Parent Handbook



BUSSENIOR SELTON

RESPECT • EMPATHY • ACHIEVE • LEARN

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Welcome to Busselton Senior High School

Dear Caregivers,

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

Busselton SHS has a sound breadth of ATAR courses that includes:

- Biology
- Chemistry
- English
- Geography
- Mathematics
- Modern History
- Music
- Physical Education
- Physics
- Psychology
- Visual Arts

A Certificate IV 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 previous years, BSHS has had the highest median ATAR score in the region and been recognised as the VET School of the Year Australia wide.

Students have an opportunity to complete a Certificate II in Engineering, Building and Construction, Business and Sport Recreation. Our specialist music program has received acclaim locally, nationally and internationally. Our Waalitj Kaaditjin Academy provides support and opportunities for our Aboriginal and Torres Strait Islander students. The academy is dedicated to improving outcomes at school and helping each student succeed at school.

At BSHS we also offer an extensive range of programs in Visual Arts, Physical Education, Design and Technology, Computing and Home Economics. We provide a number of enrichment activities such as sporting events, national and international excursions, after school programs and other leadership opportunities that enhance the learning students receive at Busselton Senior High School. Subject 'catch up' classes 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, learning of our rich heritage and the exciting offerings available to our students. If you would like to find out more, please do not hesitate to contact us.

Kind Regards, 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 all absentees in writing. Therefore if s student is going to be away, we encourage you to log into our user friendly portal Compass and submit absentees. Please contact Student Services if you require your Compass log in.

You can also SMS our Message Outreach service on **0400 212 523** or email our Student Services team at **Busselton.SHS.StudentServices@education.wa.edu.au**. Please note we require the students full name and reason for their absence.

COMPASS

Busselton Senior High School uses Compass, a user friendly app, for all attendance, pastoral care, parent evenings/meetings and excursion information. Upon commencement, parents will receive a login and password to access the platform, as well as instructions of how to use Compass. There is an app you can download to your mobile phone or you can use a PC. Attendance notes can be submitted through Compass explaining your child's absences. All excursions will be managed through Compass, meaning permission letters will be online, consent will need to given online and payments can also be made online. Compass also allows parents and teachers to communicate directly.

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. You will be able to view the latest notices from classrooms and your child's reports and assessments. Should 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 platforms to celebrate our students successes, share news from the school, events that are happening, and to remind parents and caregivers of upcoming excursions, camps etc. We encourage you to like our Facebook and Instagram page to stay up to date with all that is happening.

Facebook: @busseltonseniorhighschool Instagram: @busseltonhighschool

Communication

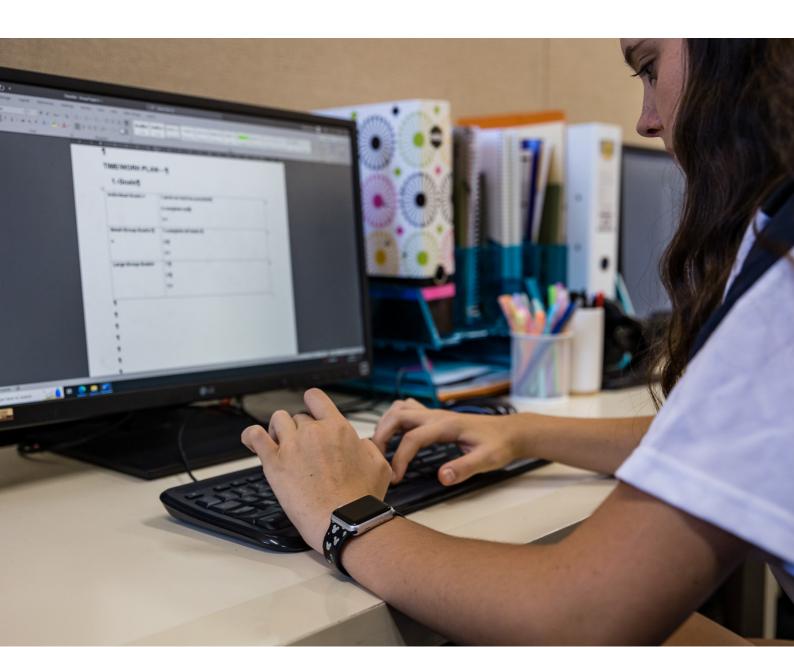
EMAIL

To ensure we are keeping our community up to date, we will often email information as well as using the methods above. It is imperative that we have the correct email address for you so you are able to stay informed. If you need to update your details, 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 www.busseltonshs.wa.edu.au

