

Respect, Empathy, Achieve, Learn.

PARENT HANDBOOK



Email: busselton.shs@education.wa.edu.au (08) 9751 8900 www.busseltonshs.wa.edu.au

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Principals Address

On behalf of the Busselton Senior High School team, it is my pleasure to welcome you to our school.

Busselton SHS was established in 1958, serving the local community for over 60 years. We are an Independent Public School that offers a range of opportunities to help our students discover, succeed and achieve. We are an inclusive school, with outstanding teachers and facilities, providing excellent opportunities and support for all students that attend.

Busselton SHS has a sound breadth of ATAR (University Entrance Course) courses that include Physics, Chemistry, Human Biology, Biology, Visual Arts, Physical Education Studies, Geography History, Music, English and all Mathematics courses including Specialist Mathematics. A, Certificate 4 Course in Nursing Preparation is also available. These offerings satisfy the prerequisites for any University courses; our ATAR students have consistently achieved high results, ensuring direct university entrance. In 2018 BSHS had the highest median ATAR score in the region. Our VET program is considered a 'Best Practice Model'. In 2018 we were recognised as the 'VET School of the Year' in Australia.





Students have an opportunity to complete a Certificate 2 in Engineering, Building and Construction, Business, Sport Recreation and Kitchen Operations. Our Specialist Music Program has received acclaim locally, nationally and internationally. The school also offers an extensive range of programs in Visual and Performing Arts, Physical Education, Design and Technology, Computing and Home Economics. We provide a number of enrichment activities such as Drama productions, sporting events, international and national excursions, after school programs and other leadership opportunities that enhance the learning students receive at BSHS. Subject 'catch up' and homework classes are also provided to ensure students do not fall behind in their academic progress.

Discover our many achievements, see what's new, learn of our rich heritage and the exciting offerings available to our students. If you would like to find out more, please do not hesitate to contact us.

Kind Regards,

Dainon Couzic Principal

Communication



At Busselton Senior High School We Believe Effective And Timely Communication Is One Of The Keys To Success. There Are Various Ways In Which You Can Communicate With The School.

Reporting of Absentees

We prefer to have absentees in writing. Therefore if a student is going to be away we encourage you to text our 'Messageyou ' service on 0400 212 523 or email our team in Student Services <u>Busselton.SHS.StudentServices@educa-</u> tion.wa.edu.au. Please note that we require the students full name and reason for their absence so we can record it accurately. Absentees can also now be reported through logging in to Connect. Details of how to do this are below.

Connect

Within this package is a parent guide to Connect. Connect is an integrated online environment developed by The Department of Education for staff, students and parents in public schools. Your secure online details to Connect include a P-number and Password. This will be sent to you within days of your child commencing at Busselton Senior High School. We encourage all parents/care givers to sign in to Connect. You will be able to view latest notices, upcoming calendar events and also view your child's reports and assessments.

If you require your Connect password to be resent to you please email <u>alison.edwards2@education.wa.edu.au</u> and she will resend your login details.

Facebook

Busselton Senior High School has its own Facebook page. We use this space to celebrate our successes, share news from the school, events that are happening and to remind parents of excursions, camps etc. We encourage you all to ' like' our page to stay up to date with all that is happening at Busselton Senior High School.

Email

To ensure we are keeping our community up to date, we will often email information as well as using the methods above. For this to happen it is imperative that we have the right email address for you. If you change your details or would like to check/update your information please email our Student Services team on <u>Busselton.SHS.StudentServices@education.wa.edu.au</u>

Website

Our school website is a great place for parents who are new to the school, or who are looking at enrolling their child at Busselton Senior High School. It contains information about enrolling, courses offered, our school board and much more. Please go to

http://www.busseltonshs.wa.edu.au/

If you have any concerns, please feel free to contact the school on **9751 8900.**



Student Attendance

As a parent, you are required by the School Education Act 1999 to ensure your child attends school every day that the school is open for instruction (Section 23).

