



Application for Enrolment in a Western Australian Public School (Part A)

You must complete a separate enrolment application for each student. You need to complete an enrolment application form if:

- You are enrolling a child in Kindergarten for the following year.
- You are enrolling a child in Pre-primary for the following year.
- You are enrolling a child in Year 7 at a new school for the following year.
- You are enrolling a child transferring from another school in any year level.

Submitting an application for enrolment does not guarantee you will receive a place at the school. The school will notify you in writing of the outcome of your application.

If you are unable to complete this application form, please contact the school for help.

For more information please visit the Department of Education [website](#).

SCHOOL NAME

School name

PERSONAL DETAILS (Please complete all details below)

Child's surname

Legal surname (if different)

Given names

Date of birth (dd/mm/yy) / / Gender Male Female Not Specified

Parent Surname

Parent First Name Title Mr Mrs Ms Other

Residential Address
(must be completed)

Postcode

Postal Address (if different
from residential address)

Postcode

Telephone (Home)

Telephone (Work)
(If convenient)

Mobile Phone No.

Email

PERSONAL DETAILS (Continued)

Year Level enrolling in

Start date: Beginning of school year 2022

YES

NO

If no, indicate start date / /

If applicable, year level your child is currently enrolled in (e.g. Year 6)

If applicable, name of school at which your child is currently or was last enrolled

Are there any Family Court Orders regarding the day to day or long term care, welfare and development of your child?

YES

NO

Does your child have an Australian Immunisation Register (AIR) Immunisation History Statement?

YES

NO

If your application is accepted, you will be asked to provide an Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old.

Are you applying to enrol your child in a specialist program at this school?

YES

NO

Name of specialist program

Will there be any brothers or sisters attending this school?

YES

NO

Name/s and year levels

Is your child currently under suspension from a school?

YES

NO

If yes, name of school

Is your child a temporary resident?

YES

NO

If yes, please indicate:

Date entered Australia if born overseas. / /

Visa Sub Class No.

Visa expiry date / /

Does your child have health or medical condition, disability or additional needs?

YES

NO

This information will assist the school principal in planning to provide the best educational program for your child. Please provide details:

DECLARATION

The information and statements provided in this application for enrolment are true and accurate in relation to:

Name of person enrolling child

Title	Mr	Mrs	Ms	Other
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Relationship to child

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

Telephone (Home)	Telephone (Work)

Telephone (Work)

Mobile Phone No.

Signature _____ **Date** / /

Date / /

If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct

Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

DOCUMENTS TO BE PROVIDED

The school will advise you of any additional documentation required.

Checklist: Check the box ☐ to indicate documents you can provide to support this application.

1. Birth Certificate or extract or other identity documents
2. Copies of Family Court or any other court orders (if applicable)
3. Proof of address
4. Information relating to suspensions
5. Information relating to health or medical condition, disability or additional needs (if applicable)
6. If your child is not a permanent resident of Australia, you must provide evidence of current visa subclass and previous visa subclass (if applicable, such as if current visa is a bridging visa)

Please provide any other relevant information.

OFFICE USE ONLY

Documents provided:

- | | | |
|--|-----|----|
| 1. Birth Certificate or extract or other identity documents | YES | NO |
| 2. Copies of Family Court or any other court orders | YES | NO |
| 3. Proof of address | YES | NO |
| 4. Information relating to suspensions | YES | NO |
| 5. Information relating to health or medical condition, disability or additional needs | YES | NO |

Date application received / / **Year Level**

Principal's approval	Application for Enrolment approved	YES	NO
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[illegible]

Signature of principal/delegate	Date	/	/
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Student Enrolment Form (PART B)

The Student Enrolment Form should be completed if you wish to accept an offer of a place at our school. The student's enrolment is complete once this form is submitted to the school with the necessary documentation.

Family details should include the details of the parent/carer residing at the same address as the student. Details relating to parents or other carers not residing with the student may be included in other contact details. You will also need to complete a Student Health Care Summary. Please complete the forms in English. Please contact the school if you require assistance with translation.

Older devices and some smart devices may need Adobe Reader to use this form. A free version of Adobe Reader is available to download via <https://get.adobe.com/reader/>.

SCHOOL NAME

School name

Year Level entering

STUDENT DETAILS

Student surname

Legal surname (if different)

Previous Surname
(if applicable)

1st Name

2nd Name

3rd Name

Preferred Name

Date of birth (dd/mm/yy)

/ /

Gender

Male

Female

Other

Residential Address

Postcode

Telephone (Home)

Car Registration (if applicable)

Student's Religion
(if applicable)

Is the student to be withdrawn from religious instruction or activities?

YES

NO

STUDENT DETAILS (Continued)

Is the student of Aboriginal or Torres Strait Islander origin?

If yes, please click the below link to enrol in the Waalitj Kaaditjin program:

<https://www.busseltonshs.wa.edu.au/wp-content/uploads/2021/11/Waalitj-Kaaditjin-enrolment-form-2022.pdf>

No Yes, Aboriginal Yes, Torres Strait Islander (TSI) Yes, both Aboriginal and TSI

Does the student speak a language other than English at home?

