



WARWICK
SENIOR HIGH SCHOOL




Parent Handbook

Warwick Senior High School

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warwick.shs.enquiries@education.wa.edu.au

 [warwickseniorhighschool](#)

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Welcome from the Principal

Foreword

Welcome to all our parents and students, but especially to Year 7 students starting at Warwick for the first time in 2019. I trust all students are refreshed and ready for the new school year.

This booklet has been produced to raise the awareness of parents/carers of the policies and procedures of our school.

To The Parent/Carer

I would ask for your support for the school and the education of your child or children by:

- Reading this booklet and making time for your child to read it too
- Ensuring your child attends school and arrives at school on time
- Supplying notes, text messages or phone calls to the school to explain absences on the day, or immediately after
- Ensuring your child is dressed appropriately in school dress code attire (daily uniform and sports uniform)
- Contacting the school when a representative of the school tries to contact you, and
- Supporting all the activities of the school, the work of teachers and support staff, the School Board and the P&C.

To Your Child: the Student

It is essential as a student at this school, that your child is fully aware of the information contained in this booklet. As a student they have “rights” but also with these “rights” come “responsibilities”.

I would ask that you take the time to talk to your child about:

- Being fully aware of the school’s two fundamental rules that cover student behaviour:
 - Do no harm, and
 - Treat others as you would expect to be treated
- Applying themselves fully to their classwork and doing the best that they can
- Attending school and arriving on time for the start of the day and all lessons
- Wearing the school dress code items with pride
- Respecting all teachers and support staff on our site
- Respecting the right of other students to learn while in classes
- Demonstrating their commitment to their own education and their school.

It is important that you store this document in a convenient place at home, for your future reference. You will find that you may need to refer to the Policies and Procedures sections on a regular basis, especially if you are new to the school.



LESLEY WINTLE
Principal

If you have any concerns or worries regarding your child, it is important to speak to someone as soon as possible. Please ring the school and make contact. Every student has access to their class teachers, Heads of Learning Areas (HOLAs), School Psychologist, Student Services Manager, Year Coordinator, school nurse, school chaplain, Associate Principals and office staff. We are here to support students in their education and other personal endeavours. To meet everyone’s needs, however, co-operation is essential.

Education is a co-operative venture between school, parents/carers and community. As an essential part of this partnership, your support is important. We aim to provide a high quality education for your child and your co-operation and support will greatly assist us. We welcome your feedback as we endeavour to continually update and improve our policies and procedures.

Warwick Senior High School aims to deliver a world class education through its programs and services, to facilitate positive futures for our students. Together we can make a difference to ensure every young person achieves to their maximum potential.

I look forward to meeting many of the parents/ carers as the year progresses. I hope this year will be a great one for your child, in every respect.

LESLEY WINTLE

Principal

LA Wintle



Meet the Associate Principals

Each Associate Principal leads and manages either the lower school (Years 7 to 9) or the senior school (Years 10 to 12). They also support the Student Services Manager and the Student Services Team with the management of students.

The role of the Associate Principals is to lead and monitor aspects of their allocated year groups.

They will also:

- Work in collaboration with other school staff including the Student Services Manager, Psychologist, Year Coordinators, HOLAs etc to ensure the best possible outcomes for all students.
- Work together to develop, monitor, implement and review strategies, support and programs for all students.
- Work with parents/carers and teachers to develop and maintain positive outcomes for students.



BELINDA HALL
Associate Principal

Responsibility for all matters pertaining to Years 7, 8 and 9

Year 6 to 7 Transition
Specialist and Elite Programs
Student Services team leadership
Student Services Year 7 to 9
Timetable 2020
Staffing 2020
West Coast Liaison
Academic Standards
Attendance
Course selection
Pastoral Care
Students at educational risk
Enrolments and clearances



ROBYN CLEAVER
Associate Principal

Responsibility for all matters pertaining to Years 10, 11 and 12

Year 12 matters - Farewell ceremony, School Ball, student parking, references, examinations
Aboriginal students - Year 7 to 12
Vocational Education and Training (VET)
Academic Extension Program (Year 7 to 10)
International Students Coordinator
Academic Standards
Attendance
Course selection
Pastoral Care
Students at educational risk
Enrolments and clearances

Student Services

The Student Services Team is made up of a group of professional and caring people. The Student Services team provide support and advice for families regarding attendance, behaviour and health and wellbeing. The role of this unique team is to provide students, teachers and parents with:

- Confidential counselling
- Short and/or long term support
- Information.