To get the most out of school and learning, children need to attend, and attend regularly. Regular attendance allows children to build upon their learning and absorb it. Children who miss school in the early years of high school will have ' learning gaps ' which impact on their later life.

Attending school regularly helps students develop confidence, social skills, resilience and teamwork.

FAQ's

- 1. Does my child have to attend school? YES if your child is of compulsory school agewhich, in WA, means from Preprimary to Year 12. In specific circumstances exemptions from school to undertake employment or training are approved.
- 2. Must I send my child to school every day? YES, unless your child is unwell, has an infectious disease or the Principal is provided with a genuine and acceptable reason.
- 3. What should I do if my child refuses to go to school?

Your child 's school has qualified and skilled people to support you in getting your child to school.tv

Attending school regularly helps students develop confidence, social skills, resilience and teamwork.

4. A day or two off school now and again isn't a concern, is it?

YES, it is. Any time off school makes it harder for your child to build on their learning. Every day is important to be at school so that learning isn' t interrupted & friendships are sustained.

5. What should I do if my child has been away from school?

Provide a genuine reason to the school explaining the absence.

6. Regular days off school in the early years is OK & isn' t a concern, is it?

YES it is. Children develop attendance patterns early & these follow into secondary school. Research indicates that positive attendance patterns need to start early.

- 7. What is risked by not attending school from primary school to Year 10?
- Absent average 1 day per week = 80% attendance rate = 2 years of school missed.
- Absent average 1.5 days per week = 70% attendance rate = 3 years of school missed.
- Absent average 2 days per week = 60% attendance are = 4 years of school missed.

There is NO ' safe ' threshold for absence. If a student is absent, a responsible person, usually the parent, must notify the school of the reason for the student's absence as soon as practical.



Positive Behaviour Support

BSHS is a 'Positive Behaviour Support School'. We will teach, encourage and acknowledge students for exhibiting our R.E.A.L attributes (Respect, Empathy, Achieve and Learn). At BSHS, we maintain that every student has the right to learn and not to have their learning disrupted through the inappropriate behaviours of others. Below are the responsibilities and expectations of each key stakeholder in regards to behaviour.

Lessons

Your child will be taught lessons on a regular basis, so that they know and understand the behaviours expected of them as a student at BSHS. They will also be acknowledged for those behaviours throughout the week with electronic REAL points through the PBIS app. Throughout the week, students will be monitored by classroom teachers to ensure that they have learnt and are applying their PBS behaviours. Students who do not demonstrate the appropriate behaviour will be supported with an additional PBS lesson to master the behaviour skill.

Acknowledgement System

Your child will be given REAL points, as this is BSHS's acknowledgement system. They are linked to the school matrix and are given out for displaying the appropriate behaviours of our matrix.

Real Points

These are handed out by the teachers regularly, both in class and in the yard, with a comment on what the point is for. The PBIS app can be used on a computer, Ipad or mobile device (mobile phone policy applies). The points can be used to purchase items and the total tally allows them to participate in REAL excursions run by the school. Students can log onto the app to see how many points they have to spend and they can also see if the teachers have left any nice comments for them as well

The Real Tickets Are Important

• There are PBS stores that the students can access. Individual class teachers may have their own stores that students can purchase items of activities from.

There is a school store where students can purchase:

- student Hub time at break 1 or 2. The activities there include; pool table, foosball, table tennis, watching videos, console gaming and even chilling in a beanbag.
- gym time at break 2
- canteen items including; jelly cups and icy poles. There are also more items being added.
- Throughout the year we have REAL excursions. Your child will need a minimum of 100 REAL tickets and have 90% attendance to be eligible to attend (subject to Principal discretion). They are great fun and include such activities as: paintballing, movies, beach days, mountain biking, School Ball, Country Week, Year 10 Camp, and so on.
- Year 12 students need a minimum of 50 tickets to go the School Ball.
- All students need a minimum of 200 tickets to attend Country Week.
- At the end of each semester the person with the highest number of REAL tickets wins a \$40 prize for each year group. There is also a random draw with the chance to win a \$20 voucher per year group. Finally, there are two movie passes drawn for each year group.

