YANCHEP DISTRICT HIGH SCHOOL
15 Primary Road, Yanchep WA 6035
Telephone: 9561 1155     Fax: 9561 1554
www.yanchep.wa.edu.au

ADMINISTRATION TEAM

Principal                          Alan Curtis
Deputy Principal/Secondary        Phil Willison
Deputy Principal/Secondary        Sharon Taylor
Deputy Principal/Primary          Delva Russell
Deputy Principal/Primary          Laurel Steele
Registrar/Business Manager        Christine Ross
Admin Student Services            Lisa Cogger
Front Office                      Shellee Finnigan, Vicki Raymond, Janine Thompson, Kendal Gourlay

Parents wishing to make contact with Administration and teaching staff are asked to telephone the School on 9561 1155 (between 8.30am and 3.00pm) to make an appointment

SCHOOL TERMS FOR 2016

Term 1       Monday 1 February - Friday 8 April
             Professional Development Day          TBA
Term 2       Monday 26 April   - Friday 1 July
             Professional Development Day          TBA
Term 3       Monday 18 July    - Friday 23 September
             Professional Development Day          TBA
Term 4       Monday 10 October - Thursday 15 December
             Professional Development Day          TBA
Student Policies

- School Policies for the following areas are explained and a contract signed by both Student and Parent at the time of enrolment: Good Standing Policy, Assessment Policy, Code of Dress Policy, Academic Standards Policy, Internet & Information Technology Use Policy.

Student Health Care

The Department of Education (WA) will endeavour to ensure that health care standards are met, identified health risks are minimised and that good personal and environmental health practices are promoted.

Although it is possible for us to give simple FIRST AID and to provide facilities for resting, no real medical facilities are available in the School. In cases of serious injury or illness, parents will be contacted as soon as possible and asked to collect their child or arrange for transport home.

Please Note: The Education Department no longer allows schools to give out any medication to students. If a child requires panadol etc. then parents will be contacted and asked to come to the school to administer the panadol etc.

Parents share responsibility with the School to ensure the provision of appropriate health care for their child/children. For this reason it is ESSENTIAL that the School is provided with accurate and relevant information about all student’s health history, any medical condition/s or health care needs at the time of enrolment and throughout their attendance at the school.

Parents are also required to advise staff if their child/children are bringing medication to School and complete a Health Care Authorisation form.

SICK CHILDREN SHOULD NOT BE SENT TO SCHOOL

Buses/Smartrider

All students travelling on the bus service live within the Perth Public Transport Area (northern boundary – Two Rocks Shopping Centre) and therefore are not entitled to free transport. All students can obtain a Smartrider Card with a photo, issued by Transperth, from the Front Office at a cost of $5.00 and parents must arrange for money to be put onto the card. (A charge of $2.00 is payable for replacement cards).

The following Transperth fare rate will apply to students using this service:

Cost of Fares: Smartrider: 60c a trip, (No Smartrider: $1.80)


Student Services

The Student Services Office is located in the Deputy Principal’s office in the Administration building and helps students to manage their attendance, behaviour, uniform and pastoral care. Students enter through the outside door at the side of the building. Students use this office rather than the front office for any questions/help they may need.

Late Notes

All students who are late for school – that is, not in class for the 8.40am start of the day - must report to the Student Service Office to sign in. Parents should supply a written or verbal explanation for the late arrival
Absentees
- An automated SMS text message will be sent to the Parent/Guardian’s mobile phone for any student who is absent from Class or Form, advising the parent/guardian that their child is absent at 8.40am without a reasonable explanation from the parent.
- Parents may reply to the SMS or telephone the school to supply information as to their absence.
- Parents must provide the school with a reasonable explanation for their child/children’s absence from School within 3 working days.
- Absentee notes are to be signed by the parent, carer or guardian and dated.
- There is no requirement in the School Education Act 1999 for the explanation to be provided in writing. Therefore details provided by a parent or caregiver pertaining to an absence verbally either in person or over the telephone or via SMS text will be recorded in a written form by the School.
- As per the Yanchep District High School Attendance Policy, when an explanation is not forthcoming a written request for an explanation will be sent by the school to the student’s family to establish reasons for non-attendance.
- If the absence is for a legitimate reason, no further follow-up is required, unless the frequency and/or number of absences give the school cause for concern.
- If a student’s attendance rate falls below 90% over a ten-week period, Administration will further investigate the reasons why the student is not attending school and may organise a Case Conference with Parents and/or Caregivers.

In Term Student Absences
The Education Department has amended the rule governing student vacation absence during the school term and parents will now require the permission of the school Principal to allow an authorised absence from school. Please visit the Front Office or the School Website for a Holiday Request form.

