



APPLICATION FOR ENROLMENT FORM - PART A

STUDENT DETAILS

STUDENT SURNAME	ADDRESS
LEGAL SURNAME (IF APPLICABLE)	SUBURB P/CODE
FIRST NAME	POSTAL ADDRESS (If different from residential address)
MIDDLE NAME	
PREFERRED NAME	SUBURB P/CODE
DATE OF BIRTH	STUDENT MOBILE NO
GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Reside within the Busselton SHS intake area? <input type="checkbox"/> Yes <input type="checkbox"/> No

DETAILS OF PARENT/GUARDIAN/CARER ENROLLING STUDENT

SURNAME	MR/MRS/MS/MISS	ADDRESS
FIRST NAME		SUBURB P/CODE
MOBILE NUMBER		HOME
RELATIONSHIP TO STUDENT		EMAIL

SIBLINGS First and last name of any brother/s or sister/s enrolled at Busselton Senior High School (including step-siblings)
.....

CURRENT/LAST SCHOOL **CURRENT YEAR**

REASON FOR LEAVING

Has your child ever been excluded from a school? ☐ Yes ☐ No If YES, name of school

Is your child currently under suspension from a school? ☐ Yes ☐ No If YES, name of school

Is your child a permanent resident of Australia? ☐ Yes ☐ No If NO, please indicate date entered Australia/...../..... Visa Sub Class No

Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child? ☐ Yes ☐ No

Is the child subject to access restriction? ☐ Yes ☐ No If YES, please specify and attach supporting documents

Does your child have a disability/medical condition? ☐ Yes ☐ No If YES, please specify and attach supporting documents

Please indicate whether: ☐ Physical ☐ Intellectual ☐ other medical condition/s

(This information will assist the principal with considering whether any specific or additional resources are required and available to assist the school with providing the best educational program for your child)

DECLARATION

The information and statements provided in this Application for Enrolment are true and accurate. Details of enrolling person:

SURNAME	SIGNATURE
GIVEN NAME	DATE

*NOTE: *In the event that statements made in this application later prove to be false or misleading, a decision on this application may be reversed. Information supplied may need to be checked by the school.*

**Independent minors and those aged 18 years or older may apply on their own behalf.*

**Full details of the Education Department's Enrolment Policies can be found at <http://www.education.wa.edu.au/policies>*

PRINCIPAL AUTHORIZATION

The students Application for Enrolment is <input type="checkbox"/> Accepted <input type="checkbox"/> Denied	DATE
PRINCIPALS NAME	SIGNATURE
COMMENCEMENT DATE	NOTES

ENROLMENT PACK (PART A) INFORMATION

APPLICATION FOR ENROLMENT

(For enrolment in a Western Australian Public School)

The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre - English as an Additional Language or Dialect (EAL/D) Program. Website: <http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/>

Parent information about applying to enrol in a Western Australian public school

Thank you for your interest in applying to enrol your child in a Western Australian public school. Enrolment in a public school is a two step process.

Step 1: Enrolment Pack Part A – Application for Enrolment

Parents lodge an *Application for Enrolment Form* with the school (attached within this pack).

Step 2: Enrolment Pack Part B – Enrolment (includes Parent information about enrolment in a Western Australian public school and the Enrolment Form)

If your child is eligible for enrolment, you will be provided with *Parent information about enrolment* in a Western Australian public school and you will be required to complete an *Enrolment Form*.

The school will notify you of the results of your application as soon as possible. The information you have provided will be used by the school once eligibility is confirmed.

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Education Regional Office where sufficient evidence has not been supplied. All official records must be in the child's **legal** name. The use of a preferred name may be possible for informal communications.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

The Department's *Enrolment Policy* can be found at <http://www.education.wa.edu.au/policies>.

Who can enrol a child?

Enrolment applications can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the application. A person with proper authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child's schooling unless it is clearly not in the child's educational interests to do so, is not possible, or has been determined otherwise by a court. For further information see Frequently Asked Questions (FAQs) in the *Enrolment Policy*, under Related Information).

Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a 'local-intake area' (refer section **Applications to local-intake schools (compulsory years of schooling)** below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

Schools may not enrol children who are:

1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring.

The principal may consider whether a child may attend for a short period (s 75(2) *School Education Act 1999*) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

Where can students be enrolled?

The enrolment requirements differ from school to school. Local-intake schools have a designated geographical area from which enrolments are taken. Local-intake schools must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non local-intake schools).

If you are unsure whether the school you applied for has local-intake status, you may check the *Declaration of Local-Intake Areas for Schools* on the Department's policies website at <http://www.education.wa.edu.au/policies>, (Browse via A-Z document list). Further information is available from the **Enrolment policy/Enrolment Procedures/Local-intake area schools**, or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

Applications to local-intake schools (compulsory years of schooling)

Where the school has a local-intake area, an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (Pre-primary to Year 12).

Children whose usual place of residence is not in the local-intake area are accommodated where possible. If the school has further capacity to accommodate children from outside the local-intake area, after making provision for local-intake area needs, the following selection criteria are to be applied in considering applications for enrolment:

First Priority	Second Priority	Third Priority
Child qualifying for an approved specialist program for that year.	Child who has a sibling also enrolled at the school in the current year, (other than siblings enrolled in specialist programs), and who lives nearest the school.	Child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program, and who lives nearest the school.

Applications to local-intake schools (pre-compulsory years of schooling)

Students in the pre-compulsory year of schooling (Kindergarten) are guaranteed a place in a public school. Where possible this will be their local school. The following selection criteria are to be applied in considering applications for enrolment:

First Priority	Second Priority	Third Priority	Fourth Priority
Child residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.

Applications to non-local-intake schools (pre-compulsory and compulsory)

Where the school does not have a local-intake area and the number of applications exceeds the number of places available, the child living nearest to the school will be given priority. Parents applying to enrol their children in specialist programs and siblings of children already enrolled at the school do not have priority over those children living nearest the school. That is, proximity to the school is the only criterion to be used in non local-intake schools.

Lodging Applications and Enrolment Forms from local-intake area students

Families residing in the local-intake area may lodge the Application for Enrolment Form A and the Enrolment Form B concurrently, with the agreement of the school.

