



**WARWICK**  
SENIOR HIGH SCHOOL

# 2023 Parent Handbook




**Warwick Senior High School**

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 [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 2023. 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 every day 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 call the school and make contact. Every student has access to their class teachers, Heads of Learning Areas (HOLAs), School Psychologist, Student Services staff, 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 the 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 Team with the management of students.

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

They will also:

- Work in collaboration with other school staff 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



**JASON TOMLINSON**  
*Associate Principal*

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

Year 6 to 7 Transition  
Specialist and Elite Programs  
Student Services - Years 7 to 9  
Academic Extension Program (Years 7 to 10)  
Excursions  
ICT  
Academic Standards  
Attendance  
Course selection  
Pastoral care  
Students at educational risk  
Enrolments and clearances  
West Coast SESC Liaison



**JANE MCAFFREY**  
*Associate Principal*

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

Year 12 matters - Farewell Ceremony,  
School Ball, references,  
examinations  
Student Services - Years 10 to 12  
Timetable  
Staffing  
Vocational Education and Training (VET)  
International Students Coordination  
Academic Standards  
Attendance  
Course selection  
Pastoral care  
Students at educational risk  
Enrolments and clearances  
West Coast SESC Liaison

# 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 and 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 9345 6430. Staff are not always available for 'walk-in' meetings, so an appointment is recommended.*

## 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



**LOUISE KIRKBY**

***Head of Student Services***

[louise.kirkby@education.wa.edu.au](mailto:louise.kirkby@education.wa.edu.au)



## Student Support Coordinator

The Student Support Coordinator has the full time role of working 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 the student achieving their potential.

The role of a Student Support Coordinator 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

**SHARON WILLIAMS**

***Student Support Coordinator***

sharon.williams2@education.wa.edu.au



## Year Coordinators

The role of a Year Coordinator 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 and Compass
- Provide leadership in the orientation of students new to the school
- Manage aspects of attendance and uniform compliance
- Coordinate reward activities



**THOMAS CURTIN**

***Year 8 and 9 Coordinator***

thomas.curtin2@education.wa.edu.au



**ADAM PESCE**

***Year 10 and 11 Coordinator***

adam.pesce@education.wa.edu.au



**GEMMA NOVOTNY**

***Year 7 and 12 Coordinator; Year 6 Transition***

gemma.novotny@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 to 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)
- Help resolve bullying issues
- Refer students to outside agencies for ongoing counselling and support
- Support students while they are awaiting engagement with external agency



**REBECCA BENNETT**

*School Psychologist*

rebecca.bennett@education.wa.edu.au

## Chaplain

The role of the Chaplain is to:

- Provide advice, help and friendship
- Be available as listener and confidante
- Provide support and encouragement to students, teachers and parents/carers
- Organise lunch and recess activities
- Help resolve bullying issues
- Mentor selected students

**LACHLAN SINCLAIR**

*Chaplain*

lachlan.sinclair@guest.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
- 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



**CHRIS DILLON**

*Community Health Nurse*

chris.dillon@health.wa.edu.au

## Aboriginal and Islander Education Officer (AIEO)

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

The role of the AIEO is:

- Provide advice, 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.
- Work to provide programs such as Follow the Dream and other opportunities for students



**DUANE SMITH**

*Aboriginal and Islander Education Officer (AIEO)*

duane.smith@education.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
- Coordinate Immunisations
- Monitor student health information



**LISA KENNETT**

*First Aid Officer*

lisa.kennett@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

## Career Practitioner

The role of the Career Practitioner is to:

- Prepare students for further education and the workforce
- Address the needs of individual students through career counselling
- Provide high quality career education
- Provide accurate, up-to-date career pathway and labour market information
- Link curriculum learning to careers
- Provide meaningful encounters with employers and workplaces
- Student Council Coordinator 2023



**ZOE KEIL**

*Career Practitioner*

zoe.keil@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

## Workplace Learning Coordinator

The role of the Workplace Learning Coordinator is to:

- Manage the Workplace Learning program for senior students
- Locate and quality assure appropriate industry work placements for students
- Liaise with employers
- Conduct workplace visits
- Monitor student progress in the workplace
- Assist the VET Coordinator



**MAUREEN READ**

*Workplace Learning Coordinator*

maureen.read@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 subject teacher via email or telephone. If the issue is not resolved contact Head of Learning Area.