Consequently, students can feel that they are in a safe and caring environment able to successfully take up the learning opportunities provided in order to contribute positively to the school community.

Please note

An appointment can be made to meet with any member of the Student Services team by phoning the school on 08 6240 4400. Staff are not always available for 'walk-in' meetings, so an appointment is preferred.

The Student Services team

The role of the Head of Student Services is:

- To maintain a positive school tone and learning environment
- To manage the behaviour of Year 7 to 12 students in consultation with Associate Principals, teachers, Heads of Learning Area and Year Coordinators
- To manage Students at Educational Risk (SAER) in Year 7 to 12.
- Collaboratively develop and implement individual behaviour plans for identified students
- Assist in case management of Year 7 to 12 students with challenging behaviours
- Develop, monitor, implement and review strategies and programs in support services for Year 7 to 12 students
- Work collaboratively with parents/carers and teachers to develop and maintain positive outcomes for students.



JASON TOMLINSON
Head of Student Services

Jason.tomlinson@education.wa.edu.au

Student Services Managers

In 2020 Warwick Senior High School has increased the support on offer for all students through our new Student Services team. A Student Services Manager has been appointed for senior school, Ms Louise Kirkby and for lower school, Mr William Allan.

Each Student Services Manager will have a full time role to work with students at educational risk in their respective year groups. Students may be at educational risk due to their academic performance, attendance, behaviour, social and emotional issues, health concerns or any other matter that is proving to be a barrier to student achieving to their potential. As Ms Kirkby and Mr Allan will have no timetabled classes to teach, they will have greater availability to parents and carers when required. This will increase the amount of support available to our students and their families.

The role of a Student Services Manager is to:

- Work collaboratively with parents/carers and teachers to develop and maintain positive outcomes for students.
- Maintain a positive school tone and learning environment for the relevant cohort of students
- Be accessible to students, teachers and parents/carers to discuss student problems
- Offer support with student counselling
- Assist students to resolve bullying issues
- Follow up on students experiencing learning/behavioural difficulties
- Disseminate relevant information for the year groups at assemblies and through electronic media such as Connect.
- Provide leadership in the orientation of students new to the school.
- Manage aspects of attendance and uniform compliance.



WILLIAM ALLAN

Student Services Manager - Lower School

william.allan@education.wa.edu.au



LOUISE KIRKBY

Student Services Manager - Upper School

louise.kirkby@education.wa.edu.au

Year Coordinators

A Year Coordinator is assigned to each year group from Year 7 to 12.

The role of Year Coordinators is to:

- Maintain a positive school tone and learning environment for the relevant cohort
- Be accessible to students, teachers and parents/carers to discuss student problems
- Offer support with student counselling
- Assist students to resolve bullying issues
- Follow up on students experiencing learning/behavioural difficulties
- Disseminate relevant information for the year group at assemblies and through channels such as Connect.
- Provide leadership in the orientation of students new to the school.
- Manage aspects of attendance and uniform compliance.



WILLIAM ALLAN
Year 7 Coordinator

william.allan@education.
wa.edu.au



ADAM PESCE
Year 8 Coordinator

adam.pesce@
education.wa.edu.au



PIA FALETTI
Year 9 Coordinator

pia.faletti2@
education.wa.edu.au



LOUISE KIRKBY
Year 10 & 11 Coordinator

louise.kirkby@
education.wa.edu.au



JOANNE HOPE
Year 12 Coordinator

joanne.hope@
education.wa.edu.au

School Psychologist

The role of the School Psychologist/Counsellor is to:

- Provide counselling to students and families in areas such as anxiety, abuse, grief, self-harm, peer relations and other life issues
- Assist people effect changes in behaviour including behaviour management, anger management and peer issues
- Help design and implement educational programs and assist in study, motivation and stress management
- Assist with the identification and planning for improvement of Students at Educational Risk (SAER)
- Provide formal psychological assessments of students
- Help resolve bullying issues
- Refer students to outside agencies for ongoing counselling and support.



REBECCA BENNETT

School Psychologist

rebecca.bennett@education.wa.edu.au

Chaplain

The role of the Chaplain is to:

- Provide advice, counselling, help and friendship.
- Be available as listener and confidante
- Provide support and encouragement to students, teachers and parents/carers
- Organise lunch/recess activities
- Offers a Christian perspective on life issues
- Help resolve bullying issues
- Organise Year 9 support programs
- Mentor selected students.



