador style or mini shorts are not acceptable for other students.) Long pants as sold by the Uniform Shop.

**The upper half of School Dress depends upon whether a student is in Upper or Lower School.**

**Lower School** Teal polo shirt with embroidered logo.

**Upper School** White polo shirt or white poplin shirt with embroidered logo.

### Winter tops for both lower and upper school students can include:

- Navy blue windcheater with embroidered logo.
- Navy blue jumper with embroidered logo.
- Navy blue jacket with embroidered logo.

NOTE: Polo shirts must be worn under winter tops.

**Shoes** Flat, enclosed shoes are to be worn for safety reasons. Thongs, flip-flops, scuffs etc are unacceptable and if worn, students will be refused admission to science and other practical classes. Boot style shoes should be no higher than ankle height.

**Neck Scarves** Permitted during cold weather but they must be the School approved scarf available through the Uniform Shop.

**Jewellery** Modest jewellery and watches are acceptable. However, school is not a place for expressing oneself via accessories. For this reason and for those pertaining to safety, dog chains, collars and wrist bands with spikes and studs are unacceptable. For safety reasons, long or dangly earrings are not suitable for school wear. Earrings should be confined to small hoops or studs.

**Grooming** Radical hair styles are not acceptable. Hair colouring is only acceptable if natural colours are used. Make-up should be subtle and kept to a minimum.

**Facial Piercing** Piercings of the nose, eyebrow, lip, chin, cheek or neck **are not allowed.** This includes implants and any piercings deemed inappropriate (such as stretchers).

**Tongue or Body Piercing** Piercing that is not visible will generally not concern the school unless the student draws attention to it. If it becomes a problem, the student will be expected to remove the piercing or face disciplinary action. Having a body piercing is

NOT a legitimate excuse for not participating in activities associated with the Physical Education program at CSHS. Failure to participate in the full educational program will result in a parent/guardian being asked to collect the student from school and to not return him/her until he/she is willing to participate fully.

**The Physical Education Uniform is compulsory for all students and available from the Uniform Shop.**

The wearing of any Physical Education uniforms to normal class, or to and from school **is not** permitted.

Lower Half Navy blue taslon shorts with the Phys Ed logo. Navy blue track pants may be worn over the shorts on cold days.

Upper Half Grey t-shirt with the Phys Ed logo.

**School Uniform Management**

Students unable to meet the school's dress code on a given day are required to report to the Student Services Centre before school. Their names will be recorded and they will be issued with an out of uniform stamp in the school diary. Students who attend classes out of uniform and without a uniform stamp will be sent to Student Services and placed on lunchtime detention.

Dress code infringements will be recorded, continually monitored and taken into account for attendance at various social and sporting events. Parents will also be advised when such infringements reach unsatisfactory levels.

**Availability of Uniforms**

All items of the school uniform are available at reasonable cost through the P&C Association's Uniform Shop located in the old caretaker's cottage in Lucca Street next to the Gym. Second hand items are available. Layby, credit card and EFTPOS facilities are available.

**Where parents wish to purchase uniform items from other sources for boys, they must conform to the style sold by the Uniform Shop.**

**Assistance**

Financial assistance is available to low-income families to enable them to meet dress code expectations. Families eligible for Health Care cards that complete the Secondary Assistance forms available from the registrar receive \$115 per child each year specifically to assist with the purchase of school uniforms.

**Acceptance of Enrolment**

Acceptance of enrolment at Churchlands SHS assumes an agreement between the school, the parent/guardian and the enrolling student that the dress code will be followed. Where the dress code is considered unacceptable, parents have the right to apply for admission to another school where the uniform policy reflects their preference.

Note – Students wishing to vary the school uniform for cultural or religious reasons should discuss their needs with the School Principal.

**UPPER SCHOOL STUDENT CARS and PARKING**

Students who drive to school must accept the responsibility and conditions that go with it. Students must notify and register their car or scooter with the Senior School Coordinator. A special "Student Registration" Form needs to be completed which includes a parent/guardian signature. Vehicles must be parked in the clearly designated "Student Parking" area in Memory Place. This area is out of bounds during the day as is the use of cars and scooters during recess or lunchtime. Vehicles cannot be used as transport to Physical Education/Sport classes. Students who wish to transport other students to and from school must first obtain the permission and authorisation signature(s) of the passenger/s parent(s) or guardian(s). The school does not advise or condone the carrying of passengers. All responsibility lies with the parents/guardians of the driver and the parents/guardians of the passengers.

Failure to observe/comply with the conditions set out will result in withdrawal of the permission to drive to and from school.

# SCHOOL IN THE COMMUNITY

## PARENTS' CONCERNS PROCEDURE

Churchlands Senior High School will ensure that parents' concerns and complaints are addressed promptly and in accordance with the principles of natural justice.

