



PARENT INFORMATION

2024

AUSTRALIND SENIOR HIGH SCHOOL
GROWING REMARKABLE PEOPLE



We acknowledge that we are standing on Pinjarup Country and acknowledge the Pinjarup People of the Noongar Nation as the Traditional Custodians of this Land, which is the place of the dolphin Dreaming. We offer our respect to Elders past and present and acknowledge their continuing contribution to Land, water and community. Through mutual respect and understanding we acknowledge the past and look ahead to work together to build a stronger and more resilient and inclusive community.



Welcome

On behalf of the entire Australind Senior High School community, I extend a very warm welcome to all students, parents, and staff. This brochure contains materials, which are relevant to all members of our school community. By reading and absorbing this information, parents will be assisting the school in providing a quality education for all its students in a happy, productive atmosphere.

Australind Senior High School staff are very proud to have been providing educational services to this community for over 35 years. We continue to evolve our work to ensure that we can deliver contemporary education and support services to all students which is something that all our staff take great pride in doing each day.

As a public school we are committed to all students across the community and to everyone in our school. The diversity across our student population is our strength and the glue that brings us together. The acceptance of difference is essential to the growth and strength of our community.

As one of the largest public sector senior high schools in Western Australia we can offer to our community more of the opportunities that come with the power of being a big school. We continue to be one of the most consistently high performing and successful senior high schools. We are currently ranked number 6 when compared to every school in Western Australia for our student success.

Our youth are the future of Regional WA and we see so many wonderful students accessing so many amazing local opportunities that are emerging for them thanks to our business and industry partners. What is certain is that our young people will always bring new energy, optimism, and creativity no matter where they land. They bring a new lens to some old and some new problems. In our experiences our youth are generally highly motivated, have a genuine curiosity and are adaptable.

We wish to acknowledge the importance of parents, guardian's, family, and friends for the support that they have provided to our students.

It is important that we remember our staff, both teaching and non-teaching, who are so very committed to our students in their many varied roles across the school. Whatever we asked of our staff, they deliver.

Our school motto – Through Endeavour Success reminds us all to *work with determination to achieve our goals*. How you deal with the tough stuff may be the most important thing in how we all succeed.

We look forward to working collaboratively with you to ensure your child's success in all their future endeavours.

DOMENIC CAMERA
PRINCIPAL

Our Vision Statement

“Australind Senior High School will provide an environment that allows each student the opportunity to value endeavour, achieve success and to exhibit care and respect.”

“Growing Remarkable People”

Our Mandates:

- We openly and accountably engage the school community as mutual partners in the growth of our school.
- We provide an inclusive and secure environment that everyone willingly enters.
- We promote a culture of innovation, intellectual challenge, excellence, and life-long learning.
- We rigorously review our student performance and use this information to develop and implement appropriate teaching and learning programs and strategies.
- We value the potential of every student and expect them to make significant progress irrespective of their starting point.
- We recognise the professionalism and expertise amongst our staff, support their development needs and base our decisions on sound research and exemplary teaching practice.
- We proactively engage community, national and global partnerships to enrich student education.
- We promote learning, allocate resources and nurture partnerships that prioritise healthy individuals, community and the environment.

We value and believe in:

- Quality teaching
- high behaviour standards, family values and respect
- an environment where we value and include each other.
- providing all students, the opportunity to achieve their potential.
- nurturing community, industry and international partnerships
- providing innovative specialised courses
- environmental sustainability
- technologically proficient citizens
- physical and mental well being for our students and our staff.

Innovative leadership and willingness to grow and challenge ourselves means excellence is, and always will be at the core of our school’s strategic focus. Australind Senior High School welcomes the opportunity to grow more remarkable people.

Australind Senior High School

Address: 12 Break O'Day Drive, Australind WA 6233

Telephone: (08) 9797 4400

Email: australind.shs@education.wa.edu.au

Website: www.australind.wa.edu.au

Administration

Principal Domenic Camera

Deputy Principals Tamara Nurse
Adam Blackmore
Ross Hillier

Manager Corporate Services Maureen Bailey

Term Dates - 2024

First term commences at 8:40 am, **Wednesday 31st January, 2024** for students.
Teachers commence Monday 29th January 2024

Office Staff Dates:

Thursday 25 th January 2024	8am – 4pm
Friday, 26 th January 2024	Public Holiday
Monday 29 th January 2024	8am – 4pm
Tuesday 30 st January 2024	8am – 4pm

Uniform Shop Extended Term 1 Trading Hours

Monday 15 th January – Thursday 18 th January	9am – 4pm
Monday 22 nd January – Thursday 25 th January	9am – 4pm
Monday 29 th January - Tuesday 30 th January	9am – 4pm
Wednesday 31 st January – Thursday 1 st February	8am – 11.30am

Term Dates:

Term 1 Wednesday 31st January – Thursday 28th March

Term 2 Monday 15th April – Friday 28th June

Term 3 Wednesday 17th July – Friday 20th September

Term 4 Monday 7th October – Friday 13th December

School Development Days:

(Students do not attend school on these days)

Term 1 Monday 29th January and Tuesday 30th January

Term 2 ANZAC Day Thursday 25th April

Term 3 Monday 15th July and Tuesday 16th July

Term 4 Friday 1st November

Siren Times: Period times are indicated by use of a siren.

8.35am	Warning Siren
8.40am – 9.44am	Period 1
9.44am – 10.48am	Period 2
10.48am – 11.18am	Lunch 1
11.18am – 12.22pm	Period 3
12.22pm – 1.26pm	Period 4
1.26pm – 1.56pm	Lunch 2
1.56pm – 3.00pm	Period 5

Electronic Devices Policy

The State Government announced a new Student Mobile Phones in Public Schools policy effective from Term 1, 2020. The policy requires all public schools to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of smart watches which need to be on aeroplane mode during this period. The policy aims to reduce distractions in class and improve student engagement.

In the policy, secondary students are allowed to have their phones in their possession but must turn them off and keep them out of sight until the end of school.

All personal electronic devices are to be switched off during the school day. The school recognises that there are times when it is genuinely appropriate and useful for students to use their connectable device such as a mobile phone – for example, to contact parents in emergencies, to confirm or change a collection time after drama/music, etc. However, it is not necessary or acceptable for mobile phones to be switched on or used during school hours.

Teachers have the right to confiscate any electronic device if used inappropriately and/or without direct instructions from the teacher. The confiscated electronic device is stored in a locked safe until the student (or parent) collects it from Attendance Office, at the end of the day. First offence – Students can collect; Second offence – Parent phone call and students can collect; Third offence – Parent to collect; Subsequent offences – Parent to collect.

Persistent offenders, or those who refuse to hand over their electronic device, will be referred directly to Student Wellbeing. If necessary, these students will have parents contacted to come and retrieve the item.

Students that need to make a phone call during the day are able to access a telephone in the Front Administration Office or in Student Wellbeing.

Students are prohibited from taking photos or filming staff and/or students at any time unless it is part of their school curriculum and permission is given by the participants.



Bring Your Own Device (BYOD) Program 2024

Australind Senior High School has moved to a 'Bring Your Own Device' BYOD arrangement for all students (Year 7 – 12). At ASHS we have a view that students and staff should be able to bring a device onsite and have access to our friendly BYOD learning environment. The school now has greater bandwidth capacity, and this will enable devices to work effectively on our school's wireless system. This program means that students will be strongly encouraged to bring an approved electronic device to school so that they can undertake a range of educational activities. Students are gaining new skills necessary for their future workplaces and careers and finding this aspect to be very engaging.

It is recommended that devices do not have access to cellular 3G/4G/5G telecommunications networks while at school and only connect to our wireless network. If students do have connectivity access other than that provided by the school, then this supervision is the responsibility of the parent. We can only block web access to certain undesirable sites through our school network and have no ability to supervise or filter access through cellular 3G/4G/5G connections.

Please note, iPhones and similar devices are not suitable for school use and are not supported at school. The Department of Education has a Mobile Phone Policy in place around the use of mobile phones and other devices on the school site, as advised on previous page.