Applications for starting school and for the first year of secondary school

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Pre-primary to Year 12) and is guaranteed a place in the local school. This assists schools with planning.

For children of compulsory school age wishing to enrol at a school that is not the local school the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

For children starting in Kindergarten the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

Applications may still be made after this date and will be considered on a case by case basis, in accordance with the Department of Education's *Enrolment Policy* which can be found at <http://www.education.wa.edu.au/policies>.

Requested documentation

You will be asked to show your child's **Birth Certificate** (original or certified copy) or **birth extract** or equivalent identity documents; your child's **'Immunisation Certificate'**; usual place of residence: for example **utilities account**, **lease agreement** of at least three months, proof of ownership of property, driver's licence, statutory declaration, copies of any Family Court or other court orders, and visa details (if applicable) - Principals may accept a maximum of 3 documents as evidence of residential address. *Immunisation History can be requested by calling 1800 653 809 or email acir@humanservices.gov.au*

Once the application has been accepted, you will be required to complete an Enrolment Form and submit it to the school (refer to the Enrolment Pack Part B – Enrolment). If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date for applications.

Eligibility to enrol in a particular school

The only guaranteed place in a public school is if you live in the local-intake area of that school. Enrolment in a particular primary school does not guarantee a place at a specific secondary school.

Applications to transfer from another school

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child's level of previous schooling, achievement levels and identified needs.

If you are applying for the following year, you will be advised in writing about your application within three weeks of the closing date for applications (that is after the end of the first week of Term 3). If you are applying for the current year, you will be advised in writing as soon as possible.

Once the application has been accepted, in addition to the Enrolment Form you will also need to supply evidence of your child's progress from the previous school. This can be in the form of reports, records or samples of work.

If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.

Disclosure of information

For parents of students with disability

In order to provide an appropriate education program the school may require specific information relating to your child's disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

Suspensions and exclusions

Information on any suspensions and exclusions needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

Confidentiality

All information provided on this form will be treated confidentially. Section 242 of the *School Education Act 1999* precludes this information from being used for any purpose other than: to determine whether your application for enrolment can be accepted; to assist the school with addressing any needs for your child if enrolment is accepted; and to comply with legal requirements or ministerial directions.

Disputes

Should you disagree with a school's advice regarding your application for enrolment please contact the principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department's *Enrolment Policy* which can be found at <http://www.education.wa.edu.au/policies>.

Documents to be provided

Checklist:

Please place an ***X*** in the box ☒ to indicate each document attached (or sighted) to this application form.

**Note: If you are typing the information into this form, doubleclick the check box and select the radio button under the heading Default value 'Checked' and click OK.*

1. Birth Certificate (original or certified copy) or extract or other identity documents ☐
if applicable. (Principals will refer to guidance 3.5.1 of the Enrolment Procedures where evidence is not provided).
2. 'Immunisation ACIR Certificate' *Immunisation History can be requested by calling 1800 653 809 or email acir@humanservices.gov.au* ☐
3. Copies of Family Court or any other court orders (if applicable) ☐
4. Proof of address (see Requested documentation in the attached Parent information) ☐
5. Information relating to suspensions or exclusions ☐
6. Information relating to disability ☐
7. Last report from previous school ☐

If your child was NOT born in Australia, you must provide evidence of:

1. Date of entry into Australia ☐
2. Passport or travel documents ☐
3. Current visa subclass and previous visa subclass (if applicable) ☐
4. Provide Visa Grant Number ☐

If your child is a temporary visa holder, you must also provide:

Confirmation of enrolment or evidence of any permission to transfer ☐

provided by [Education and Training International \(ETI\)](#) email: study.eti@dtwd.wa.gov.au

(if holding an International full fee student visa, sub class 571);

Or Evidence of the visa for which the student has applied if the student holds a bridging visa ☐



APPLICATION FOR ENROLMENT FORM - PART B

This form is intended for children not enrolled at the school in the previous year.

For students in the compulsory years of schooling who were enrolled in the previous year, please inform the school directly if there are changes needed to update the form.

Year level

Year of enrolment

When enrolling your child at Busseton Senior High School, the following documentation MUST be provided:

- ☐ Birth certificate ☐ Immunisation Statement ☐ Court order (if applicable) ☐ Proof of address ☐ Information relating to suspension/exclusion
☐ Information relating to disability ☐ Last school report from previous school

Please note: LEGAL NAMES must be used in every instance, use of preferred name rather than legal name must be discussed with enrolling officer.
This form is to be completed by Parent / Guardian / Carer.

STUDENT DETAILS

STUDENT SURNAME ADDRESS

LEGAL SURNAME (If Applicable) SUBURB P/CODE

FIRST NAME POSTAL ADDRESS (If different from residential address)

MIDDLE NAME

PREFERRED NAME SUBURB P/CODE

DATE OF BIRTH STUDENT MOBILE ■

GENDER ☐ Male ☐ Female ☐ Other

FAMILY DETAILS

CHILD LIVES WITH ☐ Both Parents ☐ Parent/Guardian/Carer 1 ☐ Parent/Guardian/Carer 2 ☐ Independent minor
☐ Other Name Relationship to student

PARENT/GUARDIAN/CARER DETAILS – CONTACT 1

This person is recorded as the first point of contact. All correspondence will be sent to the address noted. This is generally the person who the student lives with and will be responsible for all billing contributions and charges.

TITLE ADDRESS

SURNAME SUBURB P/CODE

FIRST NAME POSTAL ADDRESS (If different from residential address)

RELATIONSHIP TO STUDENT SUBURB P/CODE

HOME PHONE MOBILE PHONE

OCCUPATION WORK PHONE

PLACE OF WORK EMAIL

COUNTRY OF BIRTH ☐ Australia ☐ Other:

MAIN LANGUAGE ☐ English ☐ Other/s:

SECONDARY SCHOOLING COMPLETED: ☐ Year 12 ☐ Year 11 ☐ Year 10 ☐ Year 9 ☐ Year 8 (or equivalent)

HIGHEST QUALIFICATION COMPLETED: ☐ Bachelor Degree or above ☐ Advanced Diploma/Diploma ☐ Cert I to IV/Trade Cert ☐ N/A

OCCUPATION GROUP: ☐ Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4 ☐ Not in paid work in last 12 months

Please select appropriate parental occupation group from the list provided on the table below. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter 8.