RAYLENE SHIPHAM

Chaplain

raylene.shipham@education.wa.edu.au

Student Support Coordinator

The role of the Student Support Coordinator is to:

- Provide support for students from year 7 to 12 with engagement and attendance concerns
- Support students at educational risk through case management meetings
- Support Formal Attendance processes
- Engagement and Attendance for students below 85%
- Transition planning for alternative schooling and or study
- Student Counselling and home visits
- Career planning and motivational interviewing.



KATHERINE MOSELE

Student Support Coordinator

katherine.mosele@education.wa.edu.au

Community Health Nurse

The role of the Community Health Nurse is to:

- See students for any health related issues
- Provide counselling/crisis intervention – child abuse etc
- Provide health screening
- Monitor the health status of students with chronic illness – e.g. asthma, diabetes, epilepsy.
- Respond to accidents and emergencies
- Provide one-to-one health education during a student's health centre visits.



CHRIS DILLON

Community Health Nurse

chris.dillon@health.wa.edu.au

First Aid Officer

The role of the First Aid Officer is:

- To be a first point of call for any student who is unwell or injured and provide First Aid
- Share all relevant information with parents/carers as required.



LISA KENNETT

First Aid Officer

lisa.kennett@health.wa.edu.au

Aboriginal and Indigenous Education Officer (AIEO)

The role of the AIEO is predominantly to support Indigenous students. However, they are also available to support all other students.

They predominantly:

- Provide advice, counselling, help and friendship
- Provide support and encouragement to students, teachers and parents/carers
- Help resolve bullying issues
- Mentor selected students
- Access support services and career counselling opportunities for Indigenous students.



JADE MULI

Aboriginal and Islander Education Officer (AIEO)

jade.muli@education.wa.edu.au

VET Coordinator

The role of the Vocational Education and Training Coordinator is to:

- Assist students in the examination of alternative career paths
- Assist students with subject selection in line with preferred or prerequisite subjects for selected career paths in VET
- Assist students with techniques or methods used to enhance their chances of gaining the job or course of their choice
- Provide information on the range of tertiary educational institutions and entrance requirements.



MAIRE ALLAN

VET Coordinator

maire.allan@education.wa.edu.au

Learning Support Coordinator

The role of the Learning Support Coordinator is to:

- Develop Individual Education Plans for students with diagnosed and undiagnosed learning difficulties
- Liaise with students, teachers and parents/carers of students with learning difficulties.
- Case manage students with learning difficulties
- Support students and teachers in class with learning strategies.



WENDY NICHOLS

Learning Support Coordinator

wendy.nichols@education.wa.edu.au

Workplace Learning Coordinator

The role of the Learning Support Coordinator is to:

- Manage the Workplace Learning Program across the school
- Liaise with employers
- Conduct workplace visits.



ELISE SMITH

Workplace Learning Coordinator

elise.smith@education.wa.edu.au

Communication

There are a number of effective pathways a parent can take to ensure good, clear communication with the staff at Warwick Senior High School. The information provided here will assist you in selecting the correct contact person for your particular matter. Contact details are provided on the following page.

Learning area (or subject) concerns

Contact the teacher via email or telephone. If issue is not resolved contact Head of Learning Area.

Head of Learning Area (English)

Ms Meredith Dawn

Head of Learning Area (Science)

Mr Graham Johnson

Head of Learning Area (Mathematics)

Mrs Lisa Griffin

Head of Learning Area (HASS)

Ms Kristie Giglia

Head of Learning Area (Physical/Health Education)

Mrs Sonia Soltoggio

Head of Learning Area (Arts)

Mrs Helen Chamberlain

Head of Learning Area (Technologies)

Jeremy Caspersz

Head of Student Services

Jason Tomlinson

Wider school community issues

Contact either Associate Principal via email or telephone through reception. If issue is not resolved, contact the Principal via email or telephone through reception.

Absences from school

Contact Student Services before the planned absence or, at the latest, by 9 am on the day of an absence.

Call 08 6240 4400 or text to 0407 983 896 or respond to the text message concerning an absence, sent during the day.

Student health concerns

Contact Community Health Nurse via telephone on 08 6240 4400

Bullying/social issues, family problems and general academic progress

Contact the relevant Student Services Manager or Year Coordinator via email or telephone.

Student Services Manager - Lower School Year 7 Coordinator

William Allan

Year 8 Coordinator

Adam Pesce

Year 9 Coordinator

Pia Faletti

Student Services Manager - Senior School Year 10/11 Coordinator

Louise Kirkby

Year 12 Coordinator

Joanne Hope

If the issue is not resolved, contact Lower School Head of Student Services; Jason Tomlinson, via email or telephone through reception.