Parents and students are reminded that all personal devices always remain the responsibility of the student and the school does not take any liability for loss or damage. There is no school insurance available to cover this, so personal arrangements would need to be made to protect devices i.e., through Home and Contents Insurance.



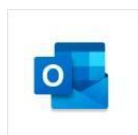
We do hope that students will be able to have access to this important initiative as this will benefit them immensely in all of their classes as an important tool supporting their learning and engagement.

What Devices Are Supported On-Site?

DEVICE TYPE	WINDOWS LAPTOP (i3*/i5 & i7)	MAC LAPTOP (i3*/i5 & i7)
OPERATING SYSTEM	Windows 10	Mac OSX 10.13 or later
WIRELESS MINIMUM	5GHz 802.11 a/b/g/n	5GHz 802.11 a/b/g/n
MINIMUM SCREEN SIZE	11.3 inch*	13 inch*
HARD DRIVE STORAGE CAPACITY	128GB*	128GB*
RAM MEMORY	8GB*	8GB*
BATTERY LIFE	6 hrs+	6 hrs+



What Will the Devices Have Access to Onsite at School?



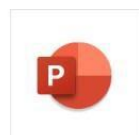
Outlook



Word



Excel



PowerPoint



OneDrive

Students have free access to Office 365 from the Department of Education for the duration of their time at school, via access with their school email address, so there is no requirement for parents to purchase this software. With Office 365 they also receive 100GB storage with OneDrive. Students have access to school monitored wireless network, school files and work and can print from any device via papercut.

BYOD Payment Plans Available

The School has partnered with three large suppliers to offer a device program to students. The devices with these companies meet our minimum specification requirements to best connect with our learning environment.

Winthrop Australia

Winthrop Australia offers a six-month interest free payment option with FlexiGroup for devices purchased through the Australind Senior High School portal. Link: <https://sales.winaust.com.au/shop/australindshs>

Hewlett Packard (HP)

HP prices include: 3 Year Onsite Support and free delivery. Optional Accidental Damage Protection (ADP) available. Link: www.hp.com.au/byod and enter the following Access Code: Australind SHS

Student Computer Network User Agreement

This is a friendly reminder of the details of the agreement signed by the parents, guardians or carer's as part of their student's enrolment to acknowledge the policy for the acceptable use of the onsite computing resources. The forms completed as listed below:

1. Permission for students to have an online services account
2. Online services acceptable use agreement (Years 7 – 12)

Policy for Acceptable Use of Australind Senior High School's Computing Resources

1. Purpose

At Australind Senior High School computing resources are used to educate, inform and communicate. The above mentioned forms, once completed and signed, authorises the creation of user accounts as required on Australind Senior High School's systems. Students will be unable to access the school's network resources until this document has been read, understood and completed.

2. Use

Students use computing resources to participate in learning activities, to communicate with other students and individuals, and to obtain material to meet their educational information needs. The use of computing resources is a privilege and inappropriate use may result in a cancellation of privileges. It is important that users are aware of their responsibilities to other users and providers of services. Accordingly, they must use the resources in a responsible manner and must respect the integrity of computer systems, networks and data to which they have access and the rules and regulations governing their use as detailed below.

The Internet is an excellent resource for research and communication. However, there is material on the Internet that is not appropriate or fitting for general use. For this reason, this policy contains rules and guidelines so that students at the school use the Internet in a suitable manner.

In light of the increasing numbers of computers that can access the Internet, it is necessary to gain parental permission for students to use the Internet. Students also need to treat the computers with care.

3. Expected Behaviour

The use of computing resources is a privilege. Students are expected to abide by the following rules:

a. Security/Hacking

- 1) A user may not share user ID's or transfer them to other users or divulge their passwords to other users.
- 2) A user may not use another's passwords.
- 3) You may not use Australind Senior High School's services to seek to gain unauthorised access to Australind Senior High School facilities, services or resources or to the facilities, services or resources of any connected networks or system.
- 4) It is not acceptable to use Australind Senior High School's services for any malicious purpose.
- 5) Users who provide false information on this form will have their account removed.

- 6) Impersonating another user or otherwise falsifying one's username in E-mail, Newsgroup postings, computing resources, Chat or with any other Computing resources service is prohibited.
- 7) Attempts whether successful or not, to gain access to any other system or users' private data, without express consent of the user are prohibited. Directories, with global access are excepted.
- 8) You may not use Australind Senior High School's services to engage in activities which would damage the integrity of computer-based information.
- 9) You may not use Australind Senior High School's services to gain passwords, encryption codes, or attempt to alter or destroy data belonging to Australind Senior High School or another user on any computer network. This includes storing illegally obtained information of any sort.
- 10) You may not use Chat, IRC or ICQ on the Australind Senior High School's network.

b. Financial

- 1) Where users knowingly access chargeable services (e.g. commercial databases) they will be liable for the charges incurred.
- 2) It is not acceptable to use Australind Senior High School's services for solely commercial activities.
- 3) A user may not download any commercial software.
- 4) Australind Senior High School's services are not intended for resale. Resale of services without making specific arrangements with Australind Senior High School is not permitted.

c. Disruption and/or Inconvenience

- 1) You may not create or share computer viruses.
- 2) Harassing others by "mail-bombing" or "spamming", which constitutes sending of the same or substantially similar unsolicited electronic mail messages to a large number of recipients, or more than five (5) similar mail messages to the same E-mail address is prohibited.
- 3) Flooding newsgroups with excessive numbers of posts is prohibited.
- 4) Chain letters are prohibited.
- 5) Irresponsible postings, which result in large numbers of complaints to the Australind Senior High School's Program Coordinator, Information Systems, may result in a user's account being disabled.
- 6) You may not use, play or install games unless it is part of the curriculum and under supervision from a teacher.
- 7) You may not send unsolicited E-mail for the purpose of advertising or soliciting.
- 8) You may not act in any way that might disrupt the use of the network or computing resources by other users.
- 9) You may not use Australind Senior High School's services to engage in activities which waste Australind Senior High School resources (people, networks, computers and financial).
- 10) You may not use Australind Senior High School's services to engage in activities that cause or are liable to cause disruption or denial of service to other users.
- 11) You may not use Australind Senior High School's services to create, host or transmit material that is designed to cause annoyance, inconvenience or needless anxiety to others.

This includes:

- Sending, displaying or accessing offensive sites, messages or pictures.
 - Using obscene language, harassing, insulting or attacking others (including E-mail abuse).
 - Interfering with another's use of the computer.
- 12) You may not damage furniture, computers, computer networks including changing settings, hacking and/or physically abuse hardware, etc.
 - 13) You may not use the school's network to disrupt its use by other individuals or by connecting networks.
 - 14) Only students who have enrolled at Australind Senior High School will be allowed to use computing resources.
 - 15) You may not install any software or hardware unless it is part of the curriculum.

d. Offensive

You may not use Australind Senior High School services to create, host or transmit offensive or obscene material, or engage in activities that could cause offence to others on the grounds of race, creed or sex.

e. Copyright/Legal

- 1) All communications and information accessible via the network should be assumed to be private property.
- 2) It is not acceptable to use Australind Senior High School's services to infringe copyright or the proprietary rights of software, other individuals or organisations.
- 3) You may not use Australind Senior High School's services to create, host or transmit material that is defamatory.
- 4) It is not acceptable to use Australind Senior High School's services for any activities, which contravene the laws of Australia or its states and territories, or of the destination country in the case of data being transmitted abroad.
- 5) You may not use Australind Senior High School's resources to engage in activities that compromise the privacy of others.

f. Consequences

Consequences for misuse/abuse of computing resources: (depending on the severity of the situation, the discipline process may include combinations of the following consequences.)

- 1) Warning
- 2) Loss of privilege of using computing resources
- 3) Referral to administration for discipline
- 4) Referral to authorities for legal processing

Department of Education Privacy and Security

Policy for Acceptable Use of Australind Senior High School's Computing Resources

Australind Senior High School is required to gain parental/guardian permission before using video or photographic images of your child and/or samples of your child's school work. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work however, there will be occasions when your child's name and class may be published along with images.