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Senior management in large business organisation, government administration & defence, and qualified professionals	Other business managers, arts/media/sportspersons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers

PARENT/GUARDIAN/CARER DETAILS – CONTACT 2
This person is recorded as the second point of contact. This is generally the person who the student also lives with.

TITLE	ADDRESS
SURNAME	SUBURB P/CODE
FIRST NAME	POSTAL ADDRESS (If different from residential address)
RELATIONSHIP TO STUDENT	SUBURB P/CODE
HOME PHONE	MOBILE PHONE
OCCUPATION	WORK PHONE
PLACE OF WORK	EMAIL

COUNTRY OF BIRTH	<input type="checkbox"/> Australia	<input type="checkbox"/> Other:
MAIN LANGUAGE	<input type="checkbox"/> English	<input type="checkbox"/> Other/s:

 SECONDARY SCHOOLING COMPLETED: ☐ Year 12 ☐ Year 11 ☐ Year 10 ☐ Year 9 ☐ Year 8 (or equivalent)

 HIGHEST QUALIFICATION COMPLETED: ☐ Bachelor Degree or above ☐ Advanced Diploma/Diploma ☐ Cert I to IV/Trade Cert ☐ N/A

 OCCUPATION GROUP: ☐ Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4 ☐ Not in paid work in the last 12 months

Please select appropriate parental occupation group from the list provided on the table below. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter 8.

<u>GROUP 1</u>	<u>GROUP 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>
Senior management in large business organisation, government administration & defence, and qualified professionals	Other business managers, arts/media/sportspersons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers

FEES BILLING
Person responsible for paying voluntary contributions/fees
☐ Parent Guardian 1 ☐ Parent Guardian 2 ☐ Other:

Does the student receive any of the following allowances?

☐ Secondary Assistance ☐ Youth Allowance ☐ Abstudy ☐ Assistance for Isolated Children (AIC)

SIBLINGS
First and last name of any brother/s or sister/s enrolled at Busseton Senior High School (including step-siblings)

.....
.....

OTHER EMERGENCY CONTACTS (OTHER THAN PARENT GUARDIAN 1 AND 2)
List contacts in order of preference (including parents)

Name	Phone Number	Mobile Number	Relationship to Student
1.
2.
3.
4.

PREVIOUS SCHOOL ENROLLED AT **LAST DATE OF ATTENDANCE**

REASON FOR CHANGE OF SCHOOL (OPTIONAL)

If previously enrolled in Home Education, specify the Education Region:

 Is your child currently under suspension from a school? ☐ Yes ☐ No If YES, name of school

 Has your child ever been excluded from a school? ☐ Yes ☐ No If YES, name of school

ADDITIONAL STUDENT INFORMATION

COUNTRY OF BIRTH ☐ Australia ☐ Other: MAIN LANGUAGE ☐ English ☐ Other/s:
 RELIGION: Is the student to be withdrawn from religious instruction? ☐ Yes ☐ No
 AUSTRALIAN CITIZEN/PERMANENT RESIDENT ☐ Yes ☐ No TEMPORARY RESIDENT ☐ Yes ☐ No
 VISA DETAILS Date of Arrival: Visa Sub Class Number: Visa Grant Number: Expiry Date:
 STUDENTS FIRST LANGUAGE Language other than English spoken at home?

If your child was not born in Australia, you must provide:

☐ Evidence of date of entry into Australia ☐ Current visa & previous visas (if applicable) ☐ Passport or travel documents ☐ Current Australian citizenship ☐ Visa Grant Documents

In addition, if your child is a temporary visa holder you must provide:

Confirmation of enrolment or evidence of permission to transfer provided by Education and Training International (if holding an International full fee student visa, sub class 571); or Evidence of the visitor and temporary resident visa (other than sub class 571 referred to above); or Evidence of the visa for which the student has applied (if the student holds a bridging visa).

INDIGENOUS STATUS ☐ Aboriginal ☐ Torres Strait Islander ☐ Neither *If both Aboriginal and Torres Strait Islander please tick both boxes*

CONFIDENTIAL INFORMATION

ACCESS RESTRICTIONS ☐ Yes ☐ No

DEPARTMENT OF CHILD PROTECTION Is this student in the care of the Department for Child Protections' (DCP) Chief Executive Officer? ☐ Yes ☐ No

If Yes please specify contact details of Case Manager: Name

DCP District Phone

COURT ORDERS Is this student subject to any court order in respect of their care, welfare and development? ☐ Yes ☐ No
 If Yes, please provide details below and attach documentation.

DUPLICATE REPORTS Duplicate student reports for both parents will be required. ☐ Yes ☐ No

PARENTAL CONSENT
CONSENT FROM PARENTS

At Busseton Senior High School we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation/use/access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

More information can be obtained from our website and we also update parents through our newsletters. The school Newsletter is accessible on the Website. Our website is <http://www.busseltonshs.wa.edu.au/> If you would prefer this to be emailed to you please ensure that you include your email address in the parent guardian details.

SMART RIDER PERMISSION

I have completed an application form for my child to apply for a Student Smartrider Card.

☐ Yes ☐ No

MEDIA CONSENT

Students images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on our website, in newsletters, social media i.e. School Facebook page or on film/video. Their names may also be included (not on social media) but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

☐ Yes I give consent to my child having his/her image and/or work published as described above.
☐ No I do not give consent

INTERNET ACCESS

Student access to the internet is provided in accordance with the School Policy (available from the office or school website). Student access is contingent on abiding by the users' Code of Conduct.

☐ Yes My child has permission to access the internet in accordance with School Policy
☐ No I do not give consent

VIEWING CONSENT

Students often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would require parental permission.

☐ Yes I consent to my child participating
☐ No I do not give consent

PARENTS AND CITIZENS CONSENT

I give my permission for my details to be passed on the BSHS P&C Association which will enable the school to keep you informed and updated with information.

☐ Yes ☐ No**LOCAL EXCURSIONS**

Students occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, city council, library or shopping centre. On all occasions, parents will be notified of the local excursion.