Contacting staff by email

The next two pages lists all of the email addresses of teaching staff and other significant staff (Chaplain, Manager Corporate Services, AIEO, Community Health Nurse etc.)

If you wish to raise a matter with your child's class teacher then please email them directly.

Please allow at least a day or two for the teacher to reply, as sometimes staff are unable to check their emails daily.

By using emails, we hope our parent-teacher communications can be strengthened.

Email addresses for staff at Warwick Senior High School

Name	Role	Email	Name	Role	Email
WINTLE Lesley	Principal	To be contacted at: warwick.shs.enquiries@education.wa.edu.au or telephone the school administration on 08 6240 4400	CHONO-SCHAA Ralf	Science	ralf.chono-schaa@education.wa.edu.au
CLEAVER Robyn	Associate Principal		COTTER Sarah	The Arts	sarah.cotter@education.wa.edu.au
HALL Belinda	Associate Principal		CURTIN Tom	Physical / Health Education	tom.curtin@education.wa.edu.au
TOMLINSON Jason	Head of Student Services	jason.tomlinson@education.wa.edu.au	DAWN Meredith	HOLA English	meredith.dawn@education.wa.edu.au
ALLAN Will	Lower School Student Services Manager	william.allan@education.wa.edu.au	DODDS Malcolm	Science (LSL Semester 1)	Malcolm.Dodds@education.wa.edu.au
KIRKBY Louise	Upper School Student Services Manager	louise.kirkby@education.wa.edu.au	EDWARDS Bruce	Mathematics	bruce.edwards@education.wa.edu.au
JENSEN Lynn	Manager Corporate Services	lynn.jensen@education.wa.edu.au	FALETTI Pia	Year 9 Coordinator / English	pia.faletti2@education.wa.edu.au
ALLAN Maire	VET Coordinator	maire.allan@education.wa.edu.au	FISHER Heather	Teacher / Librarian	heather.fisher@education.wa.edu.au
BALDE Jacqueline	Science (Semester 1)	jacqueline.balde@education.wa.edu.au	GIGLIA Kirstie	HOLA HASS	kirstie.giglia@education.wa.edu.au
BARBER Bree	Netball Coord / Phys Ed	brianna.barber@education.wa.edu.au	GOLDMAN Suzanne	The Arts / Technologies	suzanne.goldman@education.wa.edu.au
BATTEN John	Football Coord / Phys Ed	john.batten1@education.wa.edu.au	GREEN Don	HASS	donald.green@education.wa.edu.au
BAWSKI Milly	Music	milly.bagrowski@education.wa.edu.au	GRIFFIN Lisa	HOLA Mathematics	lisa.griffin@education.wa.edu.au
BREGMAN Michael	Technologies	michael.bregman@education.wa.edu.au	HIPGRAVE Hayley	Home Economics	hayley.hipgrave@education.wa.edu.au
BROMHAM Cathy	English / Literacy Coordinator	cathy.bromham@education.wa.edu.au	HOPE Joanne	Year 12 Coordinator / The Arts	joanne.hope@education.wa.edu.au
BUCHAN James	Mathematics	james.buchan@education.wa.edu.au	JOHNSON Graham	HOLA Science	graham.johnson1@education.wa.edu.au
BURKE Veronica	English	veronica.burke@education.wa.edu.au	LEAKE Robin	WPL (Semester 1)	robin.leake@education.wa.edu.au
CASPERSZ Jeremy	HOLA Technologies	jeremy.caspersz@education.wa.edu.au	MAYO Tony	Mathematics	anthony.mayo@education.wa.edu.au
CHAMBERLAN Helen	HOLA The Arts	helen.chamberlain@education.wa.edu.au	McALPINE Iain	HASS	iain.mcalpine@education.wa.edu.au
CHATTERTON Chris	HASS	christopher.chatterton@education.wa.edu.au	McCAULEY Kiara	Science	kiara.mccauley@education.wa.edu.au
CHATTERTON Gemma	Science	gemma.chatterton@education.wa.edu.au			