School Uniform

Student Uniform Availability

All school uniform items are obtainable from the school's onsite Uniform Shop run by Midford School Uniforms. Enjoy the convenience of online shopping. Save time and energy by ordering your uniforms online in 6 easy steps.

New User Instructions

1. Go to www.midford.com.au
2. Select your school from the Online School Shops tab
3. New users to click the "Register New Account" button
4. Start the registration process by selecting your school from the drop down menu and add the unique school pass phrase: ASHS1987
5. Add your personal information, create a username and password
6. Order the items you need, select pick-up in store or option for home delivery.

Book your appointment online by visiting the below website or scanning the QR code.
<https://MidfordBooking.as.me/AustralindSeniorHighSchool>



Further Information:

Monday: 12:30pm - 4:00pm
Wednesday: 8:00am – 11:30am
Thursday: 8:00am – 11:30am

P: 0474 103 040

E: australind@midford.com.au

School Uniform

All students are required to wear school uniform. The uniform is serviceable, economical and assists in the development of pride in one's self and one's school. Australind Senior High School has established a reputation for students being neatly and properly dressed. Parents will be notified in writing if any additions to the uniforms are approved by the School Board. From time to time students will be allowed to dress for theme dress days.

School Polo

Year 7 – 9 students will wear school crested maroon polo shirt with dark grey underarm panels.

Year 10 – 12 students should wear school crested white polo shirt with maroon underarm panels.

For all years:

School crested dark grey airflow shorts with maroon trim.

School crested maroon rugby jumper.

School crested micro fibre maroon tracksuit jacket.

School crested micro fibre dark grey tracksuit pants.

A plain white, short sleeve T-shirt may be worn under the school polo shirt.

A plain white, long sleeved undershirt (i.e. no writing/motifs) may be worn under a school polo shirt.

School Uniform – Continued

Note: *All denim is banned at this school as per Department of Education policy.*

No colours or items should show under uniform clothing, e.g. coloured t-shirts, coloured long sleeves under short sleeves, long tops under shirts etc.

Only white, long sleeve undershirts are acceptable.

Clothing should be worn in a reasonable order. For example: under shirt, polo shirt over the under shirt, rugby jumper or jacket as the over garment. Any other order is not acceptable.

To support the uniform policy within the school, any student who is missing an item on a particular day must visit Student Wellbeing before school to borrow the relevant school item for the day. In exceptional circumstances a uniform pass may be issued.

Physical Education Uniform (All Students)

Grey house shirt with house logo and emblem

House names/colours - Kemerton (green), Leschenault (yellow), Clifton (red) and Belvidere (blue)

School crested dark grey PE shorts with white trim.

Optional - School crested micro fibre dark grey tracksuit pants.

Country Week Uniform

School crested micro fibre maroon tracksuit jacket.

School crested micro fibre dark grey tracksuit pants.

Shoes – All closed shoes will be worn with socks

Shoes should be closed. Black leather and gym shoes with a suitable means of fastening are acceptable.

Boots – Low ankle height is acceptable (no Ugg boots). Closed shoes are required wear for most practical classes.

Any variation to the requirement for suitable footwear will be communicated to parents where there are specific health and safety requirements.

Items such as thongs, scuffs, slip-on's, Ugg boots, shoes with built up heels or other unsafe features are not acceptable for school because they are unsafe in this environment.

Hats – For health reasons hats are encouraged rather than caps (preferably in school colour). Any hat or cap with an inappropriate logo or message cannot be worn on school grounds. Hats are to be removed when inside any building at school, including classrooms and lecture theatres.

Socks – neutral in colour and design

Formal Occasions

Formal Shoes – If undertaking a role where students are required to attend formal occasions and wear the formal school uniform, students are required to have available a pair of black, flat formal shoes (black ballet flats are acceptable in this instance).

AUSTRALIND SCHOOL UNIFORM ITEMS



Everyday Polo
Years 7-9
\$32.00



Everyday Polo
Years 10-12
\$32.00



Everyday Shorts
\$30.00



PE Shorts
\$30.00



Tracksuit Pants
\$50.00



Tracksuit Jacket
\$64.00



Soft Shell Jacket
\$110.00



Rugby Jersey
\$83.00



SHS PE House
Polo Belvidere
\$40.00



SHS PE House
Polo Leschenault
\$40.00



SHS PE House
Polo Kemerton
\$40.00



SHS PE House
Polo Clifton
\$40.00

AUSTRALIND SCHOOL UNIFORM ITEMS



EXCEL Sports Polo
\$40.00



EXCEL Sports Singlet
\$35.00



Music Polo
\$40.00



MAP Polo
\$30.00



Girls LS Shirt
\$40.00



Boys LS Shirt
\$40.00

Students enrolled in the EXCEL sports and leadership, Jazz and MaP program will be required to purchase the Specialist Program's shirts

School Canteen

Our Staff

Nicolie Briggs is our Canteen Manager and is responsible for the day-to-day management and operations of all aspects of the Canteen and can be contacted on 9797 4453. The Canteen employs two full time assistants to help with the efficient running of the Canteen.

Our Volunteers

We always welcome volunteers in the Canteen. If you would like to assist, please contact Nicolie on 9797 4453. Please note, all volunteers are required to have both current Working with Children Check (WWCC) and a Department of Education Police Clearance. Visit www.education.wa.edu.au/screening to apply if you don't have one.

The Canteen is an essential part of our School activities and offers students a great service. Our Canteen is a partnership between parents, staff and students. Daily specials will be advertised on the school website, on the school's Facebook page, on Our Online Canteen QuickCliq and through special Canteen notes and promotions on the internal school television programs. Both EFTPOS and cash payment options are available at the Canteen.

Online Ordering

The School has implemented a state-of-the-art online ordering system - QuickCliq. This service enables busy parents to order their children's lunches online up to two weeks in advance. The daily cut off time for ordering lunch is 8.40am. Students will then be able to collect their Lunch 1 and Lunch 2 orders through two express lanes at the Canteen.

You can alert the Canteen of your child's allergies and/or any health warnings by entering the details online.

All transactions are managed through a highly secure payment gateway and are completely free of charges to parents. Simply register your child's details, add credit to their account and place your order.

Canteen Online Ordering

Registration Process

1. Visit: www.quickcliq.com.au



2. Select—Sign up—Register

- Email address
- Password
- Name
- Phone number (optional)
- Mobile phone number (mandatory field)
- Suburb
- Post code
- Business names you use on a regular basis in your area (some businesses offer prizes to people that utilise their business)

QuickCliq, formerly known as Our Online Canteen

3. Select our School and enter your child's name. You do not need to fill in your child's tutor or Teacher's name.

4. Add credit to your account

Ordering is as easy as 1-2-3

1. Select order date
2. Select menu items
3. Confirm the order

What happens if you have placed an order and your child is sick?

You can cancel your daily order by logging onto QuickCliq before 8.40am that day and your account will be credited. For cancellations after 8.40am, please contact our Canteen Manager – Nicolie, on **9797 4453** to make other arrangements.

If your child goes home in the morning unwell and an order for lunch has been placed, please advise Canteen before leaving to cancel your order or we can postpone your order for another day.

Students Travelling to Sporting Activities

In order to provide a wide variety of Physical Education offerings, while catering for a large student population, specialised facilities such as aquatic venues, tenpin bowling alley, roller skating venues and indoor cricket centres have been incorporated into courses at the school. This means that some students will have part of their physical education program at a venue other than at school. The Leschenault Leisure Centre is used by many of our students in Dance, Physical Education Studies (upper school), Specialised P.E., Outdoor Education and in the General P.E. program. Squash, badminton, basketball, volleyball, indoor soccer, gym circuit and dance need to be programmed at certain times in this centre as our school gymnasium can only cater for one group/activity at a time.

The Collie River is used for some aquatic based programs, as is Koombana Bay, Leschenault Leisure Centre, the Estuary and the Back Beach. Every care is taken to ensure student safety, however, some onus of responsibility must rest with the students. Where a bus is viable due to numbers, availability and cost, it will be used to transport students to outside venues.

