

Rockingham Senior High School EDUCATION SUPPORT CENTRE



INFORMATION HANDBOOK
for
PARENTS/CARERS

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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 Hedgehog

“Building Independent Futures”

Our Values

“Consistency Matters”

“Pursue Personal Growth”

“Learning for Life”

Our Destinations

Teaching

To improve educators understanding of quality teaching practices that improve outcomes for all students with disabilities.

Learning

To create an environment which engages students academically, socially, and emotionally.

Leadership

To create quality distributed leadership which is responsive, caring and strives for student success and quality teaching practice.

Resources

Resources (physical, human) to support the needs of students equitably and aligned to school priorities.

Relationships

To improve student social skills in order to be able to engage in positive, respectful relationships with others in both personal and professional contexts.

STAFF & SCHOOL DETAILS

Principal:

Mrs Margaret Keen

Associate Principal:

Ms Joanne Thompson – Middle School

Associate Principal:

Ms Amanda Flood – Senior School

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 Education Plan (IEP). The IEP 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 elective classes: Bushranger Cadets, The Arts and Technologies. Physical Education is also promoted and students from Year 7 through to Year 12 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, and external agencies.

STUDENT SERVICES

Student Services Team -

- Student and Family Support Coordinator
- Behaviour Support Coordinator
- Wellbeing Support Officer
- Behaviour Therapist
- School Psychologist

At Rockingham SHS ESC we aim to develop and maximize the social, emotional and academic ability of all students from Year 7 to Year 12, 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

For consideration for Enrolment parents need to contact the school and request an *Application for Enrolment Consideration* form. This document needs to be completed and returned to the school at Rockingham.ESC@education.wa.edu.au.

If your application is accepted, an appointment to see the relevant Associate Principal is made 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 your 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 school 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. Alternatively, parents can pre order online up to 28days www.quickcliq.com.au.

Parents are reminded that energy drinks, fizzy drinks and takeaway food is not permitted on the school grounds and students will be asked to dispose of them at the school gate.

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.

There is an expectation that all students comply with the dress requirements and understand that wearing of the school uniform is compulsory. Individual needs based on disability will be considered and appropriate adjustments to school uniform made. Individual adjustments to uniform expectations based on individual needs, must be endorsed by the school principal, in consultation with parent/carer. These adjustments will be documented in the Student Profile.

The school uniform dress code:

- Ensures the safety of student through easy identification.
- Promotes a positive school image.
- Engenders a sense of school pride.
- Encourages equity amongst students.
- Prepares students for the workplace, where conformity to dress and safety codes is expected.

School Dress Requirements

All students to wear:

- School shirt

Students then have a choice of:

- Black (plain) skirt/shorts/track pants/pants
- RSHS ESC school jacket
- School dress uniform

***Skirts, shorts and dresses must be worn at a modest length.**

Please Note: "Modest" = covering 2/3 of upper leg area

Additional information:

- **Enclosed footwear** must be worn by all students.
- **Leavers jackets** – Year 12's only, may be worn in place of school jacket.
- **Black tights/leggings** can be worn under skirts/school dress.
- **Students attending workplace learning (WPL)** are required to wear suitable clothing and PPE as required by individual WPL documentation.
- **Uniform and WPL attire should be clean.**
- **Socks need to be work with enclosed shoes.**

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, sports sneakers and hats are encouraged.

Uniform Shop

The uniform shop is outsourced and all queries, orders and payments are to be directed to the uniform shop <http://www.matrixuniforms.com.au/>.

SEMESTER DATES

Semester One 2023	
Term 1	Wednesday 1 February – Thursday 6 April
Break	Saturday 7 April – Monday 24 April
Term 2	Monday 24 April – Friday 30 June
Break	Saturday 1 July – Monday 17 July

Semester Two 2023	
Term 3	Tuesday 18 July – Friday 22 September
Break	Saturday 23 September – Monday 9 October
Term 4	Tuesday 10 October – Thursday 14 December

COMMUNICATION/BULLETINS/NEWS



Communication with parents is through Seesaw. This will allow parents to message their child's teacher and see what is happening in their classroom. The E Bulletin News will be sent home during the school term via email. It is important to keep your email address up-to-date with the school to ensure delivery. The E Bulletin News is 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 Webpage 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.

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 contact the school on **9523 7600** or **SMS 0438 146 280** 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 their teachers through Seesaw and their diary (**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 SIS.
- All late arrivals must go to the front office 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.
- Parents/carers will be contacted by SMS on the day of a student's unexplained absence. Parents/carers are expected to phone or return an SMS with an explanation of absence to avoid receiving any further notifications. Teachers may also contact 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/carers. 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 front office if returning the same day.

These arrangements are for your child'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 twice per term. 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.

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.

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. You may also check our website for up-to-date list.

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

This 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. These guidelines aim to reduce distractions in class and improve student engagement.

The creation of a mobile phone culture has impacted on adults and young people alike. Many of our students have developed a strong sense of ownership and attachment to their phones.

While we acknowledge the benefits of mobile phones as a communication device, there are considerable concerns around the way many young people manage their use of the devices.

We appreciate many families have purchased mobile phones for their children to communicate with them. This is not appropriate during school hours, and if parents or children need to reach one another, the school office can be used. The **school contact number is 9523 7600**. We request your support in managing student use of mobile phones while on school premises.

Student Expectations:

1. I will leave my phone in my bag when arriving on school grounds.
2. I will hand in my phone into the classroom teacher by 8:15 am each morning, on entering class.
3. I will not participate in cyber bullying activities (e.g., sending inappropriate, hurtful or threatening text messages) toward any student or staff member.
4. I will request permission from my classroom teacher to use the school phone to contact parents/carers during school hours.
5. I will not take, send, record, or post any pictures or videos of anyone within the school grounds.
6. I understand that not giving my phone to the classroom staff by 8:15am is a breach of contract and will result in an appropriate consequence (including, being required

to hand in my phone to school administration on arrival). Persistent breaches will result in a meeting with the school principal.

Parent/Carer Expectations:

1. I will reinforce and support the school's mobile phone guidelines with my child.
2. I will encourage my child to speak to school staff about school issues and concerns, during school hours.
3. I will monitor my child's use of their mobile phone.
4. I will ensure my child understands the dangers of texting people, posting pictures and/or videos and posting to social media.
5. I understand and agree that the school is not responsible for the theft, loss or damage to my child's mobile phone.
6. I understand that if parents/carers need to contact their child and speak to them directly, they can call school on 9523 7600.

Teacher Expectations

1. Teachers will lock the student's mobile phone in mobile phone lockers for the duration of the day.
2. Teachers will ensure the mobile phone is to be signed in and out each day.

Requests from the student's health professional team (therapists, doctors) for individual adjustments for use of mobile phone, must be emailed to the school at Rockingham.SHSESC@education.wa.edu.au for consultation and approval.

The school reserves the right to suggest and provide alternative solutions or interventions to support the students' needs including providing suitable apps to school approved devices.

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.**