Mobile Phones
The increased ownership of mobile phones requires that school administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly.

Parents and students recognise that the school has a duty of care in relation to students. Mobiles MUST NOT be used to notify parents during the day. In all cases students wishing to contact parents during the day must report to the Student Services Office. Parents wishing to contact their children must do so by phoning the school office.

All students must abide by the ‘Acceptable Use of Mobile Phones Policy’. This policy applies during school time, including on excursion, camps and extra curricular activities unless otherwise specified.

Acceptable Use of Mobile Phone Policy
- Mobile phones should not be brought to school without parent/carer’s knowledge
- Mobile phones will be turned off at all times while at school or on school based activities.
- Under no circumstances are mobile phones to be taken into examinations or tests.
- The school cannot accept responsibility for the security of mobile phones.
- Mobile Phones are NOT to be used as music devices or cameras.
Inappropriate Conduct
It is accepted that there will be strong sanctions applied to those who breach the Mobile Phone policy. These sanctions will include:

- Phones will be handed in at the Student Services Office and labelled with the student’s name. The phone may be picked up from the Student Services Office at the end of the day. Parents/Carers will be notified that the phone was used inappropriately during the day.
- Any student found with a mobile phone in exams or tests may be given a zero for that assessment.
- Students will lose good standing.

Ipods etc.
- If students choose to bring these to school they do so under the understanding that the school cannot accept responsibility for the security of these devices.
- These devices may only be used at break times and neither the device nor the head phones should be visible at any other time.
- Students are expected to follow teacher direction regarding these devices.

Skate Boards, Scooters, etc.
Students must store these items in the allocated locked cage near the Primary Basketball Courts.

Canteen
The School Canteen is open every day for First break and Second break. School Canteen orders for Pre Primary to Year 6 must be placed in classroom baskets by 8.55am. Pre Primary – Year 3 have their 1st break orders brought to them in their classroom. Years 4, 5 and 6 go to the canteen to either purchase food or pick up their 1st break order. Primary 2nd break orders are collected from the canteen and taken to the classrooms. Lunches are made to order. Ice creams are available for purchase by all students after the siren has gone to indicate the students may go and play.

School Dress Code
School dress is COMPULSORY as ratified by the School Council. Order forms can be left at the Front Office at any time. Uniforms are available through the P & C Association.

Primary
- Bottom: Navy blue shorts, skirts, trousers, tracksuits
- Top: Aqua blue school shirt with School Logo
- Dress: Blue white checked dress that can be purchased form Big W, Target etc.
- Hat: Full brim navy hat
- Shoes: Black shoes, sandals, sneakers
- Sport: As above or faction T-shirt with sneakers.
- Winter: School windcheater/hoodie (Tights, leggings may be worn under shorts NOT by themselves, and may be in black)

- Hair is expected to be neat, tidy and out of the eyes. Style and colour is up to the individual.
- Nail polish is permitted as long as it is neat and presentable.
- Make up is asked to be kept to a minimum. If it is deemed to be too heavy or inappropriate, students will be asked to remove some of it.
- Piercing – piercing is allowed as long as it presents no health and safety risk. If it is deemed unsafe, the student will be asked to either take it out, or tape them up.
Behaviour Management Positive Behaviour Support (PBS)

The Department of Education position paper: Managing Student Behaviour requires schools to adopt a school-wide approach to managing bullying and other behaviours that make schools unsafe or disrupt the behaviour of other students. At Yanchep District High School we have implemented the Schoolwide Positive Behaviour Support system for managing student behaviour. Students at our school come from many different backgrounds and cultures, thus we cannot assume that students know how to behave appropriately when at school. Furthermore, many of our students are making poor choices when confronted with a conflict. Consequently we must explicitly teach our children how to behave at school to ensure they do make better choices.

The PBS approach to behaviour management focuses on:
1. A positive approach to behaviour management (See chart on page 8).
2. Supporting and enhancing the impact of academic instruction on achievement
3. Increasing proactive/positive/preventive management and decreasing reactive management
4. Improving support for all students, including students at risk and students with emotional behavioural disabilities

Good Standing

This policy is to support the PBS (Positive Behaviour System) and provides a specific framework for students to maintain their Good Standing status. A student’s good standing record may be included into school References received at the conclusion of Year 10. All students begin the school year with Good Standing. Students are expected to keep Good Standing during the year by abiding by PBS expectations. If students do not abide by these expectations, they will lose their good standing and will need to earn their standing back.

Students earn their Good Standing back by completing a Positive Affirmation Card for each Good Standing point lost.