Where students need to walk or ride bikes to outside venues, they are expected to comply with the following rules at all times:

- Follow the route as outlined by the class teacher
- Go in pairs, or in a group, for support in the case of sickness or injury
- Go straight to the venue and wait for your teacher

In addition, for bike riders:

- All road rules must be followed
- Wear a helmet at all times and with it correctly fitted
- No dinking. One person per bike
- Bikes must be roadworthy
- Bikes may only be borrowed with the permission of the owner
- Bikes will not be ridden in car parks or in a dangerous manner likely to cause injury to the rider or others

Students will lose this bike privilege should any of the above rules be broken.

Awareness by parents

Parents should check with their children regularly and be aware of the sporting activities in which they are involved, at venues outside of school. Please contact your child's class teacher should you have any concerns as to safety, guidelines issued or method of transport.

*PLEASE CONTACT HEAD OF LEARNING AREA, HEALTH AND PHYSICAL EDUCATION
FOR CLARIFICATION OF ANY CONCERNS.*

Bus Information

LOG ON BEFORE YOU HOP ON

Is your child going to school for the first time or is your child changing schools for example moving from Primary to Secondary school? Are you planning on using orange School Bus Services (SBS) or TransBunbury (Swan Transit) Bus Services?

Parents whose children are going to school for the first time, or who are changing schools, and who wish to **access the orange School Bus Services** should visit www.schoolbuses.wa.gov.au and complete the online 'Application for Transport Assistance' in order to be eligible to hop on board.

For families who do not have internet access, please call T: 13 62 13 and request a hard copy of the application form. Alternatively, an application form can be requested from your local school or Education Support facility. Please note that application processing times will be longer via this method.

To apply for Transport Assistance, just follow these simple steps:

1. Go to www.schoolbuses.wa.gov.au
2. Go to the 'Parents' section
3. Go to the 'Information for Parents' tab
4. Click on the 'How to Apply' section

Does your child already use orange School Bus Services and is not changing schools?

If your child already uses an orange school bus and is not changing schools then you do not have to apply for transport assistance, as SBS already has a record of your child and the service they currently use.

CHANGED YOUR ADDRESS?

For existing students, if you have changed address you will need to re-apply.

If you have any questions regarding the Log On Before You Hop On process visit www.schoolbuses.wa.gov.au or email Schoolbus@pta.wa.gov.au or call T: 13 62 13

Student and Parent Parking at Australind Senior High School

The Department of Education does not provide car or moped bike parking for students on any school sites. The parking area across the road from the school in Break O'Day Drive was land that the Department of Education purchased to build parking for Department of Education employees only and not for students. Due to large staffing numbers our parking is limited.

All Department of Education employees will be issued with a 'Parking Sticker' as identification for use of this parking.

Parents, carers and guardians may utilise the car park adjacent to the school as a 'drop and go' without the need to enter the school grounds or the bus parking area. Parent and visitor parking bays have been assigned and are clearly marked within the parking lot adjacent to the school, for those parents/visitors needing to access the Front Administration Office.

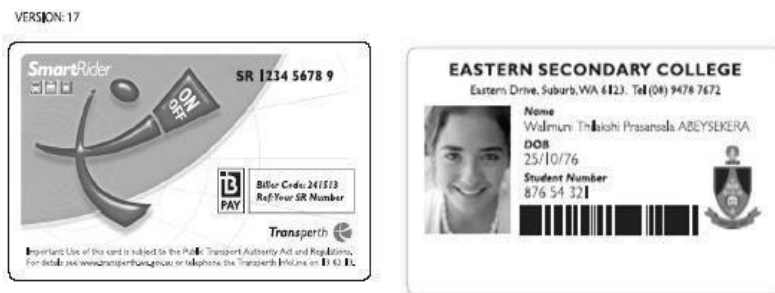
The Department of Education's view is that students must use Public Transport which is provided or use other options such as walking or riding on a bike to and from school. The school would appreciate your ongoing cooperation and support regarding this matter.

ID / Library Card / SmartRider Card

All Australind SHS students require a student ID/Library Card. The ID card, similar to that displayed below, will have several functions.

One side of the card will be the SmartRider card which enables students to access concession travel on TransBunbury, TransPerth bus & rail services, and TransRegional country road and rail services. The reverse side of the card will allow students to borrow resources from the library. It can also be used to receive student concession at various venues and provides photo-identification.

The card production is outsourced and the company will need to access information about your student from the school database. This includes name, address and date of birth. The cost of the card is \$3.00 and we recommend you also purchase a card protector which is an additional \$3.00. Application forms and payment for both can be made at the Front Administration Office.



Who Do I Contact?

Class problem/Homework	➔	Class Teacher
Excursion query	➔	Excursion Teacher in Charge
Pastoral care/support	➔	Student Wellbeing
Settling into Year 7	➔	Year 7 Deputy Principal
Attendance (e.g. sick)	➔	Attendance Officer
Change of details, fees and/ Officer general enquiries	➔	School
Students with special needs	➔	Inclusion Coordinator
Workplace Learning/VET	➔	VET Deputy Principal or Workplace Learning Coordinator

How to Contact Us

Please remember to update your current contact details with the school. The primary form of contact with parents is via email, so notification of changes is vital to be kept up to date with important information.

Telephone / Email

General enquiries are promptly resolved by telephoning 9797 4400 or via our school email address australind.shs@education.wa.edu.au. Our friendly team of administration staff are available from 8am to 4pm during the school term and 8am to 3.30pm on the term breaks.

Phone 9797 4400 select the extension for your enquiry, **1** Enrolment Information, **2** Absence or Attendance, **3** Student Wellbeing, **4** Payments Year 7 – 9, **5** Payments Year 10 – 12, **6** Accounts Payable, **7** Reception.

Connect

Connect is the Department of Education's preferred platform, where you can securely access your child's learning assessments, stay informed about school activities and events and communicate easily with teachers. Connect allows the parent to engage in the child's learning anytime, anywhere and on any device.

If you are not familiar with Connect or are unable to access the Connect platform or app, please contact the school and our staff will be happy to assist. Important dates and reminders are easily accessed on the Connect Calendar and the Connect Library offers access to documents requiring attention, downloading and/or completion.

Compass

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about your school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

Our school will advise parents when each of these features becomes available for parent use.

How do I access Compass?

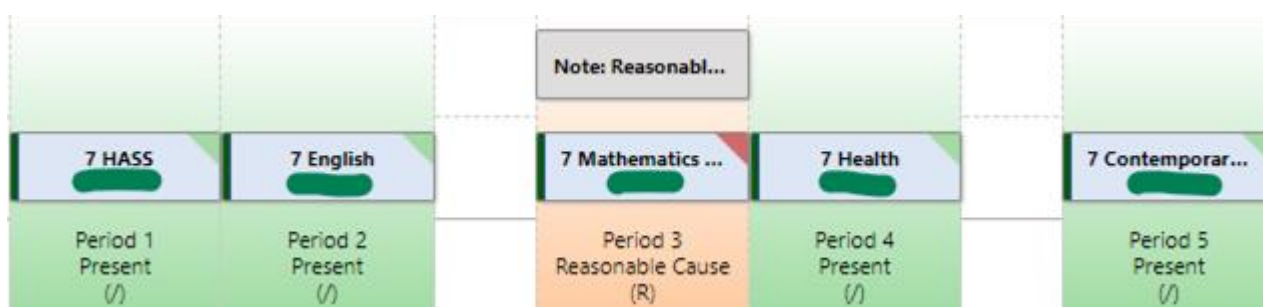
Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps (continue reading to learn more about the app including how to use it).

To log in, you will require your unique family username and password. These details will be provided to you by the school, however if you are yet to receive them, please contact the school office. You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you log in for the first time.

To log in, go to: australind-wa.compass.education. Type in your username and password and click 'Sign in'. Your username will be your parent code at the school. This will be different to your child's student code, and it will not be your email address.