If you have any questions, 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.

FREQUENTLY ASKED QUESTIONS

1) Does my child have to attend school?

YES, if your child is of compulsory school age which, in Western Australia, means from Pre-Primary 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. We have qualified and skilled staff 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 and friendships are sustained.

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

Please provide us with a genuine reason explaining the absence.

6) Regular days off school in the early years is OK and isn't a concern is it?

YES, it is. Children develop attendance patterns early and 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 rate = 4 years of school missed

There is no safe threshold for absence. If a student is absent, a parent or caregiver must notify the Principal of the reason for the student's absence as soon as possible.

Positive Behaviour Support

Busselton Senior High School is a 'Positive Behaviour Support School' (PBS). We will teach, encourage and reward students for exhibiting our REAL attributes (Respect, Empathy, Achieve, 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 regard to behaviour.

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LESSONS

Your child will be taught lessons on a regular basis, so that they know and understand the behaviours. They will then be acknowledged for those behaviours throughout the week with REAL tickets. 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 the BSHS acknowledgement system. They are linked to the schools matrix and are given out for displaying the appropriate behaviours of our matrix. REAL tickets are rewarded via a 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 desktop computer, iPad or mobile device (the mobile phone policy applies). These points can be used to purchase store items and the total tally also allows them to participate in REAL excursions run by the school. Students can log into the app to see how many points they have to spend and they can also see if the teachers have left any comments for them as well.

Positive Behaviour Support

School Store

Students can use their REAL tickets to purchase items from the school store such as:

- Student HUB time a tBreak 1 or 2. Activities in the HUB include a pool table, foosball,
- tennis table, watching videos, console gaming or just 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 students have a chance to win a \$5 canteen voucher and Year 11-12 students are added together for single Year 11 and 12 draw worth \$20.

REAL Excursions

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 activities such as paintballing, movies, beach days, mountain biking the list goes on.

REAL tickets are also required for special excursions. Year 12 students need a minimum of 30 tickets to attend the School Ball. All students need a minimum of 100 points to attend Country Week.

Rewards

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 movies 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, they are eligible for a pizza lunch. It will cost \$5 each and if your child has handed in 30 REAL tickets, they are eligible. This ensures all students are deserving of the reward.

PASTORAL CARE

Busselton Senior High School 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 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 Associate Principals, School Psychologist, Nurse, Aboriginal and Islander Education Officers (AIEO) and Student Services Coordinators.

BUSSELTON SENIOR HIGH SCHOOL



WHERE?)			
	Showing RESPECT we	Having EMPATHY we	Striving to ACHIEVE we	Endeavouring to LEARN we
 Commappro appro appro appro All Listen instru instru Settings Ensur off an off an off an pride pride 	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	 Support and include others Consider others well-being Resolve conflict positively Display good sportsmanship 	 Participate in all activities to the best of your abilities Learn from our mistakes Actively problem solve Keep working when things are challenging 	 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
 Put or put or question Classroom Use of approximation Take own 	Put our hand up to ask questions Use equipment appropriately Take responsibility for our own actions	 Accept and understand differences Acknowledge and accept appropriate feedback Collaborate in activities and group work Support the learning of others 	 Ask and accept feedback to improve Stay on task Complete our work Understand our lesson objective 	 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
 Trea With With Build Build Build Build Acce Build Acce Self Acce Build Acce Conr Conr Posi Posi 	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	 Reflect on our impact on others Recognise and regulate emotions Engage with support services Set boundaries with friends and relationships 	 Use character strengths Are resilient, persevere and challenge ourselves Strive to reach our goals 	 Use a growth mindset Seek help when needed Understand how to support ourselves and others Develop healthy habits











Bullying Policy

As a public school, Busselton Senior High School 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.