☐ Yes I consent to my child participating
☐ No I do not give consent**NAME AND SIGNATURE OF PERSON GIVING CONSENT**

NAME SIGNATURE DATE

STUDENT AGREEMENT**MOBILE PHONE POLICY**

I have read Busseton Senior High Schools Mobile Phone Policy. I agree to abide by this policy.

☐ Yes ☐ No**UNIFORM**

All students are expected to wear school uniform as part of the School's Dress Code as endorsed by the School Board.
I agree to meet this expectation

☐ Yes ☐ No**INTERNET**

I have read Busseton Senior High Schools Usage Agreement Policy. I agree to abide by this policy.

☐ Yes ☐ No**NAME AND SIGNATURE OF STUDENT AGREEING**

NAME SIGNATURE DATE

IMMUNISATION AND DISABILITY

ACIR IMMUNISATION HISTORY RECORD PROVIDED ☐ YES ☐ NO If No, please request from 1800 653 809 or email acir@humanservices.gov.au

DOES THE STUDENT HAVE A DISABILITY? ☐ YES ☐ NO IF YES, PLEASE SPECIFY THE DISABILITY/S:

Please indicate where you have documentation about your child's disability in any of the following areas. Copies of this documentation will be required for school records.

- | | |
|--|--|
| <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Severe Mental Disorder |
| <input type="checkbox"/> Deaf or Hard of Hearing | <input type="checkbox"/> Global Developmental Delay (prior to age 6) |
| <input type="checkbox"/> Specific Speech Language Impairment | <input type="checkbox"/> Vision Impairment |
| <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Physical Disability |

STUDENT HEALTH CARE/MEDICAL DETAILS

The Department's [Student Health Care policy](#) clarifies the actions to be undertaken by public schools to manage student health care needs. All students require an up to date Student Health Care Summary which is included in the last pages of this Enrolment form. For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.

STUDENT HEALTH CARE SUMMARY COMPLETED (SEE LAST PAGES)☐ YES ☐ NO**DOCTOR SURGERY**

PRACTICE NAME PHONE NUMBER

PRACTICE ADDRESS SUBURB P/CODE

NAME OF DOCTOR PERMISSION TO CALL DOCTOR ☐ Yes ☐ No

PERMISSION TO ADMINISTER FIRST AID ☐ Yes ☐ No

DENTAL PRACTICE

PRACTICE NAME PHONE NUMBER

PRACTICE ADDRESS SUBURB P/CODE

NAME OF DENTIST PERMISSION TO CALL DENTIST ☐ Yes ☐ No

AMBULANCE COVER ☐ Yes ☐ No Provider:
(If there is an emergency, parents/guardians are expected to meet the cost of the ambulance)

MEDICARE NUMBER EXPIRY

HEALTH CARE CARD EXPIRY

HEALTH CONDITION

INSURANCE COVER - Parents/Guardians are advised that unless specifically advised otherwise, neither the school nor the Education Department provides insurance cover against injury or loss sustained by any student while at school or on a school organised activity. If parents wish to have such cover, they will need to organise this through a private insurance agency.

SIGNATURE OF PERSON ENROLLING STUDENT

TITLE FIRST NAME SURNAME

DATE SIGNATURE RELATIONSHIP TO STUDENT

(Independent minors and those aged 18 years or older may sign on their own behalf)

ENROLMENT PROCEDURE

This form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school directly if there are changes needed to update the form.

Parent information about Enrolment in a Western Australian public school (below) provides important information to read before lodging the Enrolment Form with the school.

This form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre English as an Additional Language or Dialect (EAL/D) Program. Website: <http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/>

INFORMATION TO BE PROVIDED

The Enrolment Form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school if there are changes needed to update the form.

The information you provide enables the Department to communicate with you about important matters, to care for your child in emergencies, to plan for special needs and to meet State and National reporting requirements.

Documentary evidence may be required to support any information supplied. Principals may need to consult with the Education Regional Office where evidence has not been supplied. All official records must be on the child's legal name. The use of a preferred name may be possible for informal communication.

Birth Certificates can be ordered from Births, Deaths and Marriages on 1300 305 021 or by attending Busselton or Bunbury Court House

Family details should include details of the parent (see definition below) residing at the same address as the student. Details relating to parents not residing with the student may also be included in the **Parent/Guardian Details** section of the form.

The school needs to be advised of any court orders or any changes in relation to the child's name, usual place of residence and/or name and usual place of residence of parent/s.

TRANSPORT

In most cases, transporting your child to school is the parents' responsibility. Enquiries regarding school bus services should be directed either to the school where the application for enrolment is being submitted, or to the Public Transport Authority email enquire@pta.wa.gov.au or telephone 136213. Some special programs include transfer arrangements.

CONFIDENTIALITY

All information provided on this form will be treated confidentially (s 242 of the *School Education Act 1999*).

INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION

The National Goals for Schooling in the 21st Century state that 'the learning outcomes of educationally disadvantaged students '..... should.....' improve and, over time, match those of other students'.

ACCEPTABLE USAGE AGREEMENT FOR HIGH SCHOOL STUDENTS YEAR 7-12

If you use the online services of the Department of Education you must agree to the following rules:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not give anyone my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I understand that I am responsible for all activity in my online services account.
- I will tell my teacher if I think someone has interfered with or is using my online services account.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials; other examples are content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access websites that have been blocked by the school or the Department of Education.
- I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all web-based communications.
- I will not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or to send inappropriate materials, including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the WA Department of Education or any other organisation.

MOBILE PHONE POLICY

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.

PROCEDURES

- * Students must turn their Mobile Phones off or to "aeroplane mode" as soon as they arrive at the School.
- * Students have the opportunity to hand in phones to Student Services on arrival at the School.
- * On leaving at the end of the day, students will report to Student Services and retrieve their phone. Student Services will again assist with this.
- * Any student found acting in breach of these guidelines can expect that a staff member will take possession of the mobile phone and deliver it to the Associate Principal who will issue a *Notice of Inappropriate Mobile Phone Usage* to the parent/caregiver. The mobile phone will be returned when:

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.