Please note that all notes entered into Compass by parents are marked as absences. We request that parents only use the Absences for **whole day absences**, or to explain why students are **late to school**. If your child has been marked absent for a period during the day, and they have informed you that they were at school, please contact the school via SMS, email or phone to have this issue resolved. We request that parents **do not** place an absence note for these periods, as it marks the student as being absent from school at that time, and will directly impact their overall percentage attendance. This may lead to loss of good standing, which means students may not receive invites to extra-curricular activities, such as end of year events, school ball, country week and sporting carnivals.

For example, the screenshot below shows a note entered for a Year 7 student who informed their parents that they were late to class, but did attend. As this is recorded as an absence, the student will now be considered to be absent from school for part of the day. If this student has 5 of these periods marked as absent by a parent, that will equate to one full day absence from school.



The screenshot displays a school timetable for a Year 7 student. The timetable is organized into five periods. Period 1 (7 HASS) and Period 2 (7 English) are both marked as 'Present' with a green checkmark. Period 3 (7 Mathematics ...) is marked as 'Reasonable Cause' with an orange background and a red checkmark, and a note box above it contains the text 'Note: Reasonabl...'. Period 4 (7 Health) is marked as 'Present' with a green checkmark. Period 5 (7 Contemporar...) is also marked as 'Present' with a green checkmark.

Period	Subject	Status
Period 1	7 HASS	Present (✓)
Period 2	7 English	Present (✓)
Period 3	7 Mathematics ...	Reasonable Cause (R)
Period 4	7 Health	Present (✓)
Period 5	7 Contemporar...	Present (✓)

We look forward to rolling out more features of Compass in 2024 to further support positive communication between the school community.

Attendance

The *School Education Act 1999* requires all children to be engaged in school, training or approved employment until the end of Year 12.

The Department of Education's target is for school attendance to be 90% or above. Students should aim for 90-100% attendance to maximise their chances of success at school. Students are expected to attend on every day that the school is in session, unless special arrangements have been made with the Principal, until the end of Year 12. Students must attend school unless:

- They are too unwell
- They have an infectious disease
- The school is provided with a genuine and acceptable reason.

Under the Law, schools must:

- Monitor attendance of students
- Follow up with parents and/or caregivers on student absences.

The school year is generally 40 weeks and approximately 200 school days.	
A term is generally 10 weeks and approximately 50 school days.	
Attendance rate	Days missed across the year
=90%	<ul style="list-style-type: none"> • Means 20 days of absence (4 weeks off school for the year) • 0.5 days absent every week or missing 3 periods per week
=85%	<ul style="list-style-type: none"> • Means 30 days of absence (6 weeks off school for the year) • 0.75 days absent per week or missing 4 periods per week
=80%	<ul style="list-style-type: none"> • 40 days of absence (8 weeks off school for the year) • 1 day absent every week or missing 5 periods per week
=70%	<ul style="list-style-type: none"> • 60 days of absence (12 weeks off school for the year) • 1.5 days absent every week or missing 8 periods per week
=60%	<ul style="list-style-type: none"> • 80 days of absence (16 weeks off school for the year) • 2 days absent every week or missing 10 periods per week

What do I need to do when my child is absent?

Any absence for part or all day, or many days, must be covered by a written explanation from the parent/guardian/caregiver. The note must include the name of the student, the exact date and/or time of absence, a valid reason for the absence and the parent/guardian/carer's signature. A valid reason for absence means illness or other unavoidable circumstance. A phone call to the school from the parent/guardian/caregiver is acceptable as an explanation of absence. In case of prolonged illness, parents should contact the school. For students who are away regularly, or for a long period, with illness, a Medical Certificate may be required. Absences can also be advised via SMS or Connect.

How do I add an Attendance Note in Compass?

If your child is going to be away for a full day or your child has been marked Not Present without an explanation for a full day, you will be required to add an attendance note.

How to add an Attendance note for an upcoming Absence:

If your child is going to be away, you can add in an attendance note to advise the school. To do so:

- click '**Add Attendance Note (Approved Absence/Late)**'
- A note screen will open
- Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment Box
- Select the start and finish date/time of the absence and click '**save**'
- Please note that all absences entered will be reviewed to ensure correct attendance codes are used.

How to add an attendance note for an unexplained absence:

If your child has been marked Not Present without explanation, you will be required to add an attendance note.

- You will see an alert on your home screen.
- Click the alert and it will take you to your child's 'unexplained' attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.
- Select the session (or sessions) that you are adding a note for then **click 'Explain with Attendance Note'** this will cause the attendance note screen to open
- Select the applicable reason for the absence and add in the relevant details/comments
- Click **'save'**. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.
- If a single period during the day is marked as absent, please contact the school to discuss further.

Late Arrivals

Students who arrive after the commencement of period 1 must sign in at the Attendance office and preferably have a note showing a valid reason. They will then be issued with a Late Note to be admitted to class. Students arriving late without a parent note will have the absence recorded as unexplained on their attendance record.

Appointments – Leave Pass

Once a student is on the school grounds, the student should remain at school until dismissal times. Any student who is required to leave the school during the day (e.g. for a medical appointment) must present to the Attendance Office with their parent note first thing in the morning, before class, and request a Leave Pass. This pass allows the student to leave their class at the arranged time. The student can then sign themselves out at the Attendance Office. On return to school the same day, the student will need to sign back in at the Attendance Office.

Leaving School Grounds

Students must remain on school grounds during the school day unless given written permission from the school or for specific course requirements.

If a student leaves the school grounds without permission, they cannot return to the school site for the remainder of the day.

Students out of class during lesson time must carry a Movement Pass provided by the teacher.

Short Message Service (SMS) Communications

Australind Senior High School has introduced SMS communications to build on existing attendance procedures and to ensure that parents are notified as soon as possible if their child is absent from school without an explanation. If your child is absent and a reason has been provided before the time the SMS is due to be sent, you will not receive a text message.

This system has been shown to assist in making schools (and parents) more aware of where students are and improve student attendance. These factors will enhance learning opportunities for all students and contribute to their safety.

SMS may also be used to provide information to parents such as school community notices and emergency/unplanned events such as school closures.

Frequently asked questions about SMS communications As a parent, what do I need to do?

- If you know your child is going to be absent, please call the school well before the set SMS sending time which will be 11am and 2.15pm every day. If you do not contact the school, the SMS system will automatically send you a text message advising you that your child is not at school.

How do I reply to an SMS message from the school?

When you receive an SMS about an absence, reply to the SMS and make sure that the message includes the student's name, date of absence and reason for absence. Do not call the number as it is an automated system using a virtual number.

Sample SMS Reply Message:

<p><i>Jane Citizen, 11 Feb, Sick</i></p>

What will it cost me?

Standard SMS charges apply, depending on your mobile phone carrier and plan. The cost of an SMS is usually cheaper than a local telephone call.

What if my mobile number changes?

Please notify the school *immediately* if your mobile number changes.

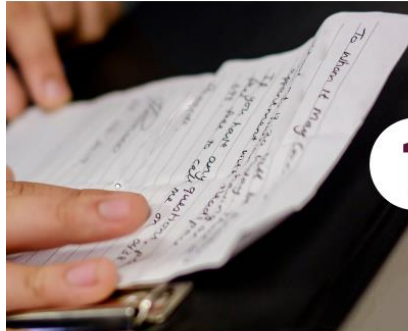
What if there is a custodial order preventing contact?

The parent/guardian with legal custody of the child must provide evidence to the school in the form of a court order for the school to legally deny a parent/guardian access to any information about their child.

HOW TO SIGN OUT

Leave Pass Procedure

To avoid lengthy delays to parents, please follow this procedure



1

Parent must provide a written note advising of the day, time and reason why the student is to leave school during the day.

The student is to present the parent note to Student Services BEFORE SCHOOL to request a Leave Pass.

2



3

The Leave Pass provides the Class Teacher authority to allow the student to leave class at the appropriate time. It also provides the Student with legal authority to be out of School if questioned in the community.