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Busselton Senior High School Behaviour Matrix



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	Tuiwouts	Having	Striving to	Enderwouring to
Settings	Respect	Empathy **-	Achieve	Learn
All Settings	 use appropriate language wear the school uniform greet each other positively care for our equipment care for our environment use our manners 	 take a stand against bullying help and include others interact positively 	 strive for our personal best display good sportsmanship participate in all activities 	 are punctual transition quickly and quietly line up
Classroom	 listen to each other's opinions listen to and follow staff instructions put our hand up to ask questions 	 accept and celebrate differences show acceptance and understanding acknowledge and give appropriate feedback 	 seek feedback to improve actively problem solve stay on task complete our classwork to the best of our ability. 	 ask for help when required are prepared and equipped for class use time efficiently are engaged in classroom activities complete our homework
School Grounds	 put litter in the bin. report unsafe behaviour 	 understand that our actions could impact upon the feelings of others are mindful of others when moving around the school remove ourselves from conflict and seek help 	• keep our area clean	 use break times to prepare for next class participate in break time activities
Use of Technology	 respect the privacy of others and ourselves use technology and mobile phones as the teacher instructs use social media appropriately 	 understand the impact of technology on others use technology for its intended purpose assist others 	 use our time effectively produce our own work 	 seek online resources as instructed are a good digital citizen acknowledge the work of others
Representing the School	 act responsibly thank community members promote a good school image display good sportsmanship. 	 care for others in the community demonstrate positive citizenship value community members 	 celebrate success with the community support each other and our teams 	 make the most of learning experiences actively listen to presenters represent the school with pride

Pastoral Care

Busselton SHS provides a safe, supportive and inclusive learning environment by developing positive relationships and ensuring all students feel safe and valued. As a Positive Behaviour Support (PBS) school, students are explicitly taught the values of Respect, Empathy, Achievement and Learning (REAL). These values are reinforced by the school community through the REAL reward program. The school provides a comprehensive pastoral care structure that includes three Associate Principals, Year Coordinators, School Psychologist, Nurse, Aboriginal and Islander Education Officers, Chaplain, Attendance Officer and Student Services Support Officers.

Bullying Policy

As a public school Busselton SHS provides opportunities for all students to leave school well prepared for the future, having achieved their individual potential and able to play an active part in society. This is achieved by creating a challenging, stimulating and safe learning environment.

Busselton SHS students are encouraged to be respectful and responsible. We aim to provide a learning environment for our students and staff that has an atmosphere of support, trust and encouragement.

Bullying is the inappropriate use of power by an individual or group, with the intent to injure either physically or emotionally.

- It is usually deliberate and repetitive
- Bullying may be physical or psychological (verbal and non-verbal).
- Physically, bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury.
- Verbal bullying includes insults, taunts, threats, and ridicule.

- Psychological bullying includes intimidation and ostracism.
- Cyber-bullying is a form of bullying which is carried out through an internet service such as email, chat room, discussion group, online social networking, instant messaging or web pages. It can also include bullying through mobile phone technologies such as SMS.

By being explicit about the consequences for bullying we give all students a clear message that the school community cares and that bullying is unacceptable.

"Everyone has the right to learn in a safe and secure environment."

"It's O.K. to tell someone if you are being bullied."

"A student has the right to seek assistance as soon as he/she feels threatened."

Preventative Strategies

- Productive and respectful working relation ships established between all members of the school community.
- Classroom rules, routines and processes egotiated and applied consistently.
- Adequate supervision of students during breaks, on playground ovals etc.
- Modelling of appropriate restorative justice principles, problem-solving and non-aggressive behaviours by all adults in the school.
- Active intervention when bullying occurs.
- Skilling of students and staff in conflict resolution and restorative justice strategies.
- A structure within the school which allows students, particularly in the lower years, to seek support from staff in dealing with conflict



Contributions And Charges

Each year Busselton Senior High School will releases the Contributions and Charges booklet. This booklet outlines costs associated with educating our students. Payment of these Contributions will significantly assist the quality of education programs delivered. In addition compulsory charges outside the basic core program may be requested for consumables and additionl resources.