### Head of Learning Area (English)

Ms Meredith Dawn

### Head of Learning Area (Science)

Mrs Gemma Chatterton

### Head of Learning Area (Mathematics)

Mrs Lisa Griffin

### Head of Learning Area (HASS)

Mr Christopher Chatterton

### Head of Learning Area (Physical/Health Education)

Mrs Sonia Soltoggio

### Head of Learning Area (Arts)

Mrs Joanne Hope

### Head of Learning Area (Technologies)

Mr Jeremy Caspersz

### Head of Student Services

Ms Louise Kirkby

## Wider school community issues

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

## Absences from school

**Contact the Student Services Office before the planned absence or, at the latest, by 9.00 am on the day of an absence.**

Call 9345 6430 or enter via the Compass App or respond to the text message concerning an absence, sent during the day.

## Student health concerns

Contact Community Health Nurse via telephone on 9345 6430.

## Bullying/social issues, family problems and general academic progress

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

### Year 7 and 12 Coordinator; Year 6 Transition

Mrs Gemma Novotny

### Year 8 and 9 Coordinator

Mr Thomas Curtin

### Year 10 and 11 Coordinator

Mr Adam Pesce

If the issue is not resolved, contact the Head of Student Services: Ms Louise Kirkby, 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 or respond to 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/Subject	Email
WINTLE Lesley	Principal	To be contacted at: warwick.shs.enquiries@education.wa.edu.au or telephone the school administration on 08 9345 6430
McCAFFREY Jane	Associate Principal	
TOMLINSON Jason	Associate Principal	
KIRKBY Louise	Head of Student Services	louise.kirkby@education.wa.edu.au
WILLIAMS Sharon	Student Support Coordinator	sharon.williams2@education.wa.edu.au
CURTIN Tom	Year 8 & 9 Coordinator/ Health & Phys Ed (HPE)	tom.curtin2@education.wa.edu.au
PESCE Adam	Year 10 & 11 Coordinator/ Health & Phys Ed (HPE)	adam.pesce@education.wa.edu.au
NOVOTNY Gemma	Year 7 & 12 Coordinator/ Year 6 Transition	gemma.novotny@education.wa.edu.au
BARBER Tayla	Manager Corporate Services	tayla.day-dressa@education.wa.edu.au
ALLAN Maire	VET Coordinator/Technologies	maire.allan@education.wa.edu.au
BATTEN John	Football Coordinator/HPE	john.batten1@education.wa.edu.au
BEZANT Abbie	Technologies/The Arts	abbie.bezant@education.wa.edu.au
BREGMAN Michael	Technologies	michael.bregman@education.wa.edu.au
BRENNAN Tod	HOLA HASS	tod.brennan@education.wa.edu.au
MITCHELL Ian	HASS	ian.brett-mitchell@education.wa.edu.au
BROMHAM Cathy	English/Literacy Coordinator	cathy.bromham@education.wa.edu.au
BUCHAN James	Mathematics	james.buchan@education.wa.edu.au
CASPERSZ Jeremy	HOLA Technologies	jeremy.caspersz@education.wa.edu.au
CHATTERTON Gemma	HOLA Science	gemma.chatterton@education.wa.edu.au

Name	Role/Subject	Email
CLINCH Bernie	Home Economics	bernadette.clinch@education.wa.edu.au
COPLEY James	English	james.copley@education.wa.edu.au
CURRY Max	HASS	max.curry@education.wa.edu.au
DAWN Meredith	HOLA English	meredith.dawn@education.wa.edu.au
DODDS Malcolm	Science	malcolm.dodds@education.wa.edu.au
EDWARDS Bruce	Mathematics	bruce.edwards@education.wa.edu.au
FALETTI Pia	English	pia.faletti2@education.wa.edu.au
FARRELL Ben	HASS	benjamin.farrell2@education.wa.edu.au
GOERKE Gareth	Music	gareth.goerke@education.wa.edu.au
GREEN Victoria	English	victoria.green@education.wa.edu.au
GRIFFIN Lisa	HOLA Mathematics	lisa.griffin@education.wa.edu.au
HAAG Amie	Health & Phys Ed (HPE)	amie.prout@education.wa.edu.au
HANCEY Liz	The Arts	elizabeth.hancey@education.wa.edu.au
HOPE Joanne	HOLA The Arts	joanne.hope@education.wa.edu.au
ITALIANO Katherine	Science	katherine.italiano@education.wa.edu.au
JANICKE Luke	Mathematics	luke.janicke@education.wa.edu.au
KEIL Zoe	Career Practitioner	zoe.keil@education.wa.edu.au
KIDNER Justine	Home Economics	justine.boyd@education.wa.edu.au
KENWROTHY Pip	Technologies	philip.kenworthy@education.wa.edu.au

