



INFORMATION HANDBOOK

for

PARENTS/CARERS



Leading enriched, successful and balanced lives within family, community and employment.

An Independent Public School

CONTENTS

	<u>PAGE</u>
Welcome	3
Our Vision / Values / Mission / Priorities	3
Staff and School Details	4
Visitors to the Centre	4
Curriculum	5
Pastoral Care	5
Student Services	5
Integration Policy	6
Enrolment Procedures	6
Custodial Rights	6
Update of Personal Information	7
Medication	7
Emergency Response Plan	7
Accidents and Emergencies	8
Head Lice Policy	8
School Dental Service	8
Canteen	8
School Dress Code	9
Semester Dates	10
Communication/Newsletter/Bulletins	10
The School Day	11
School Rules	11
Student Attendance	12
Leaving the School Grounds	13
Our School Board	13
Parent Support Group	13
Contributions & Charges	14
Secondary Assistance Scheme	15
Personal Item Requirements	15
Excursions, Incursions and Camps	15
Electronic Devices	16
Personal Property	16

WELCOME TO OUR EDUCATION SUPPORT CENTRE

Welcome to Rockingham Senior High School Education Support Centre (ESC).

At Rockingham SHS ESC we pride ourselves in being able to provide quality education to all our students in an environment that is welcoming, supportive and challenging. Our programs are designed specifically to meet the individual needs of all students.

The Rockingham SHS ESC shares the site with Rockingham SHS and we have adopted a collaborative approach to planning, sharing and delivering innovative experiences for all our students.

We encourage parents/carers to actively participate in the education of their child by maintaining regular contact with the classroom teacher and by sharing an interest in all aspects of school activities.

Please do not hesitate to contact us if you believe we can be of assistance.

Our Vision

“Opportunity, Purpose, Success”

To provide educational programs which give our students the skills, understandings and values to reach their potential, lead full and happy lives and contribute to society.

Our Values

“Respect, Empathy, Professionalism”

Our Mission

To develop, implement and support innovative programs and processes that promote student opportunity, purpose and success within Rockingham SHS Education Support Centre leading to improved student learning, welfare, empowerment, growth and attendance.

Our Priorities

Our priorities for 2016-2018 align with our current Business Plan. Our priorities are:

- Pastoral Care; Improve student engagement, behaviour and attendance.
- English and Mathematics; Raise standards of student outcomes.
- Life and Work Skills; Build a culture that is more innovative, responsible and accountable.

STAFF & SCHOOL DETAILS

Principal:

Mrs Sallyanne Pippen

Associate Principal:

Mrs Diane Atkinson – Student Services

Associate Principal:

Ms Caroline Mason – Curriculum, WPL/VET

Manager Corporate Services:

Ms Lesley Bell

Please see our website: www.rockinghamshsesc.wa.edu.au for an up-to-date listing for the current year.

If you wish to contact the Principal, Associate Principal's, Manager Corporate Services or Teaching Staff please phone for an appointment.

Telephone: (08) 9523 7600

Email: Rockingham.ESC@education.wa.edu.au

Website: www.rockinghamshsesc.wa.edu.au

Facebook: www.facebook.com/RockinghamshsESC

Street Address: 15 Read Street, ROCKINGHAM WA 6168

Postal Address: Rockingham SHS Education Support Centre
PO Box 5089
ROCKINGHAM BEACH WA 6969

VISITORS TO THE CENTRE

All visitors and parent/carers to the Education Support Centre must report to the ESC Administration Reception. The receptionist will assist you with your enquiry.

Parent/carers are not to go direct to the centre or classrooms without following the visitor's procedures. **This is for the safety of all persons on the school site.**

Ample parking is available in the slip road at the front of the school or on Farris Street, to the side of the school. Please be aware of marked bus bays.

CURRICULUM



Rockingham SHS ESC is committed to the development of a high-quality curriculum for all students, one that promotes excellence and equity in education. All students are entitled to rigorous, relevant and engaging, learning programs that address their individual learning needs. Teachers at Rockingham SHS ESC use the Australian Curriculum to develop teaching and learning programs that build on students' interests, strengths, goals and learning needs.

All students entering the Education Support Centre will be placed on an Individual Learning Plan (ILP). The ILP will be drafted in consultation with parents/carers, agencies and the student. These plans will be reviewed frequently throughout the academic year where teaching and learning adjustments are made accordingly. Students who demonstrate strengths in English and Mathematics are provided with an opportunity to participate in mainstream classes at Rockingham Senior High School.