The Contributions and Charges are approved by the school board and are available on our website, via email and in paper form two months prior to the commencement of the school year.

Payment can be made by any of the following methods:

BPAY – Details listed on student's invoice and statement.

ELECTRONIC FUNDS TRANSFER (EFT) -

Payments can be made via EFT into the school bank account, details as follows: Busselton Senior High School BSB: 066-508 Account Number: 00900007 Reference: Student Surname Reference: It is essential that the student name is included to ensure payment is allocated correctly to your child's account.

CREDIT CARD PAYMENT– Pay over the phone by calling **9751 8912**

CENTRELINK CENTREPAY– Reference Number: **555069915H** Enquire at your local Centrelink

DIRECT DEBIT– Complete a Direct Debit Authority Form (available from accounts)

QKR– Qkr by MasterCard can be downloaded for free from Apple's app store for iPhones (for iPads download the iPhone app) or from Google Play for Android phones and tablets. After downloading the app and registering, simply select Busselton Senior High School from 'Nearby Locations' on Qkr or type busselton after tapping the magnifying glass in the top right of the home screen on Qkr.

You can pay for the Contributions and Charges on Qkr. Throughout the year excursion costs will also be added to Qkr for easier payment. Postal payment by cheque, money order or credit card. Please ensure the following: Make cheques payable to "Busselton Senior High School" Include your child's full name and year number Post to: Busselton Senior High School, 136—156 Bussell Hwy, Busselton WA 6280

In Person by cheque, cash or EFTPOS If you have any questions regarding accounts or payments please come and see our friendly office staff or phone 97518912

Booklists

During Term 4, the booklists for the following school year will be available via our website, email and in paper form from Student Services. Details of how to order will be on the forms provided.

Term 1 Mon 1st February—Thursday 1st April

Term 2 Tuesday 28th April—Friday 2nd July

Term 3 Monday 19th July—Friday 24th September

Term 4 Monday 11th October—Thursday 16th December



Mobile Phone Policy

In line with Education Department policy:

- Busselton Senior High School does not allow mobile phones to be access ed by students at any time while they are at the School. These devices are banned for all students from the time they arrive, until the conclusion of the school day. Mobile phones are to be, "off and away all day".
- Students should be discouraged from bringing their mobile phones to school, however, if a parent provides their child with a mobile device for safety reasons, they must ensure that the phone is not to be accessed over the school day.
- Students will have an opportunity to hand their phones in at Student Services on arrival at school and retrieve them as they leave at the end of the day. Phones will be secured in a phone locker for the duration of the day.
 Students who choose not to take up this opportunity are solely responsible for the security of their phone and accept the risks associated with them being stolen and/or damaged.
- The consequences for any student found recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises is SUSPENSION.

If a student is found to be using their mobile phone contrary to the above, their phone is to be confiscated and deposited at student services. NO EXCEPTIONS.

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Sanctions

FIRST BREACH: The letter is signed by a parent/caregiver and returned to the Associate Principal. The phone will be returned to the student at the end of that day.

SECOND BREACH: A parent is required to come in to the School to collect the mobile phone during the normal business hours of the school.

THIRD BREACH: The student will NOT be able to bring a mobile phone to the School

NOTE: To film people and their activities without their knowledge and/or permission is an invasion of privacy and therefore not allowed.

Please go to our website to view the full mobile phone policy

http://www.busseltonshs.wa.edu.au/mobile-phonepolicy



Uniforms

Busselton SHS are proud of the identity of our school uniform. Our distinctive blue, gold and white are well recognised within the local community and we encourage our students (with the support of their families) to wear the uniform with pride.

The Busselton Senior High School Dress Code Policy meets the requirements of recommended policy of the WA Department of Education and State Government legislation. Any future alteration or modification of the Dress Code will require community consultation.