Email addresses for staff at Warwick Senior High School

Name	Role	Email
McDONALD Nyree	Mathematics	nyree.mcdonald@education.wa.edu.au
MORAN Hannah	Media / Drama	hannah.moran@education.wa.edu.au
MOSELE Katherine	Student Support Coordinator	katherine.mosele@education.wa.edu.au
NICHOLS Wendy	Learning Support Coord /English	wendy.nichols@education.wa.edu.au
NOLAN Janne	Dance / Physical Education	janne.nolan@education.wa.edu.au
NORTHEY Amy	HASS	amy.northey@education.wa.edu.au
OSBORNE Glenn	English/Media	glenn.osborne@education.wa.edu.au
PESCE Adam	Year 8 Coordinator / Phys Ed	adam.pesce@education.wa.edu.au
PRENDERGAST Susi	English	susi.prendergast@education.wa.edu.au
REID Sharon	HASS	sharon.reid@education.wa.edu.au
RUTLAND Julie	Mathematics	julie.rutland@education.wa.edu.au
SAINTY Emily	Physical / Health Education	emily.sainty@education.wa.edu.au
SINGH Mankirat (MK)	Mathematics	mankirat.singh@education.wa.edu.au
SMITH Elise	WPL Coord (LSL Semester 1)	elise.smith@education.wa.edu.au
SOLTOGGIO Sonia	HOLA Physical Education	sonia.soltoggio@education.wa.edu.au
SRHOJ Paul	Technologies	paul.shroj@education.wa.edu.au
STIRBINSKIS Damien	Science	damien.stirbinskis@education.wa.edu.au
TEMOV Nicole	English	nicole.temov@education.wa.edu.au
TINDALL Sally	English	sally.tindall@education.wa.edu.au
WEAVER Jody	LOTE / Home Economics	jody.weaver@education.wa.edu.au

Name	Role	Email
BENNETT Janice	Student Services Officer	Janice.Bennett2@education.wa.edu.au
BENNETT Rebecca	School Psychologist	rebecca.bennett@education.wa.edu.au
DILLON Chris	Community Health Nurse	chris.dillon@health.wa.edu.au
KENNETT Lisa	First Aid Officer	lisa.kennett@education.wa.edu.au
MULI Jade	AIEO	jade.muli@education.wa.edu.au
NUTTMAN Deb	Library Officer	deborah.nuttman@education.wa.edu.au
READ Maureen	WPL/VET Officer	maureen.read@education.wa.edu.au
SHIPHAM Raylene	Chaplain	raylene.shipham@education.wa.edu.au

School Canteen

P&C and CANTEEN	christine.milner@education.wa.edu.au
CANTEEN LUNCH ORDERS	www.quickcliq.com.au

Please note

If you wish to have an interview with a member of staff, please call the school reception and make an appointment. Staff are not always available for 'walk-in' meetings, so an appointment is preferred.

Bullying: What is it?

Bullying is when a person deliberately and persistently tries to make a person angry, upset, humiliated or scared. Bullying-type behaviour is used by a person to exert power over a less powerful person, who is unable to prevent the situation occurring without help.

Types of bullying

Physical bullying

- Violent actions towards another i.e. hitting, kicking, tripping, intentional bumping.
- Touching another person when it is unwanted.

Verbal bullying

- Calling a person names
- Spreading rumours
- Rude comments or jokes about a person
- Teasing
- Making verbal threats

Cyberbullying

- Harassing or abusing a person via social media, text message, email or telephone.

Bullying by exclusion

- Ignoring someone or leaving them out of a group and encouraging other students to ignore them as well.

Advice for your child when bullying is occurring

- Stay calm, don't get upset. The bully is looking for a reaction
- Don't fight back
- Calmly turn and walk away. Remove yourself from the situation as quickly as possible.
- If they try to stop you, look them in the eye and tell them to stop. Keep moving.
- Seek help and tell an adult immediately.

Please note

Unresolved conflict between students is not necessarily bullying.



Building resilience in young people

What is resilience?

Resilience is more than just coping. It is the ability to:

- Bounce back from a negative experience
- Adapt to difficult circumstances that can't be changed and to keep going with everyday life.

When you are resilient you are able to take risks and achieve your goals through seeking new experiences in life.

Your child needs to have the personal skills and attitudes to help them bounce back from the many everyday challenges that they face in life, such as friendship issues, disappointment, bullying and family issues.

Parents can help build resilience

Resilience for teenagers is built on a foundation of strong positive relationships with their parents.

Parents can build resilience by giving their children the opportunity to learn and practise important values and skills such as:

- Self respect
Encourage them to be proud of who they are, even when mistakes are made.
- Personal attitudes and values on various issues
- Help your child to develop their own beliefs, attitudes and values. It is important that they accept and respect that other people may have different belief systems than them.
- Social skills and emotional skills to foster positive relationships.