- * Students who are repeatedly found to have breached the BSHS Mobile Phone Policy will face further consequences such as detention and loss of privileges and rewards.
- * If a student is found to have breached this policy and subsequently fails to relinquish their mobile phone to a staff member, they will immediately be referred to the relevant Associate Principal.
- * Any student found to use their phone to record, distribute or upload inappropriate images or videos of students, parents or staff on school premises will be suspended.

FORM 1 – STUDENT HEALTH CARE SUMMARY

SECTION A

School: BSHS	Year
Student's Name:	Date of Birth:
Address:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
FAMILY CONTACT DETAIL	
Name:	Medical Practice:
Relationship to student:	Doctor 1: Telephone:
	Doctor 2: Telephone:
	Dental Practice:
	Name of Dentist: Telephone
Address:	I give permission for the school to seek medical/dental attention for my child as required. Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone: (W) (H) (M)	Do you have ambulance insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> Insurance Provider: If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.
Name:	List any essential information that could affect your child in an emergency e.g. allergy to penicillin.
Relationship to student:	
Address:	Health care card: Yes <input type="checkbox"/> No <input type="checkbox"/> Expiry Date Card Number
Telephone: (W) (H) (M)	Medicare No. (If required – for children requiring regular emergency care): Card Number: Expiry Date:

ADMINISTRATION OF MEDICATION

Written authorisation must be provided for staff to administer any form of medication at school.

Long term medication – Complete the *Medication* section of the relevant health care plan – see below.

Short term medication - Request an *Administration of Medication* form to complete and return to the principal or class teacher.

Note: All medication required must be supplied by parents/carers

INFORMED CONSENT

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.

Do you give permission for the school to share your child's health care information? Yes ☐ No ☐

Note: If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health care information to the principal or manager of that program.

If no, and the information is to be restricted, who can be informed of your child's health care information? _____

Does your child have one or more health condition(s) that will **require support** from school staff?

No ☐ - sign below and return Section A of this form to the school office. If your child's requirements change, please notify the school.

Signature: _____ Date: _____

Yes ☐ - complete the remainder of this form and return to the school office. You will be given additional forms to complete.

List your child's health condition(s): _____

SECTION B – IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD'S CONDITION(S) WHICH REQUIRE THE SUPPORT OF SCHOOL STAFF
(In response to the information below, you will be given further forms for specific health conditions to complete)

Health Conditions	Tick health condition	Will school staff require specific training to support your child?
Severe Allergy/Anaphylaxis	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Minor & Moderate Allergies	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Diabetes	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Seizures	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Asthma	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Activities Of Daily Living	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Other Conditions or Needs (Please specify)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?		YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, advise the Principal

If you have ticked "Yes" for specific staff training, please discuss the type of training needed with the Principal.

STUDENT HEALTH CARE SUMMARY con't

SECTION C: CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN

If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's "medical details and photo" to be on view for staff. Yes ☐ No ☐

If yes, please attach photo to the relevant health care plan(s).

SECTION D: MEDIC ALERT INFORMATION

Does your child have a Medic Alert bracelet or pendant? Yes ☐ No ☐

If yes, provide details: _____

Parent/Care Name: _____ Signature: _____ Date: _____

ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS

Note: Where appropriate students should be encouraged to participate in their health care planning.

BSHS Office Use Only

Does the child have an allergy that needs to be flagged on SIS? Yes ☐ No ☐ Date: _____

Have relevant health care plans been issued to the parent? Yes ☐ No ☐ Date: _____

Has the Principal been informed if:

• specific training is required to support the student? Yes ☐ No ☐

• the student's health care information is to be restricted? Yes ☐ No ☐

Date Student Health Care Summary was completed and uploaded on SIS: / /

BSHS OFFICE USE ONLY

Student's official documentation all sighted (Date): _____ ☐ YES ☐ NO ☐ Birth certificate ☐ Passport ☐ Travel document/s

Student's Residency status: .. ☐ Local ☐ Permanent Resident ☐ Overseas Student: If yes, International fee paying: ☐ YES ☐ NO

Entry Date: _____ Previous School: _____ Records received: ☐ YES ☐ NO

Publications/Internet Permission Form completed: ☐ YES ☐ NO

Contributions and Charges Billing: ☐ PG1: ____% ☐ PG2: ____% ☐ Other: ____%

Official documentation (including reports, to be sent to) ☐ PG1: ____ ☐ PG2: ____ ☐ Other: _____

Immunisation records provided: ☐ YES ☐ NO

Form/Class: _____ House Faction: _____

Approved by Principal: ☐ NO ☐ YES on (Date): _____

Entered on School Information system by: _____ on (Date): _____

Student leaves school: (Date) _____ Date Transfer Note Sent: _____

Destination: _____

Records received from transferring school: ☐ NO ☐ YES on (Date): _____

RETENTION AND TRANSFER OF STUDENT ENROLMENT RECORDS:

1. **Enrolment Applications (successful) – The School to retain for 5 years after last action and then destroy.**
2. **Enrolment Applications (unsuccessful) – The School to retain for 2 years after last action and then destroy**
3. **Enrolment Register (Register of Admissions/Enrolment Cards used prior to the School Information System) – The School to retain for 7 years after last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.**
4. **Enrolment Records (managed in the School Information System) – The School must print out annually for all school leavers, the School must retain for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.**
5. **Student files – The School must negotiate with the previous school at the local level the transfer within 5 school days.**



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IMMUNISATION RECORD

It is a requirement of enrolment that you provide the school with a copy of the Australian Childhood Immunisation Register (ACIR) Immunisation History Statement before enrolment can be accepted. This Statement can be requested by phoning 1800 653 809 or emailing acir@humanservices.gov.au

BIRTH CERTIFICATE

If you don't have a copy, call the registry of Births, Deaths and Marriages on 1300 305 021 or by attending Busselton or Bunbury Court House. You will need to give the child's name, date of birth and mother's full name.



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SmartRider
A smarter kind of ticket

Dear Parents/Caregivers

STUDENT SMARTRIDER CARDS

Parent/Caregivers should be aware that students will require a **Student SmartRider Card** in order to access concession travel on Transperth, bus rail and ferry services along with Transwa country road and rail services.