BSHS 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. Bullying:

- is usually deliberate and repetitive
- may be physical or psychological (verbal and non-verbal)
- in a physical form can include pushing, hitting, punching, kicking or any other action causing hurt or injury
- in a psychological form includes intimidation and ostracism
- in a cyber form includes using internet services 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.

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 nonaggressive behaviours by all adults in the school
- Active intervention when bullying occurs
- Skilling of students and staff in conflict resolution and restorative justice strategies

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

It is ok to tell someone if you are being bullied

A student has the right to seek assistance as soon as they feel threatened

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 this opportunity are solely responsible for the security of their phone and accept the risks associated with it being stolen or damaged.

MOBILE PHONE PROCEDURE

- Students must turn their mobile phones off or to aeroplane mode as soon as they arrive to school
- Students have the opportunity to hand in phones to Student Services on arrival to school
- Upon leaving school, students must report to Student Services and retrieve their phone
- If a student is found in breach of these guidelines, 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 under the following conditions:

FIRST BREACH

- The student will hand their mobile phone to the teacher/staff member
- The teacher/staff member will record the breach on COMPASS
- The teacher/staff member will hand over the mobile phone to Student Services at their earliest convenience where it will be logged (letter sent home) and stored for the remainder of the day
- 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 the day.

SECOND AND SUBSEQUENT BREACHES

- The above process will be followed however at the end of the school day, a Parent/Guardian will be able to collect the mobile phone from the Front Office/Student Services/Deputy Principal. The mobile phone will not be returned to the student.
- Students who are repeatedly breach this Policy will face further consequences such as detention and lost of privileges and rewards
- If a student fails to relinquish their mobile phone to a staff member, the matter will be followed up by 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

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 assists the student to achieve their potential.

WHAT IS THE PURPOSE OF HOMEWORK AND HOME STUDY?

- To reinforce the work done in class
- To encourage students to explore and use a winder 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 to time manage to develop effective study habits for Year 11 and Year 12 studies

WHAT IS HOMEWORK AND 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 of 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 work (or study) 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 they 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 not absolute):

<u>YEAR 8:</u> 1 TO 1.5 HOURS 4 DAYS/WEEK <u>YEAR 9:</u> 1.5 TO 2 HOURS 4 DAYS/WEEK <u>YEAR 10:</u> 2 TO 2.5 HOURS 5 DAYS/WEEK <u>YEAR 11:</u> 2.5 TO 3 HOURS 5 DAYS/WEEK <u>YEAR 12:</u> 3 TO 3.5 HOURS 5 DAYS/WEEK

Year 11 and Year 12 students students studying Wholly School Assessed (WSA) subjects should complete 2.5 to 3 hours 5 days per week in order to maximise their results. Parents and caregivers should also ensure that sudents have access to quality news programs, documentaries and programs which assist in developing student broader perspectives and gives them an understanding of issues of the day in modern society i.e elections, climate change, the economy etc

Contributions and charges

Each year Busselton Senior High School releases the Contributions and Charges booklet. This booklet outlines costs associated with educating our students. Payment of these contributions will significantly assist the quality of education programs delivered. In addition, compulsory charges outside the basic core program may be requested for consumables and 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 school year. Payments can be made by any of the following methods below:

CREDIT CARD PAYMENT

Online BPOINT or over the phone on 9751 8900

BPAY

Details listed on student's invoice and statement

ELECTRONIC FUNDS TRANSFER (EFT)

Payments can be made via EFT into the below account. Please include your child's surname in the reference as this is essential to ensure payment is allocated correctly.

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

COMPASS

Pay for excursions via the Compass app on your phone or via desktop computer. Please contact Student Services if you require a Compass login and password.