Dress code

At the time of enrolment all parents and students sign a commitment to abide by the school dress code. All students who attend the school are expected to wear full school uniform and follow the dress code. Parents are expected to support their child wearing the uniform.

Warwick SHS is proud of its dress code. It enhances the learning climate, promotes equity and pride and is a means of identification to ensure students operate in a safe environment as strangers are easily recognised.

All Warwick SHS uniform items must have the school name and/or logo printed on them. Substitute items that have not been purchased from the official uniform shop are not acceptable to wear to school.

Uniforms are affordable and can be purchased from the uniform supplier [Uniform Concepts](#), 5/7 Delage Street, Joondalup.

Physical Education and Specialist Program uniforms must be worn for those classes only. They cannot be worn to school as normal school dress. Students change in and out of the PE/Specialist uniform for the class.

Students out of uniform on a particular day must have a note explaining the reason for not wearing the uniform and give this note to Student Services. If available, students will be offered clean loan clothing to overcome the immediate problem and will then receive a Dress Pass. Students who are not in school uniform and refuse a loan uniform will

not be permitted to class and a withdrawal from school will be considered for refusing to follow instructions. Students who are persistently referred to Student Services for school dress infringements may lose their Good Standing and a note to this effect will be entered into the student's file.

If a student is out of uniform on 3 occasions they will receive a lunchtime detention and parents will be notified. School uniform is not a choice.

Footwear: To comply with health and safety regulations, sneakers or plain enclosed shoes must be worn in all classes.

Jewellery and Accessories: While it is acknowledged that some students will wear make-up, it is to be discreet and natural. Jewellery should comply with Occupational, Safety and Health standards. If a teacher of practical subjects is concerned about safety or hygiene, students will be asked to remove their jewellery or they may not participate. Students may wear fashion accessories such as scarves, waistbands, hats and stockings, as long as they are in colours complimentary to the school uniform (e.g. white or navy). Articles of clothing (shirts, jumpers, legging pants etc), are not considered accessories and therefore should not be worn under the school uniform. All approved school uniform items have a school logo on them.

Hair: In practical classes, for health and safety reasons, students with long hair should have their hair tied back or wear a hairnet.

School uniform is not a choice. The uniform at Warwick SHS is compulsory.

If there is a difficulty in purchasing a uniform for a child, parents/carers should contact the Year Coordinator for a confidential discussion.



Mobile device policy

We acknowledge and appreciate the importance of technology in the lives of young people today, and we recognise that technology plays a big role in students' learning. To ensure there is minimal disruption to student learning:

Mobile phones, ear phones and other digital devices must be switched off and be out of sight from the moment the bell goes for their first class (including lining up outside) until they leave their class at the end of the school day. These teacher expectations will continue all day (including break times) unless they give specific instructions for students to take out their device for educational purposes only.

This may include:

- Using the phone as a diary to record dates for submission of work and deadlines
- Using the phone as a camera to record notes from the board, photos of work completed etc.
- Using the phone as a recording device to capture interviews or gain feedback.
- Accessing the internet for research purposes, or to complete an educational activity.

A classroom teacher will ask for the device to be handed in if a student is found using it without teacher permission during any point of the school day. In any instance where a student has a digital device visible throughout the day, the following procedures will be followed:

- The student will hand in their device to the teacher/staff member
- The teacher/staff member will hand over the device to the Front Office at their earliest convenience where it will be logged and stored for the remainder of the day
- **On the first two occasions, at the end of the school day the student will be able to collect the device from their Associate Principal.**
- **On the third occasion of the student having to hand the phone in, at the end of the school day a Parent/Guardian will be able to collect the device from the Associate Principal. The device will not be returned to the student.**

Parents/Guardians should not be contacting students during lesson times unless it is urgent in which case they can call the school on 6240 4400 and a message can be sent to their child.

Using a mobile phone to record images of students or staff, either as a photo, video or sound recording, without permission and/or for inappropriate use will result in this student being suspended from school according to the directions of the Minister for Education (February 2019). Mobile phones and other digital devices are brought to school at the owner's own risk. No liability will be accepted by the school in the event of loss, theft or damage of a device.

If at any time a student refuses to follow the instruction of a staff member, the Behaviour Management in Schools Policy and Procedures will be applied which may result in a suspension from school for the student.