Our students will be exposed to a number of option classes; The Arts and Technologies. Physical Education is also promoted and students from Year 7 through to Year 13 participate in PE lessons twice a week.

PASTORAL CARE

Each teacher at the Education Support Centre is responsible for the pastoral care of a class group. Parents are encouraged to contact the classroom teacher by way of teacher communication book (school diary) which will be supplied to all students or by telephoning the Centre if they have any issues regarding their child's schooling or any other matters. Additionally; when warranted we have access to a School Psychologist, Special Needs Education Assistants, Speech Therapist, Social Worker and external agencies.

STUDENT SERVICES

Student Services Team -

- Principal
- Associate Principal of Student Services
- Social Worker
- School Psychologist
- Community Health Nurse
- Speech Pathologist

At Rockingham SHS ESC we aim to develop and maximize the social, emotional and academic ability of all students from year 7 to year 13, in order for them to be productive citizens after their transition into society.

The Student Service Team is dedicated to fostering the capacity of students to succeed in an ever changing world by having a safe inclusive environment that provides opportunities to develop skills and knowledge of how to learn, build positive relationships to promote quality learning whilst empowering students in making informed choices for a better future.

INTEGRATION POLICY

A Policy has been established with the mainstream school to integrate as many of our students as is appropriate for their learning and the classes available for the intake.

The integration process at the Education Support Centre aims to create opportunities for all students to learn together in a constructive and productive way, in the least restrictive environment.

- The staff believe in a commitment to maintaining a supportive environment for all.
- This belief is shaped by the Social Justice Policy for Students with Disabilities and the Disability Discrimination Act.
- Integration should be planned, resourced, monitored and flexible enough to meet the individual needs of all students.
- Integration gives others the opportunity to gain increased knowledge and understanding of disabilities and develop competence to interact positively.

ENROLMENT PROCEDURES

Please make an appointment to see our Associate Principal, Mrs Diane Atkinson to complete documentation for the first stage enrolment.

Once the first stage enrolment process is complete you will be contacted to complete the second stage enrolment. Please check that you bring the following:

- Birth Certificate
- Identity documents [if applicable]
- Court Order [if applicable]
- Psychology Reports
- List of Medication
- Medical Condition/Plans
- Immunisation details
- Medicare card
- Concession/Health Card

CUSTODIAL RIGHTS

If a parent/carer is awarded custody of a child, please discuss the matter with the Principal or Associate Principal. The Centre is to be supplied copies of court orders to be retained on the student file. All details on student files are **CONFIDENTIAL**. **It is very important to advise the school of any custodial issues.**

Duplicate reports, newsletters, etc. are available to non-custodial parents if requested.

UPDATE OF PERSONAL INFORMATION

Parents/carers are reminded of the importance of providing the school with any changes to the following:

- Change of Address or Contact Details (*including emergency contact*).
- Change of Phone Numbers (*including emergency contacts*).
- Change of Medical & Medication Information.
- Change of Carer or Custodial Details (if applicable).
- Email Addresses.

No student will be released into the care of anyone other than those persons nominated on the student record.

MEDICATION

The Education Support Centre has a very strict medical policy to ensure that those needing medication get the correct dose at the correct time.

Parents/carers of students requiring medication to be administered at school are asked to complete an *Administration of Medication* form together with *Medication Instructions* form to be completed by the prescribing doctor. Any changes to the original prescription must be in writing from the prescribing doctor and new form to administer medication from the parent/carer. The medication will be administered by the delegated person.

All medications must be delivered to the school by a parent/carer into the care of the authorised school delegate. Medication must be in the original pharmacist's packaging showing the name of medication, the name of the student, dosage and expiry date. Do not send any medication in the student's school bag as it will not be accepted.

EMERGENCY RESPONSE PLAN

Student Medical/Health

YOU MUST NOTIFY THE SCHOOL - If you child has any medical condition such as:

- Allergy
- Diabetes
- Asthma
- Seizures
- Heart Conditions

To ensure that we are able to offer students the best possible care whilst at school, you will need to fill out an *Emergency Response Plan* form, which outlines the treatment/plan we will follow should an emergency occur at school. These plans are up-dated annually and should be read through very carefully.

If any details change, please advise the school as a matter of urgency.

ACCIDENTS AND EMERGENCIES

Every endeavour is made to contact the parent/carer to arrange for the student to be collected from school. In extreme emergencies an ambulance may be called and will be at the cost of the parent/carer.

It is important that parents/carers ensure that the ESC is notified of any **changes** of address, email address, telephone numbers, or emergency numbers so that in the event of an emergency we are able to contact the family promptly.