The School Dress Code

- Sets a clear, acceptable and consistent stan dard of dress for all students and parents
- Fosters and enhances the public image of the school
- Assists in building school and team spirit
- Ensures students are safely dressed for specific school activities
- Encourages equity among students

- Prepares students for work, as many work have dress and safety codes
- Allows for easy identification of intruders into the school during the school day

Modifications To Dress Code

- Students who, for religious or health reasons, may need to modify the school dress code are required to make an appointment with the Principal or a designated staff member. Staff will be informed of any student granted a modification to the dress code
- Garments bearing brand names, logos and stripes (e.g. Adidas, Nike) are NOT allowed
- Board shorts, thongs etc. are NOT allowed

WHERE TO BUY SCHOOL UNIFORMS

UNIFORM CONCEPTS

1/33 Bussell Highway BUSSELTON

Tel: 08 9270 4663

Email: busselton@uc.nellgray.com.au

Website: nellgray.com.au

Opening Days and Times change throughout the year, so please check website for details.

CLOTHING ITEM	ACCEPTABLE	NOT ACCEPTABLE
POLO SHIRTS	School shirts MUST be worn under school jumpers School Polo Only Sports Polo Shirt only on Sport days	Polo shirts with non-school logos T-shirts, tank tops Long sleeved non-school colour tops
PANTS / SHORTS / SKIRTS	Navy Blue (Acceptable Length)	Denim or look alike denim Stripes on shorts / pants, Board shorts Black leggings or tights Leggings/tights are not to be worn on their own
JACKETS	Navy Blue and School Issue	Non school colours or checked jackets Different Logos, Stripes Adornments/brand names e.g. Nike, Puma
FOOTWEAR	Enclosed shoes Sandals with a strap. Appropriate for Learning Area.	Thongs, ugg boots, slippers
HATS/BEANIES		Not allowed in classrooms

Homework Policy

Homework or home study is a natural extension of the teaching and learning program provided by the school. Teachers, parents and students should acknowledge that appropriate and relevant homework or home study would assist the student to achieve their potential.

The Purpose of Homework/home Study

- To reinforce the work done in class
- To encourage students to explore and use a wider rangeof resources hence developing their research skills and development of independence as learners
- Develop students' responsibility to time manage, prioritise and meet commitments and deadlines
- To gain vital practice, especially in lower school, to balance commitments such as work or sport and time manage to develop effective homework and study habits for Year 11 and 12 studies.

What Is Homework/home Study?

- Overnight homework could consist of quick practice exercises, revision of work completed in class to consolidate understanding or finishing off class work.
- Longer projects/assignments would have a longer period for completion so students should use their diary to plan to meet the deadline set.
- Completing homework or home study is part of the student accepting responsibility for their learning.
- When no formal homework has been assigned the student should engage in study of work completed earlier to consolidate that learning or catch up on reading as good readers are good learners.
- Students should actively learn to revise (or study) work that may be tested or be part of an exam.

How Much Homework?

Engaging in regular homework helps develop the student's responsibility for their own learning and commitment to personal growth. It must, however be noted that students have spent at least six hours at school and have often participated in after school activities so may feel too tired to effectively learn from their homework. This is not an excuse for not completing homework but rather a reason why time management skills and balancing the requirements of a healthy lifestyle are most important.

The time spent should increase as the student moves on in their schooling and the demands and expectations increase accordingly. Please note, Year 7 is regarded as a transition year and the issuing of homework is discouraged in the first term as students settle in. Prescribed homework may be set through the rest of the year as point of need.

As a **guide** this information may be useful but it is not absolute. There may be some variations.

- Year 8: 1.0 to 1.5 hours 4 days/week
- Year 9: 1.5 to 2.0 hours 4 days/week
- Year 10: 2.0 to 2.5 hours 5 days/week
- Year 11: 2.5 to 3.0 hours 5 days/week
- Year 12: 3.0 to 3.5 hours 5 days/week

Year 11/12 students studying Wholly School Assessed (WSA) subjects should complete 2.5 to 3.0 hours 5 days/week in order to maximize their results.