In order to issue the SmartRider Card, Busselton Senior High School requires Parent/Caregiver consent to release student details (name, date of birth, address, Curriculum Council or student number, including a photograph) to the Public Transport Authority (PTA). This is for the purpose of registering students for concession travel. Only students who provide Parent/Caregiver permission for the release of these details will be issued with a card through their school.

The PTA must comply with the privacy requirements for the Public Sector and as such, will only be using information provided by the school for the issuance of the Student SmartRider Concession Card.

If you would like your child to be issued with a Student SmartRider Card free of charge through Busselton Senior High School, please complete and sign the Parent/Caregiver Consent Form below.

Please note, replacement cards may be ordered and will incur a \$5.00 fee.

Yours sincerely

John Watters

Principal

Busselton Senior High School

*P.S. For queries regarding the 'Orange' school bus service **only**, please go to the following website: www.schoolbuses.wa.gov.au or email schoolbus@pta.wa.gov.au*

Parent/Legal Guardian Consent for Release of Student Details

I/ _____ (given name) _____ (family name) give

Permission for _____ (student's full name) details to

be released to the PTA for the purpose of issuing a Student SmartRider card.

Signature _____ Date _____



The Waalitj Kaaditjin* Academy has been established to support and promote Aboriginal education at Busselton Senior High School. All Aboriginal and Torres Strait Islander (TSI) students are invited to join the Academy upon enrolment.

At Busselton SHS we value and celebrate the diverse cultures of our Aboriginal and Torres Strait Islander students and their families. We are fully committed to improving outcomes for Indigenous students and helping each to succeed at school. The Waalitj Kaaditjin engagement program strives to meet the needs of our students and support them in achieving their goals.

Waalitj Kaaditjin aims to address three areas of our ATSI students' interests and concerns; connection to culture, health and wellbeing, and sports. BSHS have created strong partnerships with a number of organisations in order to be able to meet outcomes linked to these 3 areas that have been identified by our students as areas they would like support in. The school has also established an academic relationship to support select students.

Connection to Culture – Undalup Association Inc. embraces the Aboriginal culture. Undalup believe that the shared ownership of events and projects will lead to a more reconciled and respectful future giving us all a sense of belonging and drawing everyone into the culture, spirit and history of the area. We have been fortunate to offer many On Country excursions to our students to further develop their knowledge of their culture and history such as visits to Ngilgi Cave, Ellensbrook House, surfing in Margaret River, planting native species in Meelup. These are just some of the opportunities we have offered our students through our collaboration with Undalup.

Health and Wellbeing – The South West Aboriginal Medical Service (SWAMS) is a Noongar controlled health organisation who provide health care services to Aboriginal people in a way that reflects self-determination and advances overall health status. The SWAMS bus visits our school at various times throughout the year and offers a free clinical service to our Aboriginal students. We have recently also welcomed a SWAMS mental health worker to our school who is available for any of our Waalitj Kaaditjin children to have a yarn with.

Sports – The Stephen Michael Foundation was established by the South Fremantle Football Club to deliver programs that support the development of youth as valued members of their community. Areas they will focus on developing include: leadership and decision making; coaching and umpiring; AFL skill development; physical and mental health; Aboriginal culture and employment in sport. This is a new partnership that BSHS have formed and we look forward to commencing with the foundation in 2020.

Academics – Aurora Education Foundation is a national not-for-profit organisation that focuses on Indigenous education. Delivered by specialist Aboriginal and Torres Strait Islander staff, mentors and Elders, the Program provides each student with over 200 hours of wrap-around support each year. This includes 20 days of residential academic camps, tutoring, mentoring, well-being support, academic equipment (for example, laptops and Wi-Fi), as well as post Year 12 transition support. This is also a new partnership commencing in 2020.

* Waalitj – Sea Eagle, Kaaditjin – Knowledge



Enrolment Form – please return to Student Services

All Aboriginal and Torres Strait Islander students are invited to enrol in the Waalitj Kaaditjin Academy. Students are also able to opt out at any point; however, they then may not be offered certain excursions/opportunities which are delivered exclusively through the Academy.

Student name: _____

Year group entering: _____

Previous school: _____

Future aspirations: _____

Student Contract

I, _____ understand that being a member of Waalitj Kaaditjin is something to be proud of and as such agree to the following:

- Respect all members including other students and staff
- Observe and uphold BSHS REAL expectations whilst at school and on excursions
- Wear school uniform
- Participate in all opportunities offered by Waalitj Kaaditjin
- Maintain attendance at school

Student signature: _____

Parent/carer signature: _____

Waalitj Kaaditjin representative signature: _____

Date: _____

Please see the attached information regarding excursions.



Dear Parent/Guardian

Students enrolled in Waalitj Kaaditjin during 2022 will be offered a number of excursions and incursions throughout the year. A number of these excursions will be within the local area visiting local beaches in Busselton or Dunsborough, visiting primary schools or heading down to culturally significant locations in Margaret River. In order to reduce the number of consent forms you may need to fill in we are seeking permission for your child to attend excursions throughout the year that occur within the local area.

Prior to the excursion, we will still communicate with you regarding the full details of the excursion but you won't be required to send a consent form in. If you do not give consent for a particular excursion we will require a text, phone call, email or note asking for your child to not be included.

Excursions that go further afield e.g. Bunbury or Perth or overnight camps will still require consent at which point we will send the paperwork home to you.

Please fill in the attached consent form if you give your consent for your child to participate in local excursions only. Also please note that the Busselton SHS mobile phone policy applies for all excursions so students are not allowed to take them whilst off school site.

Yours sincerely

Mandy Carey




Associate Principal

Gwen Gray

Aboriginal Islander Education Officer

CONSENT FORM FOR EXCURSIONS: Waalitj Kaaditjin 2022

Contact Information

Student Name:		Year:
Date of Birth:	Mobile Phone Policy Acknowledgement:	
Parent / Guardian Name:		Medicare No: Place:
 Home:	 Work:	 Mobile:
Other:		

Medical Details

Update

The following details have changed from those recorded on my child's medical information form at the start of this year. (For example your child may have developed asthma, epilepsy, diabetes, allergies)

If insufficient space, please continue over page or attach another sheet.

Self-Administration of Medication

My son/daughter self-administers medication and I give my consent for a staff member to administer that medication if s/he is unable to do so.