Loss of Good Standing can mean students will not be permitted to attend special events such as
- School camps
- Reward excursions
- Graduation dinner dances
- Representative sporting events
- Performance Evening
- Discos

<table>
<thead>
<tr>
<th>Negative Behaviours</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters of Concern</td>
<td>- 1</td>
</tr>
<tr>
<td>Not Complying with School / Sports Uniform</td>
<td>- 1</td>
</tr>
<tr>
<td>Negative Parent Contact (letter or phone call)</td>
<td>- 1</td>
</tr>
<tr>
<td>Office Referral (requiring consequence by Admin)</td>
<td>- 3</td>
</tr>
<tr>
<td>Mobile Phone / Ipod Breach</td>
<td>- 3</td>
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<tr>
<td>Accumulation of Warning Slips (10)</td>
<td>- 3</td>
</tr>
<tr>
<td>Intention to Suspend</td>
<td>- 5</td>
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<tr>
<td>Suspension</td>
<td>- 10</td>
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</tbody>
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VIVO Points System: Students can earn VIVO points from all Staff members and ‘buy’ rewards from the VIVO shop. Students are given a VIVO login to view their activity.
Maintaining Good Standing requires:-
- Completion of class work and assessments
- Behaving in a way that is appropriate as outlined by the PBS behaviour matrix
- Satisfactory attendance and punctuality
- Adhering to the school dress code

At Yanchep District High School we expect our students to be:

Safe
A Learner
Respectful
Responsible
Emotionally Intelligent

If a child doesn’t know how to read, we teach them
If a child doesn’t know how to swim, we teach them
If a child doesn’t know how to multiply, we teach them
If a child doesn’t know how to write, we teach them
If a child doesn’t know how to behave, ..................
<table>
<thead>
<tr>
<th>I am a Learner</th>
<th>I am Respectful</th>
<th>I am Responsible</th>
<th>I am Safe</th>
<th>I am Emotionally Intelligent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Whole School, All the Time</strong></td>
<td><strong>I follow instructions</strong></td>
<td><strong>I use manners and common courtesies</strong></td>
<td><strong>If I make a mistake, I explain truthfully</strong></td>
<td><strong>I walk through the school</strong></td>
</tr>
<tr>
<td><strong>I attend school regularly</strong></td>
<td><strong>I wear the appropriate uniform to school</strong></td>
<td><strong>I help take care of the school environment</strong></td>
<td><strong>I stay within the school boundaries</strong></td>
<td><strong>I consider other people's feelings and opinions</strong></td>
</tr>
<tr>
<td><strong>I am punctual to all classes</strong></td>
<td><strong>I am mindful of other people's property</strong></td>
<td><strong>I am prepared for class</strong></td>
<td><strong>I keep hands, feet and other objects to myself</strong></td>
<td><strong>I smile and greet people</strong></td>
</tr>
<tr>
<td><strong>I ask for help when needed</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom</th>
<th><strong>I have my equipment ready</strong></th>
<th><strong>I pay attention</strong></th>
<th><strong>I arrive on time to class</strong></th>
<th><strong>I am cyber safe</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I hand in work on time</strong></td>
<td><strong>I raise my hand and wait for my turn to speak</strong></td>
<td><strong>I help keep the classroom tidy</strong></td>
<td><strong>I move carefully around the classroom</strong></td>
<td><strong>I encourage my classmates to do their best</strong></td>
</tr>
<tr>
<td><strong>I complete my work to the best of my ability</strong></td>
<td><strong>I stay in my seat</strong></td>
<td><strong>I return things to the right place and in the same condition</strong></td>
<td><strong>I follow all instructions given by the teacher</strong></td>
<td><strong>I offer help when needed</strong></td>
</tr>
<tr>
<td><strong>I ask for help when needed</strong></td>
<td><strong>I allow others to have their say</strong></td>
<td><strong>I take care of my belongings</strong></td>
<td><strong>I keep hands, feet and other objects to myself</strong></td>
<td><strong>I share equipment</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Playground</th>
<th><strong>I wait and take turns</strong></th>
<th><strong>I place rubbish in the bin</strong></th>
<th><strong>I sit and eat in the correct area</strong></th>
<th><strong>I wear a hat in the sun</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I learn and follow game rules</strong></td>
<td><strong>I agree on and follow game rules</strong></td>
<td><strong>I play in the correct area</strong></td>
<td><strong>I stay in the school grounds</strong></td>
<td><strong>I include others</strong></td>
</tr>
<tr>
<td><strong>I ask for help when needed</strong></td>
<td><strong>I listen to and follow duty teachers' instructions</strong></td>
<td><strong>I treat sports equipment with care</strong></td>
<td><strong>I ask for help when needed</strong></td>
<td><strong>I share equipment</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library</th>
<th><strong>I choose books that are appropriate for me</strong></th>
<th><strong>I speak politely to the library staff</strong></th>
<th><strong>I leave my bag outside</strong></th>
<th><strong>I give people their privacy</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I use resources correctly</strong></td>
<td><strong>I consider other classes</strong></td>
<td><strong>I use a quiet voice</strong></td>
<td><strong>I use a cloth book bag when borrowing (Primary)</strong></td>
<td><strong>I listen carefully</strong></td>
</tr>
<tr>
<td></td>
<td><strong>I use a book mark (ruler) while browsing</strong></td>
<td><strong>I place rubbish in the bin</strong></td>
<td><strong>I return items to the correct place</strong></td>
<td><strong>I give people space to sit</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transitions</th>
<th><strong>I bring the appropriate equipment to class</strong></th>
<th><strong>I move quickly to where I need to be</strong></th>
<th><strong>I am in the right place at the right time</strong></th>
<th><strong>I move quietly around the school when others are working</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I know my timetable</strong></td>
<td><strong>I make healthy food choices</strong></td>
<td><strong>I speak politely to the canteen helpers</strong></td>
<td><strong>I put my rubbish in the bin</strong></td>
<td><strong>I assist others to find where they need to be</strong></td>
</tr>
<tr>
<td></td>
<td><strong>I place recess and lunch orders before school</strong></td>
<td><strong>I move quietly around the school when others are working</strong></td>
<td><strong>I wait patiently in the canteen line and look out for younger children</strong></td>
<td><strong>I assist others to find where they need to be</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Toilets</th>
<th><strong>I use a pass during class time</strong></th>
<th><strong>I use the toilet at break times</strong></th>
<th><strong>I use the correct toilets in my area</strong></th>
<th><strong>I wash my hands after I use the toilet</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I return to class promptly</strong></td>
<td><strong>I use the toilet facility correctly</strong></td>
<td><strong>I use toilet paper and water carefully</strong></td>
<td><strong>I wash my hands after I use the toilet</strong></td>
<td><strong>I give people their privacy</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>I leave the toilet clean</strong></td>
<td><strong>I walk in the toilet area</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gatherings</th>
<th><strong>I sit quietly</strong></th>
<th><strong>I sing the National Anthem and recite the school creed</strong></th>
<th><strong>I bring my own mat/chair to and from assembly</strong></th>
<th><strong>I remain with my class/group</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I listen to the speaker</strong></td>
<td><strong>I speak politely to visitors</strong></td>
<td><strong>I wear a clean and tidy uniform</strong></td>
<td><strong>I walk carefully up and down the stairs</strong></td>
<td><strong>I listen carefully</strong></td>
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<tr>
<td></td>
<td><strong>I celebrate the achievements of others</strong></td>
<td><strong>I keep hands, feet and other objects to myself</strong></td>
<td></td>
<td><strong>I give people space to sit</strong></td>
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<tr>
<td></td>
<td></td>
<td><strong>I accept awards politely</strong></td>
<td></td>
<td><strong>I clap, appreciate and compliment people</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Before and After School</th>
<th><strong>I arrive on time</strong></th>
<th><strong>I say “Good morning/afternoon” to others, and smile</strong></th>
<th><strong>I leave the school grounds promptly after school</strong></th>
<th><strong>I take home what I need (homework)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I prepare my equipment for the day</strong></td>
<td><strong>I follow the drop-off and pick-up rules</strong></td>
<td><strong>I report to the student services office when I am late</strong></td>
<td><strong>I look and listen for moving traffic</strong></td>
<td><strong>I use pathways</strong></td>
</tr>
<tr>
<td><strong>I come to school after 8.15 am</strong></td>
<td><strong>I use the bike racks</strong></td>
<td><strong>I only use school grounds during school time</strong></td>
<td><strong>I take my bike or scooter in the school grounds</strong></td>
<td><strong>I take care of our school's property</strong></td>
</tr>
<tr>
<td></td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
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<tr>
<td>11 – 11.30am</td>
<td>RECESS BREAK</td>
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<tr>
<td>1.30 to 150pm</td>
<td>LUNCH BREAK</td>
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</table>

- School commences at 8.50am each day - Monday to Friday
- School finishes 2.50pm each day - Monday to Friday
- Parents/Caregivers please note that Primary students arriving earlier than 8.30am must wait in the undercover and then move directly to class once Teachers open doors at 8.30am