No, English only Yes, Aboriginal English Yes, other language - please specify

(If more than one language, including an Aboriginal language, indicate the one that is spoken most often)

What was the first language spoken at home?

Does the student mainly speak English at home? YES NO

EVIDENCE OF IMMUNISATION STATUS

The student's Australian Immunisation Register (AIR) Immunisation History Statement shows the immunisation status is:

Up to date Not up to date The student has an Immunisation Certificate issued by the Chief Health Officer

SIBLING DETAILS

Full Name/s of siblings attending this school

Student lives with:

Both Parents

Parent/Carer 1 Name Relationship to student

Parent/Carer 2 Name Relationship to student

Independent minor Name Relationship to student

Adult Student Name Relationship to student

Other, please specify Name Relationship to student

RESIDENCY STATUS

Nationality (optional)

Country of Birth

Is the student an Australian citizen? YES NO

If No, Is the student a permanent resident of Australia? NO YES - If Yes, Visa Sub Class Number

Is the student a temporary resident of Australia? YES NO

If Yes, Date of Arrival in Australia / / Visa Sub Class Number

Visa Expiry Date / /
(if applicable)

PREVIOUS SCHOOL

Previous School

If previously enrolled in Home Education, specify the Education Region

DISABILITY

Does the student have a disability?

YES NO

If Yes, please specify

Please tick if you can provide documentation about (The school will request copies of this information)

Autism

Physical Disability

Deaf or Hard of Hearing

Severe Mental Disorder

Global Developmental Delay (prior to age 6)

Specific Speech and/or Language Impairment

Intellectual Disability

Vision Impairment

Other, please specify

CONFIDENTIAL INFORMATION

Is this student subject to any court orders in respect of their care, welfare and development or access restrictions?

YES NO

If YES, please specify and attach supporting documentation.

Does the family or student have a Health Care Card?

YES NO

If Yes, please provide card number

Expiry Date / /

Is this student in the care of Director General of the Department of Communities - Child Protection and Family Support (CPFS)?

NO YES - If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number.

District

Name

Contact Number

Does the student receive any of the following allowances? (Check the boxes that apply)

Secondary Assistance

Youth Allowance

Assistance for Isolated Children (AIC)

Abstudy

PARENT / CARER 1 DETAILS

Title		First Name			
Surname					
Relationship to the student					
Date of birth (dd/mm/yy)		/	/	Gender	Male Female Other
Postal Address (if different from student residential address)					Postcode
Telephone		Mobile Number			
Email Address					

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary but your information will help the Department of Education ensure that all students are being well served by our public schools.

Does Parent/Carer 1 speak a language other than English at home?

☐ NO, English only ☐ YES, other - please specify
(If more than one language, indicate the one that is spoken most often)

What is the highest year of school Parent/Carer 1 has completed?

☐ Year 12 or equivalent ☐ Year 11 or equivalent
☐ Year 10 or equivalent ☐ Year 9 or equivalent or below
(If you did not attend school, mark 'Year 9 or equivalent or below')

What is the level of the highest qualification Parent/Carer 1 has completed?

☐ Bachelor degree or above ☐ Advanced diploma/Diploma
☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification

What is the occupation group for Parent/Carer 1?

(Refer to Attachment 'Parent Occupation Groupings' for more information regarding the categories)

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

(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 month, enter '8'.)

PARENT / CARER 2 DETAILS

Title		First Name			
Surname					
Relationship to the student					
Date of birth (dd/mm/yy)		/	/	Gender	Male Female Other
Postal Address (if different from student residential address)					Postcode
Telephone		Mobile Number			
Email Address					

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary but your information will help the Department of Education ensure that all students are being well served by our public schools.

Does Parent/Carer 2 speak a language other than English at home?

☐ NO, English only ☐ YES, other - please specify
(If more than one language, indicate the one that is spoken most often)

What is the highest year of school Parent/Carer 2 has completed?

☐ Year 12 or equivalent ☐ Year 11 or equivalent
☐ Year 10 or equivalent ☐ Year 9 or equivalent or below
(If you did not attend school, mark 'Year 9 or equivalent or below')

What is the level of the highest qualification Parent/Carer 2 has completed?

☐ Bachelor degree or above ☐ Advanced diploma/Diploma
☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification

What is the occupation group for Parent/Carer 2?

(Refer to Attachment 'Parent Occupation Groupings' for more information regarding the categories)

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

(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 month, enter '8'.)

OTHER FAMILY DETAILS

If applicable, please talk to your school about:

- arrangements for the payment of contributions or charges;
- distribution of information, including student reports and newsletters

OTHER CONTACT DETAILS (People other than Parent/Carer 1 and Parent/Carer 2 who may be contacted in an emergency.)