# Email addresses for staff at Warwick Senior High School

Name	Role/Subject	Email
LANE Keegan	Mathematics	keegan.lane@education.wa.edu.au
MARCIANO Nic	Health & Phys Ed (HPE)	nicholas.marciano@education.wa.edu.au
MAYO Tony	Mathematics	anthony.mayo@education.wa.edu.au
MCLEARIE Megan	Netball/Health & Phys Ed	megan.mclearie@education.wa.edu.au
MILLER Sarah	Health & Phys Ed (HPE)	sarah.miller2@education.wa.edu.au
MORAN Hannah	The Arts (Media)	hannah.moran@education.wa.edu.au
MORRISON Kate	English	katherine.morrison@education.wa.edu.au
NICHOLS Wendy	Learning Support Coord/English	wendy.nichols@education.wa.edu.au
NOLAN Janne	The Arts/Dance	janne.nolan@education.wa.edu.au
NORTHEY Amy	HASS	amy.northey@education.wa.edu.au
O'CONNOR Osh	Science	oisin.oconnor@education.wa.edu.au
PERSIC Dennis	HASS	dennis.persic2@education.wa.edu.au
PRENDERGAST Susi	English	susi.prendergast@education.wa.edu.au
REID Sharon	HASS	sharon.reid@education.wa.edu.au
SINGH Mankirat	Mathematics	mankirat.singh@education.wa.edu.au
SCURRIA Matthew	Science	matthew.scurria@education.wa.edu.au
SMITH Ruby	Science	ruby.smith@education.wa.edu.au
SOLTOGGIO Sonia	HOLA Health & Phys Ed (HPE)	sonia.soltoggio@education.wa.edu.au
SRHOJ Paul	Technologies (D&T)	paul.srhoj@education.wa.edu.au
STIRBINSKIS Damien	Science	damien.stirbinskis@education.wa.edu.au
TINDALL Sally	English	sally.tindall@education.wa.edu.au

Name	Role/Subject	Email
WEAVER Jody	The Arts (Home Ec & LOTE)	jody.weaver@education.wa.edu.au
WHITE Joshua	HASS/Indonesian	joshua.white2@education.wa.edu.au

## School Support Staff

Name	Role	Email
BENNETT Janice	Attendance Officer	janice.bennett2@education.wa.edu.au
BENNETT Rebecca	School Psychologist	warwick.shs.enquiries@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
NUTTMAN Deb	Library Officer	deborah.nuttman@education.wa.edu.au
READ Maureen	WPL Officer	maureen.read@education.wa.edu.au
SINCLAIR Lachlan	Chaplain	lachlan.sinclair@guest.education.wa.edu.au
SMITH Duane	AIEO	duane.smith@education.wa.edu.au

## School Canteen

FareGo Canteen	foodtruck@carad.org.au
FareGo 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.
- Optimistic thinking





# 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.

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.

If a student is out of uniform on three 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:** Jewellery should comply with Occupational, Health and Safety 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 accessories such as scarves, stockings, undershirts and leggings as long as they are in colours complimentary to the school uniform (e.g. plain navy or black). 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.

**Hats:** A school hat with a wide brim is now available.

**Beanies:** Only the school beanie can be worn in Term 2 and Term 3.

**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 Student Services for a confidential discussion.



Polo shirt



Windcheater



Jacket



Girl's shorts



Boy's shorts



Girl's skirts



Boy's trackpants



# Digital 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, including smart watches, 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 give 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 contact students during school hours. If the matter is urgent, parents/guardians may contact the school on 08 9345 6430 and a message will 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.

## Please note

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.

## Prohibited items

To ensure our school is clean, safe and a pleasant place to be, there are a number of items that students are prohibited from bringing to school.

If a student is found to be in the possession of one or more of these items, the item(s) will be confiscated and a consequence may be imposed.

- Chewing or bubble gum
- Big broad tipped marker pens
- Liquid correction fluid
- Weapons of any kind
- Illegal and restricted substances: e.g. illicit drugs, cigarettes, vapes, alcohol etc.
- Laser pointers

# 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 supporting student growth at the school by adopting four simple behavioural expectations. These expectations are titled 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 four 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 status.
- 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.

## Loss of Good Standing

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

## 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 Student Services.

2. Return their application which initiates a check of Compass Chronicle 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.

A student may lose Good Standing should they significantly, or repeatedly breach the following (but 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 their 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

# 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.
- Students are expected to actively contribute to classroom discussions and activities.