The Student signs out using the iPad in the Front Office, by entering the Leave Pass number, and may then meet their Parent at the agreed meeting place, e.g. carpark

4



5

This procedure ensures the Students' movements are known and accurate at all times. It also ensures the Parent is not waiting for lengthy periods, reducing delays to arrangements and/or appointments.





Values

At Australind Senior High School, we are ...

Respectful

Kind

Responsible

This means we ...

Settings	Always	<ul style="list-style-type: none"> • Use positive and friendly language • Show care for property (self, school, others) • Follow instructions • Show consideration to other students and their personal space 	<ul style="list-style-type: none"> • Are inclusive of others • Use manners and politeness towards others • Appreciate other cultures, identities, beliefs, and differences • Are willing to listen to others' opinions • Celebrate others' success 	<ul style="list-style-type: none"> • Follow school non-negotiables (elaborate) • Wear our school uniform correctly • Make healthy choices • Keep the school clean and use the bins provided
	Class time	<ul style="list-style-type: none"> • Actively listen to others • Ask for permission to use classroom equipment • Return borrowed classroom equipment • Stay on task and allow others to learn 	<ul style="list-style-type: none"> • Are patient and wait our turn • Encourage others to do their best • Supporting others when they need help 	<ul style="list-style-type: none"> • Are punctual and prepared for class • Use equipment appropriately and safely • Attempt/complete all work and do our best • Encourage and celebrate other's efforts
	Break Times	<ul style="list-style-type: none"> • Stay in allocated school areas 	<ul style="list-style-type: none"> • Are patient and wait our turn (e.g., gym or canteen) • Allow others to be included in our lunchtime activities • Have positive interactions with others 	<ul style="list-style-type: none"> • Are a positive bystander • Move safely around the school
	In the Community	<ul style="list-style-type: none"> • Maintain a positive image in the community 	<ul style="list-style-type: none"> • Show care and consideration of members of the public 	<ul style="list-style-type: none"> • Abide by road rules • Follow rules of public places and facilities

PBS

PBS stands for Positive Behaviour Support and is an evidence-based, operational framework that aims to improve student academic and behaviour outcomes and create positive learning environments by ensuring all students have access to the most effective and accurately implemented instructional and behavioural practices and interventions possible.

PBS views inappropriate behaviour in the same manner that problems in reading or math are viewed...as a skill deficit. When a skill deficit exists, we must teach the appropriate skill. By doing so, a unified and positive school climate forms, and this informs students and staff that appropriate behaviour is a priority in our school. The purpose of PBS is to establish a climate in which appropriate behaviour is the norm.

Our school values, defined by the community, guide the behaviour of everyone in our school; staff, students, parents and community members. This is achieved by developing proactive systems to define, teach and support appropriate student behaviour. At Australind SHS we focus on our 3 core values of Respect, Kindness and Responsibility.

The behaviour matrix shown above was formulated by the school community and articulates what these expectations look like in everyday school life. A number of verbal, non-verbal and tangibles are used to reinforce students who display the desired behaviour. This includes the PBS Reward Cards and Stamps.

There is a dedicated PBS team appointed in the school which consists of the administration, classroom teachers, school support staff and education assistants. However, the entire staff at Australind SHS are committed and involved in the design and implementation of PBS.

Code of Conduct

It is expected that students will do the following:

- Show respect for and cooperate with staff members at all times.
- Remove hats/beanies before entering classrooms and office areas
- Finish consuming all food and drink before entering the classroom (water bottles are permitted with teacher approval)
- Arrive at all classes on time
- Complete all set homework
- Hand in all work/assignments by the due date
- Maintain classrooms in a clean, safe and tidy state
- Carry the Homework Diary with them to all classes and use it appropriately
- Move quickly and quietly between classes
- Use good manners at all times
- Place rubbish into the bins provided
- Show respect for the school environment (avoid damage/graffiti)
- Avoid intimate physical contact – it embarrasses others and is inappropriate in a school setting
- Avoid running in confined areas
- Conform to school policy regarding attendance, uniform and health

The following are unacceptable behaviours at all times and will be processed in accordance with the Student Behaviour policy and procedure:

All forms of harassment or bullying (Physical, Verbal, Emotional, Exclusion, Cyber), fighting (including play fighting and rough games that lead to violent reactions), spitting, littering, vandalism of any form, class avoidance, out of class loitering etc., possession of weapons; smoking and the use of illicit drugs (this includes possession of these, or related, items, such as Vapes or smoking implements).

The following items are not to be brought to school:

Energy drinks, pressure pack deodorants, matches, lighters, laser pens, stereo systems, weapons (including replica items) etc. Severe consequences will be applied to students who put others at risk through non-conformity to this policy and result in items being confiscated.

Personal property:

Students bringing any personal property (including personal electronic devices) to school do so at their own risk and the school will not be held responsible for any damages to, loss or theft of personal property. The school strongly recommends parents ensure valuable personal items are not brought to school. Please refer to Risk Cover for further information.

Responsibilities and Rights

Responsibilities

All members of the **school community** have the responsibility to:

- model courteous, honest and respectful behaviour
- keep the school environment neat, clean and safe
- ensure that their behaviour promotes a safe and supportive environment
- ensure that their actions reflect positively on the school

Students have the **RESPONSIBILITY** to:

- attend school
- ensure that they are punctual and prepared
- behave in a way that ensures all students can learn
- demonstrate courteous, honest and respectful behaviour
- behave in a way that protects the safety and wellbeing of themselves and others
- ensure that the school environment is kept neat and tidy
- wear the school uniform

Staff have the **RESPONSIBILITY** to:

- ensure good organisation and planning
- establish a positive working environment
- model courteous, honest and respectful behaviour
- regularly provide feedback and report student progress

ensure that the school environment is kept neat, tidy, safe and secure

Parents/Caregivers have the **RESPONSIBILITY** to:

- communicate issues and concerns which may impact on their child's performance, progress or wellbeing at school
- ensure that their child attends school
- ensure that their child is provided with appropriate materials to make effective use of the learning environment
- support the school in providing a meaningful and adequate education for their child
- support the school uniform

Rights

All members of the **school community** have the right to:

- be treated with courtesy, honesty and respect
- work and socialise in a safe, supportive and purposeful environment
- be proud of their school

Students have the **RIGHT** to:

- learn in a purposeful and supportive environment
- work and socialise in a safe, secure, friendly and clean environment
- be treated with courtesy, honesty and respect
- be heard at an appropriate time and place

Staff have the **RIGHT** to:

- teach in a purposeful and supportive environment
- teach in a safe, secure and clean environment
- co-operation and support from all members of the community
- be treated with courtesy, honesty and respect

Parents/Care givers have the **RIGHT** to:

- be proactive in developing partnerships with the school to achieve optimum outcomes for their child
 - access a meaningful and adequate education for their child
 - be informed of course and curriculum material, behaviour management procedures, and decisions affecting their child's health and well being
- be informed of their child's progress.

Good Standing Expectations

This document supports the high expectations that we have of students linked to our Positive Behaviour Support expectations of Respect, Kindness and Responsibility. This will assist us to reward students who are positively engaged with our school community.

Examples of events that are organised by the school either on or off-site where these expectations are required include:

- Country Week
- School Ball
- Arts Excursions
- Workplace Learning
- Year group sports carnival and other event selections

To be considered for an event where they are off-site and the event is not a curriculum requirement a student will be required to demonstrate that they can satisfy the following 3 requirements of “Good Standing”:

1. Maintain an acceptable school attendance rate of 85% or better to be eligible for consideration for non-essential curriculum events and activities.

What does this mean;

- It is a legal requirement that students attend school regularly. Schools are required to record all attendance, regardless of the cause of an absence.
- The student’s attendance percentage represents the time the student is at school in class or engaged in a suitable education activity.
- School attendance processes require that a reason for an absence is provided explaining the absence.
- An absence is still recorded on a student’s record, regardless of evidence provided to explain the cause.

Below is an example of how days missed or skipping classes can impact on the percentage attendance. The accumulation of Period absences has a very significant impact on the overall % attendance.