HEAD LICE POLICY

Any student with head lice may be excluded from the school under *Regulation 19A of the Education Act 1999*. After recommended treatments have commenced the student may return to school when the living lice and most of the eggs have been removed.

Students will receive information on recommended treatments and further information can be obtained from the school's Head Lice Policy available from the school.

SCHOOL DENTAL SERVICE

The School Dental Service continues to provide general and preventative dental care free of charge for all students up to Year 11. Your child may continue to go to the same Dental Therapy Centre attended in primary school.

The contact details of your nearest Dental Therapy Centre are listed in the White Pages-Business & Government-under "School-Government" or contact the Dental Therapy Centre, Bungaree Primary School, Centaurus Street, Rockingham on 9527 5658.

CANTEEN

The Canteen is outsourced to a local community business. It is well organised with a full time Manager and staff. It provides a variety of nutritious hot and cold freshly made produce all in code with the departments stop light policy for healthy foods.

The School Canteen operates every day opening at 8.15am for students to order their lunches before school. Menu/price lists are available from the canteen.

SCHOOL DRESS CODE

All students are expected to comply with the School Dress Code.

Under the Department of Education Policy and Guidelines, **NO DENIM** of any colour will be allowed.

School Uniforms enhance the public image of our State Schools and have a positive impact on a student's sense of belonging and pride in the school community. In addition, from a safety and security aspect, uniforms are a useful means of identifying whether an individual on school grounds has the right to be there. Being suitably groomed is part of the process by which students learn to engage with employers and the community.

School Dress Requirements

Boys -	School shirt	Girls -	School shirt
	School trousers or shorts		School slacks/pants, skirt or shorts
	School jumper		School dress
	School jacket		School jumper
			School jacket

Physical Education

All students are required to change into their PE uniform for all PE lessons, and change into their day uniform at the conclusion of the PE lesson. The PE uniform consists of House (fraction) shirt, school black shorts and appropriate footwear (sports sneakers).

Footwear

Enclosed footwear must be worn by all students. Thongs, massage sandals, open sandals and clogs are inappropriate and **must not** be worn as they are unsafe.

Uniform Shop

The uniform shop is out-sourced and all queries, orders and payments are to be directed to the uniform shop. Uniform items are kept in stock for student sizing.

Opening Hours:	Tuesday's	2:00pm-5:00pm
	Friday's	8:00am-11:00am

Refer to the "School Dress Policy and Uniform Price List" at www.rockinghamshsesc.wa.edu.au



SEMESTER DATES

Semester One 2019	
TERM 1	Monday, 4 February – Friday, 12 April
BREAK	Saturday, 13 April – Sunday, 28 April
TERM 2	Monday, 29 April PD Day - no school for students
	Tuesday, 30 April – Friday, 5 July
BREAK	Saturday, 6 July – Sunday, 21 July

Semester Two 2019	
TERM 3	Monday, 22 July PD Day - no school for students
	Tuesday, 23 July - Friday, 27 September
BREAK	Saturday, 28 September - Sunday, 13 October
TERM 4	Monday, 14 October PD Day - no school for students
	Tuesday, 15 October — Thursday, 19 December

COMMUNICATION/NEWSLETTER/BULLETINS



Newsletters and E Bulletins will be sent home on a regular basis via email. It is important to keep your email address up-to-date with the school to ensure delivery. The newsletters are an important communication to inform parents/carers of school activities, forthcoming events and to celebrate achievements. Information and bulletins regarding special meetings or other events/information will also be sent via email where necessary. Please check your email regularly for any up-dates.

The School also has a Facebook and Web page which is monitored and up-dated regularly.

THE SCHOOL DAY

The school day begins at 8:30am and classes finish at 2:40pm.

Monday to Friday	
Period 1	8:30 – 9:34
Period 2	9:34 – 10:38
Recess	10:38 – 11:03
Period 3	11:03 – 12:07
Period 4	12:07 – 1:11
Lunch	1:11 – 1:36
Period 5	1:36 – 2:40

Students should not arrive at school before 8.10am as supervision cannot be guaranteed before this time.

SCHOOL RULES

Rockingham SHS Education Support Centre advocates “Choose Respect” Program.

- **Respect for yourself**
- **Respect for others**
- **Respect for property**
- **Respect for the environment**
- **Respect for learning**

These rules are reinforced daily during class and breaks.

STUDENT ATTENDANCE

School attendance is a cooperative effort. Rockingham SHS ESC welcomes involvement from parents/carers and students in accepting the responsibility for good attendance.