Student Good Standing

Rationale

At Warwick SHS, we seek to create positive futures for all of our students. We expect students to *Aspire, Learn and Grow* while they are at our school. Staff will be facilitating student growth at the school by adopting 4 simple behavioural expectations. These expectations are known as BELIEVE, ENGAGE, EQUIP and SHOW RESPECT. Department of Education policy states that schools will have a behaviour management plan that includes:

- A description of strategies that will promote and reinforce positive student behaviour within the school.
- A description of the range of consequences that apply when student behaviour is disruptive.

The processes embedded within good standing requirements are underpinned by our 4 behavioural expectations and we expect students to strive to achieve their potential and to follow our behaviour expectations when representing our school.

The following provides an outline of key processes in implementing good standing requirements:

Shared Responsibility

In partnership with students, their parents/ carers and the local community, establish shared expectations and responsibility for behaviour. The school's student behaviour plan and good standing requirements should be communicated as part of this responsibility.

Good Standing

- All students commence each year with their good standing.
- They keep their good standing by exhibiting behaviours that align with the school's values and beliefs and expectations as articulated in the school's behaviour plan and this policy

Losing Good Standing

Losing Good Standing may result in the student forfeiting privileges, including school representation (individual or team), attending invitational events (camps, reward excursions and fun days), access to other extra-curricular activities.

A student may lose Good Standing should they significantly, or repeatedly breach the following (not limited to) school expectations:

BELIEVE

- Believe in yourself
- Perform all tasks to the best of your ability
- Be your Best

ENGAGE

- Listen and think
- Attend everyday
- Be punctual
- Having a go at all of our work
- Completing all set tasks

EQUIP

- Be organised
- Bring all equipment
- Arrive on time, every time
- Follow the school uniform policy

SHOW RESPECT

- Use manners always
- Take responsibility for your actions
- Demonstrate kindness
- Respect our environment by always putting litter in the bin

Notification

A list showing the names of students who have lost Good Standing will be updated regularly. Staff will consult the list to determine who may not attend an extra-curricular school function. A detailed outline of the procedures for reinstatement will be given to the student when he/she loses Good Standing.

Good Standing will typically be lost for a minimum of five weeks. Parents will be advised by letter or email.

Restoring Good Standing

Students who have lost Good Standing need to follow these steps:

1. Obtain an *Application for Re-Instatement of Good Standing Form* from the Head of Student Services.
2. Return their application which initiates a check of SEQTA records and information from teachers to determine if Good Standing should be reinstated.

When Good Standing is returned, the student will be notified and the list for staff will be amended.

Expectations of students Positive Behaviour Expectations (BEES)



Warwick Senior High School is a **Positive Behaviour School**. As a PBS school, we have identified four overarching positive behaviour expectations that we feel are vital to ensuring your child’s learning experiences are maximised.

These behaviours contribute to creating a harmonious and productive learning environment. Listed below are some examples of our school expectations and our Positive Behaviour School acronym - **BEES**. It is important students and parents understand these expectations and can refer to these when actively reflecting on student progress.

Believe

- Students should be proud to be a member of the Warwick Senior High School community and wear their uniform with pride.
- Students are expected to have personal and school goals.
- Students are expected to work to the best of their abilities, in all classes.
- Students are expected to develop resilience.
- Students are expected to try again.

Engage

- Students are expected to maintain good attendance. Poor attendance will result in loss of Good Standing, and loss of some privileges.
- Students are expected to use active listening skills.
- Students are expected to participate fully and try their best at all times.

BELIEVE	ENGAGE	EQUIP	SHOW RESPECT
Believe in yourself	Pay attention	Be organised	Respect your teacher
Set Goals	Get involved	Be mentally prepared	Respect your environment
Aim Higher	Learn from your mistakes	Completed all set classwork	Respect your peers
Try your best	Make positive choices	Be punctual	Use manners

- Students are expected to actively contribute to classroom discussions and activities.
- Students are expected to reflect on their classwork and behaviour.
- Students are not permitted to use mobile phones in class. Mobile phones need to be turned off or on silent and securely stored in student’s school bag during lessons.

Equip

- Students are expected to arrive at school on time. School commences at 8:50 am. Students need to be ready to enter the classroom by 8:45 am.
- Students are expected to come to school ready to learn and with the appropriate equipment.
- Students are expected to complete set classwork/homework on time.
- All students clothing should be labelled with their names on the tag.
- Student’s uniform should be clean, neat and worn appropriately.

- Students are expected to wear their PE uniform during PE classes only.
- Students can only wear clothing items on the official uniform list.

Show Respect

- Students are expected to behave appropriately at all times so that they have every opportunity to learn and give that same opportunity to their class mates.
- Students are expected to abide by school rules whilst at school and when using public transport to and from school.
- Students are expected to demonstrate excellent behaviour and respect for others at all times, whilst wearing the school uniform.
- Students are expected to demonstrate respect, care, empathy and kindness towards others.