The school year is generally 40 weeks and approximately 200 school days.	
A term is generally 10 weeks and approximately 50 school days.	
Attendance rate	Days missed across the year
=90%	<ul style="list-style-type: none"> • Means 20 days of absence (4 weeks off school for the year) • 0.5 days absent every week or missing 3 periods per week
=85%	<ul style="list-style-type: none"> • Means 30 days of absence (6 weeks off school for the year) • 0.75 days absent per week or missing 4 periods per week
=80%	<ul style="list-style-type: none"> • 40 days of absence (8 weeks off school for the year) • 1 day absent every week or missing 5 periods per week
=70%	<ul style="list-style-type: none"> • 60 days of absence (12 weeks off school for the year) • 1.5 days absent every week or missing 8 periods per week
=60%	<ul style="list-style-type: none"> • 80 days of absence (16 weeks off school for the year) • 2 days absent every week or missing 10 periods per week

A student’s attendance percentage will be determined using the School Information System official record.

Good Standing Expectations (Continued)

2. Have good personal standing in the school and wider community by demonstrating positive engagement with peers, school staff, and showing respect for the local community.

What does this mean; In all education settings the student;

- Consistently reflects the school Positive Behaviour Support expectations of Respect, Kindness and Responsibility in all interactions with staff and peers.
- Attends class on time
- Is organised and prepared for class
- Is compliant and works with others and can follow school expectations i.e. not suspended within a 10 week school period prior to the event
- Can comply with school expectations related to uniform, phone use and staff directions

Meeting this requirement will be determined using the record of interactions on the Dashboard within Compass – the school’s central behaviour recording system.

3. Demonstrate academic progress, achievement and work completion that reflects the student’s ability by engaging positively with the school curriculum.

What does this mean; In all education settings the student;

- Consistently engages with class and assessment tasks in a positive manner
- Makes every effort to work to the best of their ability
- Takes on and acts on advice
- Can work independently or as a valuable member of a group as required by their teacher
- Meets deadlines for work completion

Meeting this requirement will be determined using the Reporting to Parents record of task completion, Attitude, Behaviour and Engagement, and marks attained alongside the Dashboard within Compass.

Good Standing expectations and participation in Curriculum activities:

The expectations of a student participating in an event where the event is off-site, and it is a curriculum requirement is that they have:

- Attended 85% of the Course to date of event
- Attended and engaged in tasks to participate in a planned event safely and actively
- The ability to pass the Course through their attendance at the event. A student may be ineligible to attend if they cannot pass due to poor task completion, engagement and attendance.
- Engaged with the program in a manner that they pose no risk to self, others or the reputation of the school.
- Consistently worked cooperatively with staff and peers within the course

Medically diagnosed condition –

Where a student is on an attendance plan negotiated with the school giving consideration to significant health concerns or has a clearly defined, medically diagnosed, condition the student may be given some dispensation for certain event categories that are appropriate and do not form a risk to them or others.

Bullying

At Australind Senior High School students and staff have the right to pursue learning in a safe, respectful environment. Behaviour management practices are built on a foundation of teaching and learning programs that allow all students to participate and succeed. As a school community we believe that home and school must share the responsibility for students to learn and demonstrate appropriate behaviour. By working together, we can provide more meaningful opportunities for students to behave responsibly and to respect themselves and others.

What is bullying?

The National Safe Schools Framework defines bullying as repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies, e.g., the internet or mobile devices. Conflicts or fights between equals and single incidents are not defined as bullying. Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.

In short, bullying is a repeated pattern of harmful verbal, physical or social behaviour which involves the misuse of power. Cyber bullying is bullying through the internet or mobile devices.

Is every conflict between students bullying?

Not all aggressive or harmful behaviour between people is bullying. While conflicts and aggressive behaviour need to be addressed, it is important to be clear when these behaviours are not actually bullying. The definition of bullying has three critical aspects - a repeated pattern, the misuse of power within relationships, and behaviour which causes harm; all three aspects need to be present in order for behaviour to be called bullying.

What can parents do if their child tells them they are being bullied at school?

There are five key steps for parents if their child tells them they have been bullied:

1. Listen carefully to what your child wants to say
2. Reassure your child and ask open and empathetic questions to find out more details
3. Ask your child what they want to do and what they want you to do
4. Discuss with your child some sensible strategies to handle the bullying - *starting a fight is not sensible*
5. Contact Student Services on 9797 4400 and make the school staff aware of the problem.

What strategies can parents suggest to their child who is being bullied at school?

The Bullying. No Way! website provides information about various strategies. These can be tried if the child feels safe:

1. Walk away
2. Try to act unaffected or unimpressed
3. Try to deflect the bullying behaviour (e.g., pretending to agree in an offhand way 'okay, yeah, maybe')
4. Say 'No!' or 'Stop it!' firmly
5. Talk to a trusted adult at the school or at home. If parents are concerned, they need to contact Student Services for support on 9797 4400.

What should parents avoid telling their children to do?

Strategies not recommended for dealing with bullying include:

- fighting back
- bullying the person who has bullied them
- remaining silent about the problem.

What can parents do if they are told or suspect that their child is bullying others?

The Bullying. No Way! website provides information about things to do. If a parent suspects their child has been bullying others, they can talk to their child about:

- why they have been behaving this way
- taking responsibility for their behaviour
- how to sort out differences and resolve conflicts
- how to treat others with respect
- the effect of bullying behaviour on others
- the need to repair harm they have caused to others
- the need to restore relationships.

Who can parents or students talk to for help?

To talk to someone, go to:

- Kids' Helpline 1800 55 1800 or www.kidshelp.com.au
- Ngala Parenting Line
Phone: (08) 9368 9368 or 1800 111 546 <https://www.ngala.com.au/parenting-line/>

For more information and support go to:

- ReachOut.com <https://au.reachout.com/>
- Beyondblue <https://www.beyondblue.org.au/>
- Headspace <https://headspace.org.au/>
- Australian Psychological Society <https://psychology.org.au/>
- Australian Counselling Association <https://www.theaca.net.au/>
- School TV <https://australind.wa.schooltv.me/>

To report cyber bullying go to:

- Cyber safety help <https://www.education.wa.edu.au/cyber-safety>

To report bullying that may constitute a Commonwealth crime go to:

- Australian Federal Police <https://www.afp.gov.au/contact-us/report-commonwealth-crime>

For more information, related to bullying go to:

- Bullying. No Way! <https://bullyingnoway.gov.au/>
- Cyberbullying <https://australind.wa.schooltv.me/newsletter/cyber-bullying>
- Cyberbullying <https://www.esafety.gov.au/key-topics/cyberbullying>



Social Media

Our school Facebook page is regularly updated with the wonderful events, celebrations and achievements of our school community. Recognising students excelling in individual endeavours is an important aspect of our motto "Growing Remarkable People". Please do not hesitate to contact us with details of student achievement to share by emailing [Australind.SHS@education.wa.edu.au/](mailto:Australind.SHS@education.wa.edu.au)

Transfer to another school

Students transferring to another school must complete a Clearance Form. These can be obtained from the Front Administration Office.

Website

Term Planners and latest news updates are posted to the school website at <https://australind.wa.edu.au/>. Information on policies, procedures and forms are easily accessible from the home page. Our school website is presently undergoing an appearance upgrade. Please be patient as we create an inviting and current space to access relevant information and be sure to phone us on 9797 4400 (or check Compass or Connect) if you have any queries on sourcing information.

Parent/Guardian School Access

The school is a secure site. Parents and guardians are not permitted within the school grounds during the regular school day without the permission of the Principal. Parents and guardians are required to report to the Front Administration Office.

All Visitors **must** sign in at the Front Administration Office to access an identification badge before entering the site. Year 7 parents must not go directly to the Egret Wing, please sign in at the Front Administration Office first.

Where parents are invited into the school during the regular school day they must sign in through the Front Administration Office first and will be accompanied by a staff member within the school.