Yes ☐ No ☐ Not relevant ☐

'Over the Counter' Medications

If required by my son/daughter's condition, staff members have my permission to administer

Paracetamol Yes ☐ No ☐

Ibuprofen (eg Nurofen) Yes ☐ No ☐ (Not to be given to sufferers of asthma)

Water Activities

My child has achieved Swimming Stage Number: _____

I am unsure of my child Swimming Stage, please assess my child: *(Please tick)* ☐

Excursion Related Photographs

Photographs of my son/daughter may be published by this school or the media.

Yes ☐ No ☐

I have read and understood the information and accept the conditions (DOE Liability Policy) regarding the Physical Education class excursion and give my consent for my son/daughter to attend.

Signature of Parent/Guardian: _____

Date: _____



Geographe Bay
music

YEAR 7 2022 MUSIC APPLICATION FORM

NAME OF STUDENT: _____

CURRENT SCHOOL ATTENDING: _____

1. I would like my child to study (please tick **one** of the following boxes)

☐

Option 1
Class Music without Instrumental Music



Go no further

☐

Option 2
Class Music & Instrumental Music



Go to Q2

2. Please tick the following boxes as appropriate:

☐

My child is currently learning an instrument **privately** and would like to participate in Class Music at Busselton Senior High School

Instrument: _____ Teacher: _____

☐

My child is currently learning an instrument through the Instrumental Music Program at the primary school and will be continuing Instrumental Music at Busselton Senior High School

Instrument: _____ Teacher: _____

☐

I would like my child to begin a musical instrument through the Instrumental Music Program in Year 7.
(Please note positions are subject to test results and availability of instruments)

PLEASE NUMBER ALL OPTIONS IN ORDER OF PREFERENCE:

Percussion _____

Trombone _____

Euphonium _____

Saxophone _____

Tuba _____

French Horn _____

Bass Guitar _____

Parent / Guardian Signature: _____



PARENT HANDBOOK



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WELCOME TO BUSSELTON SENIOR HIGH SCHOOL



Busselton SHS was established in 1958, serving the local community for over 50 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. 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. Busselton SHS's Waalitj Kaaditjin Academy provides support and opportunities for our Aboriginal and Torres Strait Islander students, and is dedicated to improving outcomes at school and helping each student succeed at school. 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.

Busselton Senior High School Executive Team

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 log onto our user friendly portal Compass and submit absentees. Please contact Student Services if you require your Compass log on. You can also text our 'MessageOutreach' service on 0400 212 523 or email our team in Student Services Busselton.SHS.StudentServices@education.wa.edu.au. Please note that we require the students full name and reason for their absence so we can record it accurately.

COMPASS

Busselton Senior High School uses Compass for all attendance, pastoral care, parent evenings/meetings and excursions. Upon commencement, parents will receive a login and password to access the platform, as well as instructions on how to use Compass. There is an app you can download to your phone or you can use a PC. You can submit attendance notes through Compass, explaining your students absences. All excursions will be managed through Compass which means that permission letters will be online, consent will be given online and payments can also be made online. Compass also allows parents and teachers to communicate directly and is very user friendly.

CONNECT

Connect is an integrated online environment developed by The Department of Education for staff, students and parents in public schools. Connect is primarily used for teachers, parents and students to exchange curriculum and classroom information. 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. Connect gives You will be able to view latest notices from the classroom and your child's reports and assessments.

If you require your Connect password to be resent to you please email Busselton.SHS.StudentServices@education.wa.edu.au.

FACEBOOK AND INSTAGRAM

Busselton Senior High School has its own Facebook and Instagram pages. We use these online spaces to celebrate our successes, share news from the school, events that are happening, and remind parents of excursions, camps etc. We encourage you all to like our page Facebook page @busseltonseniorhighschool, and follow us on Instagram @busseltonhighschool, 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 Busselton.SHS.StudentServices@education.wa.edu.au

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 age which, 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?** *Contact your school immediately and seek support. Your child's school has qualified and skilled people to support you in getting your child to school.*
- 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 Principal of the reason for the student's absence as soon as practical.

EVERY day
counts
attendance matters

POSITIVE BEHAVIOUR SUPPORT

BSHS is a 'Positive Behaviour Support School'. We will teach, encourage and reward 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 behavior.

LESSONS

Your child will be taught lessons on a regular basis, so that they know and understand the behaviours and then they will be acknowledged for those behaviours throughout the week with REAL tickets. The lesson of the week will be on the white board. The REAL focus will then be acknowledged throughout that week with the use of REAL tickets. Throughout the week, students will be monitored by classroom teachers to ensure that they have learnt and are applying their PBS behaviour. 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 Busselton SHS's acknowledgement system. They are linked to the school matrix and are given out for displaying the appropriate behaviours of our matrix. REAL tickets are rewarded via the PBIS app.

REAL TICKETS

These are handed out electronically by 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). These points can be used to purchase items and the totally 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 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 chilling in a bean bag.
 - gym time at Break 2
 - canteen vouchers between \$1 and \$5 and other canteen items
- Your child will have a chance to win a randomly drawn prize on the day of the count. Year 7-10 have a chance to win a **\$5 canteen voucher**. Year 11-12's are added together for a single Year 11 and Year 12 draw worth \$20.
- Throughout the year we have **REAL excursions**. Your child will need a minimum of 50 REAL tickets and have 90% attendance to be eligible to attend. 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 30 tickets to go the School Ball.
- All students need a minimum of 100 tickets to attend Country Week.
- At the end of each semester the person with the highest number of REAL tickets wins a \$50 prize for each year group. There is also a random draw with the chance to win a \$30 voucher per Year group. Finally there are two movie passes drawn for each year group.
- **Pizza rewards** are given out in the class in which the tickets are counted. As soon as the class reaches 1000 tickets and each subsequent 1000 tickets, they are eligible for a Pizza lunch. It will cost \$5 each and if your child has handed in 30 REAL tickets they will be eligible. This ensures all students are deserving of the reward.



**Respect
Empathy
Achieve
Learn**



BUSSETON SENIOR HIGH SCHOOL

shows REAL values by ...