Our aim is to resolve all of these issues at the school level. Complaints often arise from misunderstandings or breakdowns in communication.

The School's philosophy is "the best way to manage complaints is to prevent them from arising in the first place". This places the onus on the school to clearly enunciate our policies and procedures to parents and requires parents to promptly request

clarification where needed. In this brochure we have attempted to do just that.

We also accept that not all processes the school adopts will be agreeable to all parents. However we have developed these in consultation with the community and believe they reflect the views of the majority. Parent concerns can be categorised as either Teaching and Learning or Policy or Procedure.

The following table provides a step-by-step process for parents to follow in order to resolve an issue.

### Teaching and Learning Complaint

- Example** A student complains to a parent concerning a teacher.
- Step 1** Parent contacts the teacher concerned to discuss and/or make an appointment. This action may clarify both sides of the dispute and could lead to a resolution.
- If Unresolved*
- Step 2** Contact the teacher's Head of Department in an attempt to further mediate the situation. Very few disputes continue beyond this level.
- If Unresolved*
- Step 3** Contact the Principal by phone, letter or make an appointment in an attempt to clarify and resolve.
- If Unresolved*
- Step 4** In the event the complaint is still unresolved, the parent can contact the West Coast Education Office on 9202 7333.

### Policy or Procedure Complaint

- Example** A student complains that he/she was unfairly suspended for swearing.
- Contact the administrator concerned either by phone or letter to discuss or make an appointment. Clarification of the policy and its application generally leads to a resolution.
- If Unresolved*
- Contact the Principal by phone, letter or make an appointment in an attempt to clarify and resolve the issue.
- If Unresolved*
- In the event the complaint is still unresolved, the parent can contact the West Coast Education Office on 9202 7333 in an attempt to resolve the issue.

Note: Depending on the severity of the issue, some steps listed may be bypassed.

## PARENTS AND CITIZENS ASSOCIATION

Our P&C meets regularly in the staffroom with meetings commencing at 7:30pm. Meeting dates for 2010 coincide with the second Monday of each month, the March meeting designated as the Annual General Meeting.

Current Office bearers:

President: Craig McKie  
Secretary: Anne Christie  
Treasurer: Jan Wilson  
School Council Rep: Margaret Jago

The P&C manages and derives funds from donations, School Canteen and the Uniform Shop. The committee meetings provide a forum for parents to receive updates on school procedures and to have a say in the formulation of new policy and the allocation of monies. All new members are welcome.



*President Craig McKie addressing staff on World Teachers Day*

## SCHOOL CANTEEN

The school's P&C runs the canteen, providing a wide range of nutritional food and drink at reasonable prices. The P&C employs a canteen chef/manager and two assistants. However, volunteer help is essential in providing sound canteen service. Anyone who can spare a couple of hours a week is urged to contact the school on 9441 1700. The philosophy behind this service is to provide food at competitive prices and raise funds for school facilities. As a result, all the school community shares the burden of fund raising.

## PERSONAL INJURY AND PROPERTY INSURANCE

All parents need to be aware that there is no Personal Injury Insurance Cover for students while at school or engaged in school functions. Injuries caused during sport, or at lunch time are a regular occurrence and potentially leave parents with medical bills that could run into thousands of dollars. Similarly whenever an ambulance is called to transport a student to hospital, it is at the expense of parents.

The school recommends that parents take out personal insurance cover for their children to cover potential costs.

In the event of a parent believing that the injury was caused due to negligence by the school they may contact Risk Cover (phone 9264 3333) to make a claim. This will be investigated and Risk Cover will subsequently reject or uphold the claim, depending on the findings of that investigation.

The school will take no responsibility for student property. This includes mobile phones, iPods, cash, clothing and other personal items.

Loss or damage is usually caused through carelessness or involvement with other students. Parents have the right to seek redress from those families whose children have caused damage, however the school cannot be involved in such disputes/claims.

Again in the event of a parent believing that loss or damage was caused due to negligence by the school they may contact Risk Cover (phone 9264 3333) to make a claim.



*Students enjoying their day catering at the Alzheimer's Function at Government House*

## SCHOOL COMMUNITY EVENTS

### School Production

Every year Churchlands students have the opportunity to be part of a school production. The production is either a Musical or a Drama performed at school in the early weeks of Term 2. Examples of recent successful productions include 'Little Shop of Horrors', 'Schools Will Rock You', 'Grease' and 'The Importance of Being Earnest'. Rehearsals usually commence in Term 4 of the previous year.

### Community Art Exhibition

The P&C manages the Community Art Exhibition every year with the display running in the Visual Arts building midway through Term 2 (early June). An opening evening is the first chance the public have of purchasing art and craft work from members of the art community who exhibit. The popularity of this event is growing and the P&C volunteers have worked hard to organise this event.