Parent/Teacher Meetings

Making an appointment in advance ensures Student Wellbeing and Teaching staff are available to meet with you. To make an appointment, please:

- Contact either the Front Administration Office or Teaching staff
- Agree on an appointment time
- Sign in at the Front Administration Office before your meeting
- Wear an identification badge
- Sign out at the Front Administration Office after your meeting

Student Messages

In the case of an emergency, a message can be delivered to your child or to the appropriate staff member by ringing the school on 9797 4400. We strongly discourage parents from contacting students directly by mobile phone or other devices especially, if the situation will cause distress to the student, as this may result in the student having their device confiscated.

Sickness

In the event of a student suddenly becoming ill or injured at school they should report to Attendance officer, who will triage the student accordingly.

Nurse

School Health Services are available four days per week at Australind Senior High School. The School Nurse may perform health assessments and provide information, advice, referral and support for students. This support encourages development of knowledge, skills and behaviour and encourages the young person to cope with health issues and make healthy lifestyle choices.

Students are able to self-refer but any visit to the School Nurse during lesson time must be approved by the teacher. The School Nurse is located in the Student Wellbeing building. Parents may also contact the School Nurse.

Bicycles

Bicycles are to be left inside the bike rack at the front of the school, properly secured by lock and chain. Helmets should be equally secured. The school cannot take responsibility for the security of bicycles or helmets. Bicycles should not be ridden within the school boundaries at any time except on the designated bike track. Extreme care must be exercised on roads and paths surrounding the high school and the primary school. Bicycle helmets must be worn.

Skateboards/Scooters

All skateboards and scooters are to be left in the lockable cages outside the Student Wellbeing building.

Lockers

A limited number of lockers are available for students. Two sizes are available for \$5 (small) and \$15 (large) per year. Students can pay for their locker at the Front Administration Office and collect their locker allocation from the Attendance Office.

Bushfire Zone Register

The Department of Education is committed to maximising the safety of its students and staff. Australind SHS is part of the Bushfire Zone Register as are our feeder primary schools. Inclusion on this register means that the school may be required to invoke a pre-emptive closure on a day for which a Catastrophic Fire Danger Rating (FDR) has been declared for the Australind area. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

What does this mean for our school?

When given advance warning by the Department of Fire and Emergency Services (DFES) that a Catastrophic FDR has been forecast for a given day, the Deputy Director General, may direct the pre-emptive closure of Australind SHS. If the school receives such a direction, you will be informed of the possible planned closure by a letter sent home with your child. Parents of students absent on the day this letter is sent home will be contacted by telephone, so please ensure the school has up to date contact details for you.

In the intervening period between the declaration of the pre-emptive closure and the day of planned closure, DFES will keep the Department informed of any change to the FDR forecast for the declared day. The final decision to pre-emptively close the school will be confirmed with the Principal no later than 4.30pm on the day before the planned closure. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions later in the afternoon of the day before the planned closure or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative child care arrangements.

Parents will be advised of the confirmation of closure, or its reversal, will be communicated in a number of ways to our community which may also include a note sent home with your child on the day before the planned closure. Again, parents of students absent on this day will be contacted by telephone and other means.

How will I know when the school is reopening?

It is anticipated that the school will typically only be required to close for a single day at a time, but this will depend on the weather. You will receive an SMS to advise you whether the school will reopen the day after the planned closure, or whether it will remain closed. The school website will contain a notice to advise you of the current status of the school closure and when it is expected to reopen. The School App will also notify users of changes to school openings as will our Facebook page.

I ask that you monitor local media for current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio in your locality is advisable. You can also check with DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au. Alternatively, you can call Australind SHS on 97974400 or the Education Regional Office on 97910300. If any of the options listed above for finding out when to send your child back to school will prove problematic, please contact the school to arrange for us to phone you to advise you when the school will reopen.

Questions?

Please contact the school on 9797 4400 if you have any questions about planned closures during the bushfire season.

Information About Bushfires

Bushfire Hazard

Many schools in Western Australia are located in areas that may be impacted by a bushfire. The level of risk to which schools in these areas are exposed can vary considerably and is dependent on the bushfire hazard surrounding a school, and also on how well a school is prepared and able to act in a bushfire emergency.

Generally, only flammable vegetation covering an area greater than about 10 000 m² should be assessed. Isolated single trees and small groups of trees and shrubs would not normally be included in an assessment. However, if these add to the fire hazard in the general area, or if they are close to buildings, some work would be required to reduce the hazard. This can often be achieved through gardening or landscaping activities.

The Department of Fire and Emergency Services (DFES) has grouped bushfire hazards into four levels. These are: Low, Medium, High and Extreme. These levels can also be used to determine the severity of bushfire hazards adjacent to schools, and within school grounds.

Low bushfire hazard areas

This typically includes urban and suburban areas with maintained gardens, parklands and street verges. These areas are generally devoid of native vegetation. Farm pasture and cropping areas would normally be included in this category. It should be noted that severe bushfires may still impact on schools which are located within low bushfire hazard areas.

Medium bushfire hazard areas

This level includes areas where standing native vegetation occupies no more than about 30% of the total vegetation spread across the area. Suburban areas with some native vegetation cover would also fall into this category. Shrub land and open heath on moderate slopes with a gradient of less than 10 are included in this category.

High bushfire hazard

Forested and well treed areas where the leaf litter and understory has been reduced, as well as plantations, which are located on moderate slopes less than 10 , fall into this category. Shrub land and open heath on steeper slopes may also be included in this hazard category.

Extreme bushfire hazard

This category includes forests with a dense understory, heavy leaf litter, as well as timber plantations where the fuel hazard has not been reduced. Hazard-reduced forests and plantations on slopes with a gradient greater than 10 , as well as dense heath and shrub land, are placed into this category.

How Bushfires Behave

All fires need fuel, air and heat to start and grow. Bushfires in particular behave in a number of ways depending on the amount of these elements, and most severe bushfire threats generally occur in summer when high temperatures, strong easterlies and lightning from thunderstorm activity combine.

Fuel

Vegetation around your school, such as dry grass, leaves, twigs and bark, provide fuel for a fire. This fuel plays a part in how hot a fire can be and how fast it can spread. If fuel is removed, the fire will starve.

Heat and radiant heat

Bushfires generate enormous heat. Much of this heat goes up into the air but significant heat also radiates at ground level. This radiant heat spreads the fire by drying out vegetation so it will burn. Radiant heat is the main cause of people dying in a bushfire. Radiant heat may not set fire to your school, but it can crack and break windows that will allow embers in that can start fires inside school buildings.

Embers

Even if the fire front does not reach your school, it can still be damaged by burning embers carried by strong winds. Embers can get into your school through gaps in roofs, walls, evaporative air conditioners, windows and doors. They can land on materials that easily burn and this can start a fire. Research has shown that ember attack is the main reason that buildings catch fire during a bushfire. Embers can continue to threaten your school even after the fire front has passed.

Direct flame contact

When materials close to your school catch fire, flames can touch the outside of your school buildings. How long flames are in direct contact with school buildings depends on the amount of fuel to be burnt.

Oxygen

Bushfires need oxygen in the air to keep going and the more there is, the faster the fire burns. Strong winds not only force the fire along but also increase air circulation and provide more air. Any change in wind direction or speed can rapidly increase the rate of spread and the direction of the fire.

Wind

Strong winds usually come with bushfires and as the wind increases so does the fire's temperature. The wind pushes flames closer to fuel making the fire travel faster. Embers and other burning materials are also carried by the wind which can damage buildings kilometers from the fire front.

Fire spread

Fires usually spread faster in grassland than in forests, because winds are stronger and the fuels are less dense. Bushfires will move faster when travelling uphill. The speed of a fire front advancing will double with every 10° increase in slope. On a 20° slope, bushfire speed is four times faster than flat ground. Buildings located on tops of hills or ridges are particularly vulnerable to fires burning in a valley below.

Location of Front Administration Office and Uniform Shop



Australind Senior High School

12 Break O'Day Drive,
Australind, WA 6233

P: 08 9797 4400

E: Australind.shs@education.wa.edu.au

www.australind.wa.edu.au