 <b>B</b> <b>Believe</b>	 <b>E</b> <b>Engage</b>	 <b>E</b> <b>Equip</b>	 <b>S</b> <b>Show Respect</b>
<b>Believe in yourself</b> Set goals Aim higher Try your best	<b>Pay attention</b> Get involved Learn from your mistakes Make positive choices	<b>Be organised</b> Be mentally prepared Completed all set classwork Be punctual	<b>Respect your teacher</b> Respect your environment Respect your peers Use manners

- 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 9345 6430 or on the Compass app. If this is not possible, then an explanation note should accompany the child on return to school.

## Students leaving school 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 in the morning before school.

- A Leave Pass will then be given to the student, which they will give to their class teacher, when they leave that class.

### 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 during the day, 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.

## Term Dates 2023

Semester 1	
Term 1	Wednesday 1 February to Thursday 6 April
Break	Friday 7 April to Sunday 24 April
Term 2	Monday 25 April to Friday 30 June
Break	Saturday 2 July to Sunday 17 July
Semester 2	
Term 3	Monday 17 July to Friday 22 September
Break	Saturday 23 September to Sunday 8 October
Term 4	Monday 9 October to Thursday 14 December
Break	Friday 15 December to Tuesday 30 January 2024

## School Hours 2023

School days during term	Monday, Tuesday, Thursday and Friday
Period 1	8.50 am to 9.50 am
Period 2	9.50 am to 10.50 am
Homeroom	10.50 am to 11.10 am
RECESS	11.10 am to 11.35 am
Period 3	11.35 am to 12.35 pm
Period 4	12.35 pm to 1.35 pm
LUNCH	1.35 pm to 2.00 pm
Period 5	2.00 pm to 3.00 pm
School finishes	3.00 pm

School days during term	Wednesday
Period 1	8.50 am to 9.50 am
Period 2	9.50 am to 10.50 am
RECESS	10.50 am to 11.15 am
Period 3	11.15 am to 12.15 pm
Period 4	12.15 pm to 1.15 pm
LUNCH	1.15 pm to 1.40 pm
Period 5	1.40 pm to 2.40 pm
School finishes	2.40pm

# Assessment policy

The Warwick SHS School Assessment Policy aims to make assessment a fair and equitable process for all students. A few important points include:

- 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/carers (i.e. a note, 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. Extensions 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

A more detailed school assessment policy can be found on the Warwick Senior High School [Website](#).

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 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 supported by the school.*



# Voluntary Contributions And Compulsory Charges

All Contributions and Charges benefit your child directly. Contributions and Charges are calculated individually, according to the subjects/courses each student is studying and are used to purchase classroom materials and resources.

The expectation is that Contributions and Charges will be paid in full by the end of the school year. Should you wish to discuss payment options and plans, please contact the school on 9345 6430.

**Contributions** are payments towards the cost of materials, services and facilities used by Years 7-10 students, which are used towards providing materials, resources and services directly used or consumed by students, including hire of textbooks or provision of text material (either hard copy or electronically). The Department of Education's Contribution, Charges and Fees policy clearly states that it is expected that those who can afford to will pay the requested contribution.

**Charges** are compulsory and apply to options in Years 7-10. All course charges for Years 11-12 are compulsory.

## **PAYMENTS MAY BE MADE BY THE FOLLOWING METHODS:**

- Direct Deposit, using our bank details listed below. Please include your student's name on all payments (eg FLINSTONE, FRED) to allow us to credit the correct account. Direct Deposit Details:

Account Name: Warwick Senior High School

BSB: 066 040

A/C: 1990 3717

- Phone, using your Visa or MasterCard (Ph: 9345 6430)
- In person, using your Visa or MasterCard, EFTPOS

The office is open from 8:00 am – 4:00 pm, Monday – Thursday and 8:00 am – 3:30 pm Friday.

Payments made by Direct Deposit may be made at any time. If you are making a part payment, please indicate clearly what the payment is for. It is important that all the details shown above are completed accurately for each student that you are making a payment for. This will enable us to credit the payment to the correct account.



## School Canteen

The school canteen is open every day and serves a delicious and affordable range of foods for recess and lunch. Orders can be placed online or before school to save students waiting in line at breaks.

The canteen now has gluten free and halal foods available on order. Call FareGo Canteen on 9345 6464 to discuss.

Menu items can be ordered through the online canteen. Parents can pay and pre-order for their students' recess and lunch by logging on to [www.quickcliq.com.au](http://www.quickcliq.com.au) by 9.00 am on the day of the order.

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

# WARWICK

SENIOR HIGH SCHOOL



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