### Carols by Candlelight

Each year Churchlands SHS music students, both past and present, celebrate the festive season with performance that includes many well known Christmas Carols plus additional activities. This event is usually held on the Friday evening of the second last week of school. It is an informal event held on the lower school oval. The school and local community is invited to bring a picnic blanket, drinks and a picnic hamper to join in this celebration.

## SCHOOL COUNCIL

The School Council consists of four community members, a member of the P & C, two members of staff and the Principal. There are also two Student Representatives. By legislation the school's annual budget needs to be approved by the School Council, while the school Strategic Plan also needs School Council endorsement. Nominations/elections are held annually for council positions.

At Churchlands SHS the Council is proactive in its endeavours to ensure that the learning environment is conducive to the best possible education for students. To that end, it is positive in promoting quality teaching and politically advocating for school improvement. Churchlands SHS has developed processes whereby changes in or the adoption of school policies are submitted to the School Council for approval.

Current office bearers of the School Council:

President	Sarah Butler
Secretary	Ross Calogero

## THE ALUMNI ASSOCIATION

Past students of Churchlands SHS launched the Alumni Association late in 2006. The Association was established to support the Churchlands SHS Vision for the Future and to foster relationships and lifelong connections between the school its Alumni and friends.

The current President is Stephen Reynolds and Tracey Gralton is the Secretary of the Association.

All new members are welcome and can have their names added to the data base by contacting the school either by telephone or email.



*Arts students being inspired by their environment*

## VALUES IN ACTION AT CHURCHLANDS

### COMMUNITY SERVICE PROGRAM

Although no longer mandated, the Community Service Program is continuing to be supported by the school, and students in Year 10, 11 and 12 are actively encouraged to complete at least 20 hours of voluntary work over those three years. On graduation, the WACE (Western Australian Certificate of Education) will show the number of community service hours recorded by the school.

Students should volunteer their time independently through community groups and also in a variety of ways at school, such as Form Representative or assisting in the Library at lunchtimes. Each year we also provide volunteers for a number of community groups including the Wembley Downs Fair, local primary schools and the City to Surf Race.

The paperwork, including parent consent forms, proposed activity forms and log of hours are found each year in the school diary, along with an explanation of the procedures to follow. The process is also explained to students through their form class at the beginning of Year 10.

Churchlands Senior High School also supports the following community groups and charities on a continuing basis:

#### **The Salvation Army**

Each year two collections are held. In the second term students organise an appeal as part of the Salvation Army Schools Challenge and at the end of the year we hold a Christmas collection.

#### **The Cancer Council's Relay for Life**

This has become an important event on the school calendar with forty or more students raising funds for the Cancer Council each year. Churchlands is one of the highest fund raising schools and the 24 hour event is a popular one

#### **The Oaktree Foundation and the Schools for Schools Program**

In 2009, Churchlands Senior High School formed a 'seed group' for the Oaktree Foundation and was paired with a sister school in KwaZulu Natal, South Africa. thirty or more students meet every week and do workshops on the type of issues faced by teenagers in developing countries. They also

plan and organise fund raising events for Qhilika High School. The money raised goes to a teaching program in our partner school which enables the teenagers there to become the leaders of the future. It is hoped that once established, some of our pupils may be able to go on exchange to South Africa to meet their colleagues at Qhilika.



*Churchlands students Community Service in action*



## OTHER EXTRA CURRICULA ACTIVITIES

### Earth Avengers

All students can become involved in extra curricular environmental education activities that include fundraising for conservation organisations, recycling programmes and activities and tree propagation and planting through the 'Trees for Survival Programme'. Students may work during lunch times and are rewarded with lunches and are also invited to attend camps during the year.

### 40 hour Famine

The 40 Hour Famine is one of Australia's biggest youth fundraising events and many Churchlands students participate every year (180 students raised \$7000 in 2009). This is a chance for students to do something real for kids living in poverty overseas. Students give up food or do without something that really matters to them over a 40 hour period and raise funds for this charity.

### Student Exhibitions

Annually the year 12 students put on a number of displays/exhibits of their work in the Visual and Performing Arts areas.

- The Year 12 Visual Arts Exhibition is an afternoon and evening where the work of students from the Art and Photography subjects is displayed. The work is exhibited in the Visual Arts area.
- The MaDD (Media and Dance, Drama) Evening showcases Year 12 students' practical performance component of their course of study. This is an annual event and is held in the Paul Latham Auditorium.
- The Music students perform to the public on a number of occasions throughout the year. The Junior, Intermediate and Senior Band have regular performances scheduled. Music students also participate in Chamber Music, Solo Vocal, Choral, WAYJO, OPUS, Orchestral, Jazz, Guitar and Band Festivals and Concerts in the course of the year.