Parents/carers should also ensure that students have access to quality news program s, documentaries and programs which assist in developing students broader perspectives and gives them an understanding of issues of the day in modern society, e.g. elections, climate change, the economy etc.

Student Services

The Student Services team is integral to a positive school experience for our students. Our team is dedicated to assisting students to reach their full potential by supporting their social, emotional, mental and educational wellbeing. Busselton SHS's Student Services counter is the first point of call for any students requiring assistance. It is staffed by experienced, knowledgeable and caring members of our Student Services team who see to the varied requirements of students and their families/carers. Support is provided for:

- Lost property
- Printing of student timetables
- Assistance with bus/smart-rider enquiries
- Management of attendance records
- Contacting parents/carers for student illness, messages or unexplained absences
- General support for the health and well being of all students
- Connecting students and parents with relevant support for a positive school experience



The team also consists of Year Coordinators, a School Psychologist, School Nurse, Chaplain, SAER Coordinator, Student Services Coordinator, Aboriginal and Islander Education Officer and office staff. Each individual on the team forms a strong support network for our students.

PERIOD	FROM	ТО	DURATION
PERIOD 1	8.50AM	9.54AM	64 MINUTES
PERIOD 2	9.54AM	10.58AM	64 MINUTES
BREAK 1	10.58AM	11.26AM	
PERIOD 3	11.26AM	12.30PM	64 MINUTES
PERIOD 4	12.30PM	1.34PM	64 MINUTES
BREAK 2	1.34PM	2.02PM	
PERIOD 5	2.02PM	3.06PM	64 MINUTES

Lesson Times

School Bus Information

Smartrider Cards

Secondary school students have access to Student SmartRider cards. The SmartRider card enables students to receive discounted student fares for bus travel Monday – Friday during the school year and concession fares on the weekend and during the Christmas school holidays. For details and to order a SmartRider , please fill in the paperwork and submit with your childs application forms to Student Services or visit

http://www.transperth.wa.gov.au/smartrider/types-of-smartrider/student-smartrider

Local Bus Routes And Timetables

Local school buses in Busselton are managed throughTransRegional.Timetables, route maps and fare guides can be accessed <u>https://www.pta.wa.gov.au/our-services/re-</u> <u>gional-town-bus-services</u>

Regional School Buses

If you live more than 4.5kms from Busselton SHS, regional buses are available. For further information on this service click <u>http://www.schoolbuses.wa.gov.au/</u>



 TransRegional

Services

Canteen

The canteen at Busselton SHS is highly valued in our school community. The canteen is open daily during break times for students to purchase delicious food at minimal cost. An updated canteen menu will be available at the start of the 2021 school year and will be posted on our website and via Connect. Orders can be made via our online tool at https://www.quickcliq.com.au/

Community Involvement

he Busselton Senior High School P&C is highly valued within our school community. The function of our P&C is to encourage parents to participate in developing the school's educational offerings and strengthening parent participation and involvement in the school i.e. parent forums to discuss issues pertaining to the school and its community as well as for gathering opinion. The P&C promotes and supports communicationand cooperation within the school community and brings educational matters to the attention of the wider community. It is also to provide extra amenities for the benefit of Government school students. Being a part of the Busselton SHS P&C is an excellent way to be on-the-pulse of school activities and what is planned to improve the conditions for your child. There are a variety of opportunities to support our P&C, however we highly value personal involvement. P&C Meetings are held twice a term with reminders included in the schoolnewsletter. Membership is \$1.00 per year.

From time to time the P&C engage in fundraising and social activities, arrange busy-bees where parents can mix and meet others. To date, the Association has been an extremely active contributor to the school's educational programs and development of facilities and we hope that all parents will continue to support this Association.

If you would like to join the team please email pandc.busseltonshs@gmail.com



Busselton Senior High School An Independent Public School

136-156 Bussell Hwy, Busselton WA 6280 Telephone: 08 9751 8900 Email: busselton.shs@education.wa.edu.au

www.busseltonshs.wa.edu.au

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