Where?	Showing RESPECT we	Having EMPATHY we	Striving to ACHIEVE we	Endeavouring to LEARN we
All Settings	<ul style="list-style-type: none"> communicate using appropriate language listen to and follow staff instructions wear the school uniform care for our environment ensure mobile phones are off and away all day represent our school with pride 	<ul style="list-style-type: none"> support and include others consider others well-being resolve conflict positively display good sportsmanship 	<ul style="list-style-type: none"> participate in all activities to the best of your ability learn from our mistakes actively problem solve keep working when things are challenging 	<ul style="list-style-type: none"> arrive on time use entrance and exit procedures transition quickly and quietly ask for help when we need it understand it's okay to get things wrong
Classroom	<ul style="list-style-type: none"> put our hand up to ask questions use equipment appropriately take responsibility for our own actions 	<ul style="list-style-type: none"> accept and understand differences acknowledge and accept appropriate feedback collaborate in activities and group work support the learning of others 	<ul style="list-style-type: none"> ask and accept feedback to improve stay on task complete our work understand our lesson objective 	<ul style="list-style-type: none"> take pride in our work are prepared and equipped for class work for the whole lesson are engaged in class activities are prepared to respond
Self	<ul style="list-style-type: none"> treat ourselves and others with kindness build positive relationships accept and support diversity honour all our cultural connections utilise online platforms in a positive manner 	<ul style="list-style-type: none"> reflect on our impact on others recognise and regulate emotions engage with support services set boundaries with friends and relationships 	<ul style="list-style-type: none"> use character strengths are resilient, persevere and challenge ourselves strive to reach our goals 	<ul style="list-style-type: none"> use a growth mindset seek help when needed understand how to support ourselves and others develop healthy habits



Waalitj Kaaditjin

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 award program. The school provides a comprehensive pastoral care structure that includes three Associate Principals, three Year Coordinators, School Psychologist, Nurse, two Aboriginal and Islander Education Officers, 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 relationships established between all members of the school community.
- Classroom rules, routines and processes negotiated 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.

CONTRIBUTIONS AND CHARGES

Each year Busselton Senior High School will release 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 additional 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 2020 school year.

Payments can be made by any of the following methods below.

CREDIT CARD PAYMENT– Online BPOINT or over the phone 9751 8900.

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 are as follows:

Busselton Senior High School BSB: 066-508 Account Number: 00900007

Reference: Include student surname as reference. This is essential to ensure payment is allocated correctly to your child's account.

CENTRELINK CENTREPAY– Reference Number 55069915H. Enquire at your local Centrelink.

DIRECT DEBIT– Complete a Direct Debit Authority Form (available at BSHS Accounts).

QKR- 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.

If you have any questions regarding accounts or payments please come and see our friendly office staff.

BOOKLISTS

During Term 4 2021, the booklists for the 2022 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 DATES FOR 2022

Term 1	Mon 31st January—Friday 8th April
Term 2	Tuesday 26th April—Friday 1st July
Term 3	Monday 18th July—Friday 23rd September
Term 4	Tuesday 10th October—Thursday 15th December

** Please note these dates may be subject to change.



MOBILE PHONE POLICY

Students are allowed to have mobile phones at school provided they conform to the acceptable usage guidelines which are as follows:

- At no time during class are students to have mobile phones visible.
- Mobile phones must be switched off during class time (silent is not acceptable).
- Students must not be using their phones as clocks, mp3 players, cameras, calculators, recording etc during class times. These are not legitimate excuses.
- Students are solely responsible for the security of their phone and accept the risk associated with them being stolen.
- Phones are not to be used to harass or threaten other students at any time (sms, calls, email).
- Phones must not be used to hamper staff in the course of their duties at any time (sms, calls, email).
- Phones must not contain offensive material (ring tones, pictures, videos etc)
- Students are not to film or photograph other students or teachers without permission - this includes filming fights or other disruptions.

CONSEQUENCES

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.

SANCTIONS

- **First Offence** Student services will keep the phone and issue the student with a letter explaining the school's policy. This letter is to be taken home and signed by their parent(s). Only after the signed letter is returned will the phone be returned - usually the next school day.
- **Second Offence** Student services will keep the phone and issue the student with a letter explaining the school's policy and notifying the parent that they must attend the school in person to collect the phone - it will not be returned to the student under any circumstances.
- **Subsequent Offence(s)** As per second offence but further disciplinary action will be considered and enacted.

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



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 standard 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 places 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

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 etc
FOOTWEAR	Enclosed shoes Sandals with a strap. Appropriate for Learning Area.	Thongs, ugg boots, slippers
HATS/BEANIES		Not allowed in classrooms

WHERE TO BUY SCHOOL UNIFORMS

Uniforms are available for purchase at Uniform Concepts.

33 Bussell Highway, West Busselton WA 6280

PH: (08) 9270 4663

Email: busselton@uc.nellgray.com.au

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 range of 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.

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 programs, 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.

FOOD FOR THOUGHT

Food for Thought is a homework class that runs every Thursday in the library after school until 5pm. It is open to all students who need some help with their studies or just use the time as a quiet place to do homework. Maths and English teachers are always in attendance and HASS and Science teachers can be there on a needs basis. Ham and cheese toasties are also provided whilst students work.

LESSON TIMES

PERIOD	FROM	TO	DURATION
Warning Bell: Move to Period 1	8.47am		3 minutes
Period 1	8.50am	9.54am	64 minutes
Period 2	9.54am	10.58am	64 minutes
Break 1	10.58am	11.26am	28 minutes
Period 3	11.26am	12.30pm	64 minutes
Period 4	12.30pm	1.34pm	64 minutes
Break 2	1.34pm	2.02pm	28 minutes
Period 5	2.02pm	3.06pm	64 minutes

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 child's 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 through TransRegional. Timetables, route maps and fare guides can be accessed <https://www.pta.wa.gov.au/our-services/regional-town-bus-services>



REGIONAL SCHOOL BUSES

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



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 2020 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

The 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 communication and 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 school newsletter. 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

All parents and caregivers are encouraged to be involved.

CONTACT INFORMATION

The staff at Busselton Senior High School are always here to help. If you have any queries or would like further information please contact the school and one of our friendly staff will help you.

(+61) 8 9751 8900

Busselton.SHS.@education.wa.edu.au

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Busselton WA 6280



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