What you need to know

Legally, young people in Western Australia in their 17-18th year must be attending school, training, an apprenticeship or traineeship, or approved full-time employment – or combination of part-time education/training and employment.

Rockingham SHS ESC has many innovative and flexible programs which are available to ensure the needs of your child are met, if your child chooses to stay in full-time schooling. If they decide on one of the other options this must be discussed with their classroom teacher and the Principal. Parents/carers are responsible for completing the appropriate forms (*Notice of Arrangement, Section 24*) for approval. When it comes to choosing options and completing forms help is available. Please enquire by phoning the Centre on 9523 7600.

How you can help

- If you know your child is going to be absent or late, please **phone** the Centre on the morning of the absence, preferably before 8.30am. If they are to leave early for an appointment, please send in a written **permission note**, or a written note in the student's diary with details, or phone the Centre to advise details.
- Stay involved! Communicate with your child and his/her teachers (***diaries will be provided to students***).
- Support the school; implement consequences if your child is consistently late or absent from school.
- Please contact the Principal, Associate Principal, or classroom teacher if you have any concerns.

Absences and how the process works

- At the commencement of the school day absences are noted on a class roll.
- All late arrivals must go to the Student Services reception in Admin before going to class, to obtain a "Late Note", and sign in.
- Attendance is followed up throughout the day and any inconsistencies will be noted.
- The Education Support Centre will send regular letters home to inform parents/carers of any unexplained absences. Parents/carers are expected to phone or return this letter with an explanation of absence to avoid receiving any further letters. Teachers may also make contact with parents/carers if absenteeism interferes with your child's class work.
- Chronic unexplained absenteeism will be referred to the Department by the Principal or Associate Principal.
- Absences due to vacations during term time must be submitted to the Principal in writing.

Parent/Carer responsibilities for non-attendance due to illness (Explained Absences)

If your child is generally unwell, and will not be able to participate in school activities, please keep them home. Notify the Centre by 8.30am on the day of the absence. All absences due to illness will be logged by the school as 'Reasonable Cause'. Prolonged illness will require a medical certificate from a practitioner.

LEAVING THE SCHOOL GROUNDS

At no time is a student allowed to leave the school premises unless attending a supervised excursion or with parental permission.

Should your child have an appointment outside the school, please send in a written **permission note**, or a written note in the student's diary with details, or phone the Centre to advise details. A leave pass will be issued, unless collected by a parent/carer. Parent/carers are to meet the student at the ESC Administration Reception, **not** in the centre or classroom. Students are to sign back in at the Student Services reception in Administration if returning the same day.

These arrangements are for your son/daughter's safety and for your peace of mind.

OUR SCHOOL BOARD

The School Board seeks to involve parents and other community members in the Centre's decision making process. Their functions include:

- Taking part in establishing, reviewing and endorsing the school's objectives, priorities, financial planning and general policy directions eg. Business Plan.
- Promoting the school in the community; and
- Approving contributions, charges and extra cost optional components of the educational program.



The School Board meets once per term and dates are advertised on our Website Calendar. For further information or you would like to become part of the School Board, please contact the Principal on 9523 7600 or click [here](#) to email.

PARENT SUPPORT GROUP

"Getting to know other parents/carers at the school, supporting each other, sharing success stories and concerns with other parents of teens"

Parent Support Group is an initiative of the School Board and meets once per term at the for approximately 1 hour. Its purpose is to connect/share with other parents about the issues faced with a growing teenager's needs.

Guest speakers are invited to attend to talk on a variety of issues which could help and benefit your family and child. It is a great opportunity to get to know the school better, other parents and share a cup of tea or coffee in a supportive and relaxed environment.

The School encourages all parents/carers to come along. Please check the website for dates or phone the school administration for more information.



CONTRIBUTIONS (Voluntary) & CHARGES (Compulsory)

Contributions: This means 'voluntary contributions'. The term relates to the monies requested from parents/carers towards the cost of materials, services and facilities used by K-10 students in the educational program.

Charges: This term refers to any costs for which payment is compulsory. Charges can be raised when extra cost optional components are offered:

a) Compulsory years of schooling:

Additional costs components refer to;

1. discrete classes which may have an additional cost associated with their provision (eg. art and woodwork);
2. activities in any course for which there is a high cost associated with their provision (eg. excursions/camps, visiting performers or displays); and
3. other optional school-based activities which address broad learning outcomes and for which there is a high cost (eg. school social events, such as or school balls, or excursions such as end-of-term movies or skating).