CONTACT 1:

Title	First Name
Surname	
Relationship to the student	
Postal Address <small>(if different from student residential address)</small>	
Postcode	
Telephone (Home)	Mobile Number
Email Address	

CONTACT 2:

Title	First Name
Surname	
Relationship to the student	
Postal Address <small>(if different from student residential address)</small>	
Postcode	
Telephone (Home)	Mobile Number
Email Address	

PRIVACY AND DECLARATION

Please tick to confirm:

I understand:

that the student's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.

that information on the Enrolment Form will be used to meet the Department of Education's reporting requirements to other Government departments or agencies. This includes providing the Department of Health with my child's immunisation status as requested.

I declare:

This is the only enrolment I have made for the student.

I understand that I am required to notify the school as soon as any of the enrolment details for the student change.

I understand that if I provide false or misleading information the student's enrolment may be reconsidered or cancelled.

I have provided all documentation available to me.

Name of person enrolling student

Title

First Name

Surname

Relationship to the student

Signature

Date / /

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

If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct. Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

APPROVAL OF PRINCIPAL OR DELEGATE

Principal's approval

Enrolment approved

YES

NO

Signature

Date / /

OFFICE USE ONLY

Student's official documentation all sighted		Date	/	/	YES	NO
Birth certificate	Passport	Visa document/s				
Other, please specify						
Year/Form/Class				House Faction		
Student's Residency status		Australian citizen		Permanent resident	Temporary resident	
International Fee Paying				YES	NO	
Entry Date		/	/	Previous School		
LOTE Stage		Records received			YES	NO
Contributions/Charges Billing		PG1 (%)		PG2 (%)	Other (%)	
School records (including reports, to be sent to)		PG1	PG2	Other		
AIR Immunisation History Statement provided				YES	NO	
Date of issue		/	/	Immunisation status is	Up to date	Not up to date
Date AIR sighted		/	/			
If not up to date, additional request/s for documentation on date/s:						
Immunisation Certificate issued by the Chief Health Officer					YES	NO
Kindergarten eligibility for immunisation exemption:				Code		
Enrolment approved by Principal		YES	Date	/	/	NO
Entered on School Information system by				Date	/	/
Student leaves school (Date)		/	/	Advice of Transfer (Date)	/	/
Destination						
Records received from transferring school		YES	NO	Date	/	/

Relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this form

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
<p>Senior executive/ manager / department head in industry, commerce, media or other large organisation.</p> <p>Public service manager (section head or above), regional director, health/ education/police/ fire services administrator.</p> <p>Other administrator [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p>Defence Forces Commissioned Officer.</p> <p>Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p>Air/sea transport [aircraft/ships captain/officer/ pilot, flight officer, flying instructor, air traffic controller].</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager [finance/ engineering/production/ personnel/ industrial relations/ sales/marketing].</p> <p>Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer].</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author]. or media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.</p> <p>Business/administration [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p>Defence Forces senior Non-Commissioned Officer.</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/ women are included in this group.</p> <p>Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/ filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk].</p> <p>Skilled office, sales and service staff</p> <p>Office [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p>Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].</p> <p>Service [aged/disabled/refuge/ child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/ supervisor].</p>	<p>Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office [typist, word processing/ data entry/business machine operator, receptionist, office assistant].</p> <p>Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].</p> <p>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included in other groups.</p> <p>Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.



FORM 1

STUDENT HEALTH CARE SUMMARY

SECTION A

Year	Form	Teacher
Student's name		
Date of birth (dd/mm/yy)	/	/
Gender	Male	Female
Address		Postcode

FAMILY CONTACT DETAILS

Name	
Relationship to student	
Address	
Postcode	
Telephone (Home)	Telephone (Work)
Telephone (Mobile)	
Name	
Relationship to student	
Address	
Postcode	
Telephone (Home)	Telephone (Work)
Telephone (Mobile)	

MEDICAL DETAILS

Medical practice

Doctor 1

Telephone

Doctor 2

Telephone

Do you have ambulance insurance? YES NO - If yes, specify insurance provider:

If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.

List any essential information that could affect your child in an emergency e.g. allergy to penicillin.

Medicare Card number

Medicare Card Individual
Reference Number (IRN)

Expiry date (dd/mm/yy) / /

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? (Check the box that applies)

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 / /

If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct. Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

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 (Check the box that applies)	Will school staff require specific training to support your child?	
Severe Allergy/Anaphylaxis	YES	NO
Minor and Moderate Allergies	YES	NO
Diabetes	YES	NO
Seizures	YES	NO
Asthma	YES	NO
Activities of Daily Living	YES	NO
Other Conditions or Needs (Please specify below)	YES	NO

Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?

YES NO - If yes, advise the Principal:

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

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 below:

Parent/Carer Signature **Date** / /

Parent/Carer Name

If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct. Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

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.

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:			Date	/	/



BUSSELTON
SENIOR HIGH SCHOOL

RESPECT • EMPATHY • ACHIEVE • LEARN

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.



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: _____

Parent Phone: _____

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)

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: _____



BUSSELTON

SENIOR HIGH SCHOOL

RESPECT • EMPATHY • ACHIEVE • LEARN



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 _____



PARENT HANDBOOK



BUSSETON
SENIOR HIGH SCHOOL

RESPECT • EMPATHY • ACHIEVE • LEARN

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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**

BUSSELTON 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



Waaletj 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.

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