CENTRELINK CENTREPAY

Enquire at your local Centrelink **Reference Number: 55069915H**

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.

If you have any questions regarding your account or payments, please visit our Accounts department.

Uniforms

Busselton Senior High School 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 to wear our uniform with pride.

The Busselton Senior Dress Code Policy meets the requirements of the 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.

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 workplaces have dress and safety codes
- Allows for easy identification of intruders into the school during school hours

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 Associate Principal. Staff will be informed of any student granted a modification to the dress code.

WHERE TO PURCHASE

Uniforms are available to purchase at Uniform Concepts 33 Bussell Highway, West Busselton. Any queries, please contact Uniform Concepts direct on 9270 4663 or busselton@uc.nellgray.com.au

CLOTHING ITEM	ACCEPTABLE	NOT PERMITTED
POLO SHIRTS	 School shirts MUST be worn under school jumpers School polo only 	 Polo shirts with brand names and non- school logos T-shirts and tank tops Long sleeved non-school colour tops
PANTS/SHORTS/ SKIRTS	Navy blue (acceptable length)	 Denim or look alike denim Stripes on shorts and pants Board shorts
JACKETS	Navy blueSchool issue	 Non-school colours or checked jackets Brand names and non-school logos Stripes
FOOTWEAR	 Enclosed shoes Sandals with a strap Appropriate for learning area 	ThongsUgg bootsSlippers
HATS/BEANIES		Not allowed in classrooms



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 well-being.

BSHS Student Services counter is the first point of call for any students requiring assistance. It is staffed by experienced, knowledgable and caring membrs 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 wellbeing of all students
- Connecting students and parents with relevant support for a positive school experience

The team also consists of a School Psychologist, School Nurse, Student Services Coordinator, Aboriginal and Islander Education Officer (AIEO) 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 under 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 while students work.

Student Services

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 year and concession fares on the weekend and during the Christmas school holidays.

For details and to order a SmartRider, please complete 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 at https://www.pta.wa.gov.au/our-services/regional-town-bus-service

Regional school buses

If you live more than 4.5kms from Busselton SHS, regional buses are available. For further information, please visit http://www.schoolbuses.wa.gov.au

CANTEEN

The canteen at BSHS 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 is available at the start of the school year and will be posted on our website and via Connect. Order can be made using our online tool at https://www.quickcliq.com.au

BOOKLISTS

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

PERIOD	START TIME	FINISH TIME	DURATION
PERIOD 1	8:50am	9:54am	64 minutes
PERIOD 2	9:54am	10:58am	64 minutes
BREAK ONE	10:58am	11:26am	28 minutes
PERIOD 3	11:26am	12:30pm	64 minutes
PERIOD 4	12:30pm	1:34pm	64 minutes
BREAK TWO	1:34pm	2:02pm	28 minutes
PERIOD 5	2:02pm	3:06pm	64 minutes

Student Services

IMPORTANT CONTACTS

Reception T: (08) 9751 8900 E: Busselton.SHS@education.wa.edu.au

Student Services T: (08) 9751 8910 E: Busselton.SHS.StudentServices@education.wa.edu.au

Facebook @busseltonseniorhighschool

Instagram @busseltonhighschool



Community Involvement

The Busselton Senior High School Parents & Citizens (P&C) Committee is highly valued within our school community.

The function of the P&C Committee is to encourage parents to participate in developing the school's education offerings and strengthening parent participation and involvement in the school. For example, 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 BSHS P&C is an excellent way to be involved in school activities and what is planned to improve the conditions of 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 per year.

From time to time, the P&C engage in fundraising and social activities, such as 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, please email pandc.busseltonshs@gmail.com

All parents and caregivers are encouraged to be involved.



Notes



Address: 136 -156 Bussell Highway, Busselton WA 6280

Telephone: (08) 9751 8900

Email: busselton.shs@education.wa.edu.au

www.busseltonshs.wa.edu.au