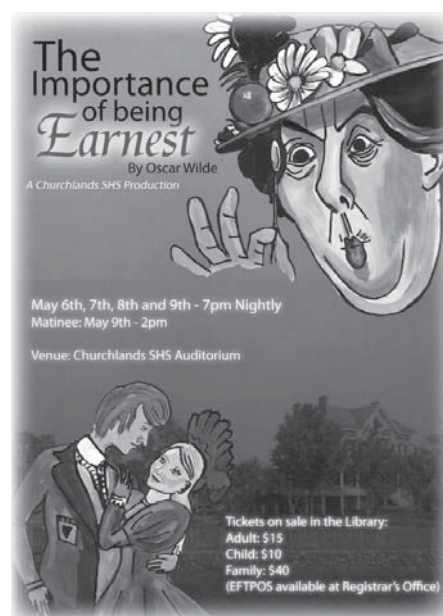
Students also represent the school in the community at ANZAC day and Royal Navy Memorial Services.

Duke of Edinburgh Award 2010 sees the launch of the Duke of Edinburgh Awards at Churchlands. This

internationally recognised Award is a wonderful opportunity for students to receive recognition for their sporting activities and community work. Churchlands will facilitate students in completing the award. For further information access [www.theaward.com.au](http://www.theaward.com.au) or contact the school and speak to Mrs Jasper.

### School Environmental Responsibility

Environmental Responsibility is a key value of our school and as such, all staff and students are required to maintain a clean environment. This will include placing litter in bins. Students can expect to be asked to pick up litter by a teacher, particularly if it is in their immediate area. This is a reasonable instruction. Failure to do so will be regarded as disobedience and result in disciplinary action.



*The Crew from "The Importance of being Earnest"*



# FINANCES

## POLICY ON CONTRIBUTIONS AND CHARGES

### The Legal Position

The State Government through the Department of Education and Training provides placement at educational facilities for all students who choose to attend Government schools. The Department also pays for the wages of all teaching and non-teaching positions plus costs such as repairs, maintenance and utilities. Government does not provide for many goods and services which students use and it is reasonable for parents to meet these costs.

### Where do contributions and charges go?

Some examples include: ingredients in home economics, transport, photographic equipment and supplies, art materials, timber, metals, and consumable tools, external instructors, sporting equipment, text books, etc.

### How much can be charged?

For years 8, 9 and 10 the maximum voluntary contributions a school may charge is currently fixed at \$235, however additional compulsory charges above that figure can be requested for consumables and additional resources.

For Years 11 and 12 there are no maximum charges set by the State Government. Schools endeavour to set their own charges for these years and such fees are compulsory. The school can also request a 50% confirmation charge for these years.

### Who should pay?

Given that all students benefit from the pool of collected fees, it is fair to expect that all parents should pay the balance of contributions and charges. Parents of students who choose the more expensive option subjects need to consider the costs during the subject selection process. All would agree that it is unfair for those parents who meet their financial commitments to be seen to subsidise the education of those students whose parents do not pay their contributions and charges. This school is committed to an even-handed and responsible approach so that all parents should make contributions towards their children's education.

### A Compassionate View

This school is only too aware that the payment of school fees can be a burden for some families. Part payments, deferred payments and credit card debits are all available to support parents experiencing difficulties. In some cases of financial hardship the Principal will consider full or partial waiver of fees. However, we do need to talk to you about this. Ignoring accounts and reminders is unhelpful to all parties. The school is also keen to assist parents in selecting options that they can afford. To this end subject charges will always be provided to parents prior to selection of subjects.

### Payment Options

The school makes provision for the following payment options:

- Full payment by cheque, cash, EFTPOS or credit card.
- Payments by instalments by cheque, cash or credit card.
- Direct debit.
- Centre Pay.

### Collecting Fees

The school will take a positive approach to collecting contributions from parents of students in Years 8 to 10. In particular, the school will highlight the benefits to students if all parents meet their contributions. With respect to charges for Years 8 to 12, the school will actively seek full payment of fees when appropriate. The School Council, in support of this process, has endorsed the following actions:

- Regular accounts sent home to parents.
- Parents who refuse to communicate with the school and have made no effort to pay fees will be referred to our debt collection agency as permitted in the regulations.
- Students whose family has a history of non-payment will be refused enrolment in high cost subjects.
- Year 11 and 12 high cost subjects will require a 50% confirmation charge prior to enrolment.
- Sanctions on extra curricula activities may be imposed at the discretion of the Principal. This could include camps, school socials and sporting activities.



*Head Boy & Head Girl for 2010*

*Nick Fielding & Skye Reynolds*



# Churchlands Senior High School

Principal Neil Hunt



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Government of Western Australia  
Department of Education