Failure to uphold school expectations may result in detentions, Learning Area withdrawal or even suspension from school.

Student attendance

Regular attendance at school is essential to a student’s social wellbeing and academic success.

Students need to be at school to develop the skills, knowledge and values they will need to succeed in life. Attendance must be seen as a mutual priority by schools, families and communities and we must work together to develop strategies that will address poor student attendance. The parents/ carers of a child who is enrolled in a school are responsible under the School Education Act 1999 for ensuring their child is attending on a daily basis.

Warwick Senior High School has a culture of proactive engagement of students to ensure students are positive about attending the school.

We require parents to explain all absences and they can notify the school in advance by phone on 08 6240 4400 or text a message to 0407 983 896. If this is not possible, then an explanation note should accompany the child on return to school.

School Hours 2020

School days during term	Monday to Friday
Period 1	8.50 am–9.54 am
Period 2	9.54 am–10.58 am
RECESS	10.58 am–11.23 am
Period 3	11.23 am–12.27 pm
Period 4	12.27 pm–1.31 pm
LUNCH	1.31 pm–1.56 pm
Period 5	1.56 pm–3.00 pm
School finishes	3.00 pm

Students leaving school early

Students who need to leave the school early for Leaving early

Students who need to leave the school early for an appointment should follow this procedure:

- Bring a note from their parent/carer authorising them to leave early, hand this in to the Student Services receptionist.
- A Leave Pass will then be given to the student.

Term Dates 2020

Semester 1	
Term 1	Monday 3 February – Thursday 9 April
Break	Friday 10 April – Monday 27 April
Term 2	Tuesday April 28 – Friday July 3
Break	Saturday July 4 – Sunday 19 July
Semester 2	
Term 3	Monday 20 July – Friday 25 September
Break	Saturday 26 September – Sunday 11 October
Term 4	Monday 12 October – Thursday 17 December

Please note:

- Permission will not be granted for students to leave the school to buy lunch or to regularly catch an ‘early bus’.

Returning

- If returning to school, students must sign in at the Student Services reception.
- Students who leave the school grounds without permission could lose their Good Standing and/or receive detention.

Assessment policy

The Warwick SHS School Assessment Policy was modified and updated in 2016. To make assessment a fair and equitable process for all students, there were a few important changes to the policy which included:

- Attendance is compulsory for all school assessments.
 - If a child is absent for a scheduled assessment, the child is required to complete the assessment or submit the assessment task, during the next lesson attended by the child (or as required by the teacher).
 - When the child is repeatedly absent and/or there is no contact from the parent/carer (i.e. a notice, medical certificate, phone call etc.) then penalties will apply. This may include a score of zero (0) being recorded for the assessment.
 - During an extended absence due to injury or illness, the school will endeavour to provide support for the child's continued learning program. Extension can be made at the discretion of the teacher, in cases of illness or significant personal circumstances.
- Any pre-planned absences (including family holidays during term time), require the student to negotiate to complete the assigned work prior to leaving school or to email the assigned assessment to the teacher by the due date.
 - These points in the new policy will be strictly adhered to, in the interests of fairness for all students.

Please note

Family holidays during term time are not supported by the Department of Education guidelines, and therefore not by the school.



Voluntary Contributions And Compulsory Charges

The money the school receives from Voluntary Contributions and Compulsory Charges goes directly to Learning Area resources and programs to enhance your child's educational experience at the school.

Please ensure that you pay the Contributions and Charges or if you are experiencing difficulties that you phone the school to organise a payment plan. Please contact Finance Officer Christine Lott on 08 6240 4400 to arrange a payment plan, which can be as little as \$10 per week.



School Canteen

The School Canteen provides a selection of healthy, nutritious and affordable food for the benefit of staff and students. The Warwick P&C manages the canteen, which has a full-time Canteen Manager but does rely on volunteer assistance. Parent volunteers are a vital part of effective and efficient delivery of canteen service.

If you can volunteer at any time please contact the school via the enquiries email:

warwick.shs.enquiries@education.wa.edu.au

Menu items can be ordered through the online canteen. Parents can pay and pre-order for their child's' recess food and lunch by logging on to www.ouronlinecanteen.com.au by 9 am on day of order.

You can also download a copy of our current school canteen menu [from our website](#).

WARWICK

SENIOR HIGH SCHOOL



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