**Participation in these components is voluntary.
But a charge is payable if the student opts to participate.**

b) Senior School years of schooling (**Year 11 and 12**).

All courses of study in Years 11 and 12 are extra cost optional components. Items (a) 1, (a) 2 and (a) 3 above also apply to students in the senior years.

In accordance with the *Department of Education Contributions, Charges and Fees Policy*, students are currently charged the government recommended amount of \$235.00.

For Year 11 and 12 students, these charges are compulsory.

Additional cost items eg. Vocational Education & Training (VET), camps, excursions, and other extra-curricular activities will be requested throughout the year once the activities and student participation is confirmed.

Additional optional voluntary contribution is requested from families for the Library. We encourage parents/carers to make this contribution to enable the Education Support Centre to continue to provide valuable resources to enrich their child's educational environment.

Contributions and Charges are payable to the Manager Corporate Services of the Education Support Centre. Families will receive timely reminders throughout the year of any balances outstanding. Families experiencing financial difficulties are encouraged to contact the Manager Corporate Services shortly after enrolment to discuss a payment plan. Payments can be made by cash or direct deposit. Bank details can be obtained by phoning the school.

SECONDARY ASSISTANCE SCHEME

The Western Australia Department of Education provides an allowance to assist eligible families with secondary schooling costs.

To be eligible for this allowance the parent/carer must hold a Department of Human Services (Centrelink) Health Care or Pensioner Concession card, or Veterans' Affairs Pensioner Concession card.

The allowance consists of two components:

- \$235 Educational Program Allowance paid directly to the school to reduce the contributions payable in Years 7 – 10 and charges in Years 11 and 12.
- \$115 Clothing Allowance paid directly to the parent/carer. Deposited into the bank account provided on the application.

Application Forms

Application forms are available from the Manager Corporate Services. Closing dates will vary each year, generally last day of term 1.

Applications close early April each year

Please check our website for dates www.rockinghamshsesc.wa.edu.au

PERSONAL ITEM REQUIREMENTS

Although the Education Support Centre produces most of the curriculum materials, students are required to bring an adequate supply of stationery **for the beginning of each term**. Refer items as per the "*Personal Item Requirements*" list sent out for the start of the school year or on enrolment.

EXCURSIONS, INCURSIONS AND CAMPS

Excursions and incurSIONS are often held to support the educational programs. Parents/carers will be sent home details of the excursion/incursion with a permission slip and relevant medical form/s. Medical forms must be checked by parent/caregiver and any changes/variATIONS noted on the form. It is the responsibility of every parent/carer to read through the form and ensure that all details submitted on the medical form/s are correct at the time. The permission slip and medical form is to be returned **before the due excursion/incursion date** along with any cost that it may incur.

If camps are to be organised parent/carers will be informed well in advance and will have an opportunity to plan for the expected costs.

A *List of Additional Cost Items* will be supplied to parent/carers for the start of the school year or on enrolment.

ELECTRONIC DEVICES

The school would prefer that students do not bring mobile phones, iPads, iPods or personal laptops to school. For security, safety and/or emergency purposes some parents have supplied their child with an electronic device. This policy details the conditions under which these devices are permitted to be brought to school by a student.

It is essential that all communication between students and anyone outside the school during the day be made with full knowledge of the school.

If for some reason a parent/caregiver wishes their child to have an electronic device whilst at school the parent/caregiver, student and school must enter into a **written agreement** which requires the following:

Conditions of use

The electronic device;

- must be switched off during the school day unless directed by a teacher
- is to be left in the student's school bag or collected in class
- must not be used for taking photographs
- the school takes no responsibility for loss, theft or damage to any electronic device brought to school

Breaches of these conditions will result in:

1st Offence: Confiscation of the device, to be returned after school.

2nd Offence: Confiscation of the device, to be collected after school from the Principal/Associate Principal.

3rd Offence: Confiscation of the device, to be collected after school by a parent from the Principal.

4th Offence: Repeated breaches of this policy will result in the withdrawal of permission for the student to bring an electronic device to school.

PERSONAL PROPERTY

The school cannot be held responsible for the loss of any personal property.

Students' personal belongings should be dealt with as follows:

- *Personal belongings including clothes and books should be labelled clearly with the student's name.*
- *Jewellery, valuables, electronic devices including mobile phones (see above), etc should not be brought to school.*
- *Aerosol cans and liquid white out are not permitted at school.*
- *Bicycles should be placed in the bicycle racks provided. Students must provide their own lock and chain to secure the bike to the rack.*

Note: Students must ride with a bicycle helmet by law.