

HANDBOOK



56 Amelia Street, Balcatta 6021

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PRINCIPAL'S WELCOME

We have a long, proud tradition of providing an outstanding education to our students. We are a close-knit community with a clear vision which places our students at the heart of everything we do.

We are an Independent Public School which provides a vibrant and challenging learning environment for all our students. We offer a caring environment where our teachers know their students and can offer a personalised education. Each of our teachers is committed to creating a positive and engaging learning environment in which students can achieve their full potential.

We offer a range of different pathways designed to meet the goals and aspirations of our students. We offer a comprehensive program which enables entry pathways to university, Vocational Education and Training, or employment. We provide extensive academic, health and well-being support for students as they journey through high school. Our values of "Respect - Unite - Excel" provide an inclusive ethos amongst students, staff and the community.

Balcatta Senior High School is part of the Department of Education's Gifted and Talented Program and offers a selective, elite Gifted and Talented Program in Visual Art, an Approved Specialist Program in Dance, and a Saturday morning Young Masters' Program in the Visual Arts for primary students in Years 5 and 6.

We encourage you to contact us to visit our school for a first-hand view or ring for any other information about our programs.

Helen Maitland
Principal

VALUES OF OUR SCHOOL COMMUNITY

Our values align with the Department of Education's values of Learning, Excellence, Equity and Care. All members of the Balcatta Senior High School strive to follow these values.

RESPECT

- Show respect to all staff and students
- Respect others' right to learn
- Allow follow teachers' instructions
- Arrive on time
- Use appropriate language
- Follow the school's Mobile Phone policy

UNITE

- Accept differences
- Include others
- Report bullying
- Stand up for others' rights
- Wear correct school uniform with pride

EXCEL

- Work hard
- Come to school prepared to learn
- Take pride in your work
- Be an example to others
- Strive to do your best

CHARACTER

- Do the right thing
- Be honest
- Be kind
- Take responsibility
- Show a positive attitude

CITIZENSHIP

- Consider and help others
- Be willing to co-operate
- Accept cultural differences
- Care for the environment
- Use IT appropriately



World education systems agree that all 21st Century students need these "6Cs" – basic employability and life skills – to succeed as global citizens in society. Focusing on these global competencies will ensure students develop problem-solving skills, ability to work in teams and technology capability, as well as becoming socially well-adjusted.

ENROLMENT QUESTIONS

Local Intake Enrolments

Enrolment information packages are distributed to the primary schools in our local intake area. The enrolment form is to be completed on-line. Please refer to the instructions included in this package.

Out of Area Enrolments

Students applying to enrol from outside our local intake area will be required to attend an interview with an Associate Principal. The enrolment form is to be completed on-line. Please refer to the instructions included in this package.

All enrolment applications must be accompanied by:

- Birth Certificate
- Proof of your address (eg utilities account, lease agreement of at least three months, proof of ownership of property)
- Last school report
- Immunisation History Statement
- If not born in Australia:
 - * Date of entry into Australia
 - * Passport or travel documents
 - * Current visa subclass and previous visa subclass (if applicable)
 - * Evidence of Australian citizenship (if applicable)

Enquiries

If you are still unsure about the enrolment process, contact our administration staff on 9345 8200 who will be able to assist you with your enquiries.

TRANSITION TO HIGH SCHOOL (YEAR 7 STUDENTS ONLY)

In order to ensure successful transition from primary school to high school, we run a variety of programs and information sessions throughout the year for parents/guardians and students.

Integrated Learning Programs

Year 6 students from local intake schools will visit the school to participate in a series of lessons in a variety of specialised subjects.

Orientation

Towards the end of the year, all enrolled Year 6 students will participate in an **Orientation Day**, which allows them to experience a standard day in the life of a student at Balcatta Senior High School.

Parent/Guardian Information Events

Parents and guardians are invited to attend Parent Information Events which provide an opportunity to receive information, ask questions and meet staff members. School tours are also offered to give you the opportunity to better understand the school environment and the services available to students.

What Happens On The First Day?

The day begins with year group assemblies. Students are issued with their timetables and taken to their Period 1 class. The Year 7 students are guided through the remainder of their first day by many of the staff with whom they became familiar in their transition program during primary school.

On the first day of school, Year7 students gather at an agreed meeting place prior to 8.40 am. School staff organise students in alphabetical groups and escort them to the new gym for a whole school assembly.

Once the Year 8 to Year 12 students have left the assembly, the Year 7 students remain in the gym where they will receive further general information and details relevant to the orientation days to follow. Throughout the first weeks of school, the orientation programs are focused on student well-being, study skills and time-management, developing and maintaining positive relationships and school values and expectations, including responsible use of ICT.

TRANSITION TO HIGH SCHOOL (ALL NEW STUDENTS)

Where Do I Purchase A Uniform For My Child?

All students are expected to wear a uniform and to change into the Physical Education (PE) uniform when participating in PE or Special Dance. Uniforms are available for purchase from Tudor School Uniforms on line or at their Wangara store at 1/75 Excellence Drive, Wangara – telephone 9408 2666. Full details on ordering your child's uniform will be sent at the end of the year.

Can My Child Catch Public Transport To School?

Yes. All Year 7 students will be issued with a Transperth Concession SmartRider, which usually arrives within the first two weeks of school. There are a number of bus services that run direct to, or very near to the school. Please check the Transperth website for information on bus routes at www.transperth.wa.gov.au/Journey-Planner

SmartRiders

SmartRiders for school require a photograph of your child. Once the photographs have been received from our photographer, the SmartRiders will be ordered. There is no cost involved to parents for the printing of the SmartRider card. Replacement cards, if lost or damaged, will cost \$5.00 and need to be ordered through the school.

Bikes And Scooters

Bikes and scooters are to be placed in the bike racks upon arrival at school. The bike rack is not secured, so it is your child's responsibility to secure their bike or scooter with a personal lock. We do not have the facilities to safely secure or store skateboards.

Parent Owned Device (POD)

Students are expected to bring a POD to school each day. Please check our web-page for the current required specifications. More up-to-date specification requirements will be sent home at the end of the year.

It is also important to note the Department of Education does not have insurance for electronic devices which are stolen or damaged on school grounds.

Interschool Sporting Opportunities

Your child will have the opportunity to compete in school swimming and athletics carnivals; interschool athletics carnivals and lightning carnivals with schools in our district, where they compete in netball, hockey, basketball, soccer and Australian Rules football.

MEDICATIONS

Should your child require prescribed medication, we ask that you provide, in writing, details of the medication and its appropriate use, along with the appropriate number of labelled doses for one day only.

Administration of Medicine: 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 which will be provided by the school.

Short-term medication: Request an Administration of Medication form to complete and return to the school.

Ambulance Cover: Should an emergency arise, the nurse or first aid provider may deem it necessary to call an ambulance for your child. This can be quite costly without the appropriate cover.

STUDENT HEALTH CARE

The Department's Student Health Care policy clarifies the actions to be undertaken by public schools to manage student health care needs.

PARENTAL PARTICIPATION

Parents are encouraged to participate in the school by attending Parent & Citizen meetings (usually held on Wednesdays – twice per term), become a member of the School Board (the decision-making body of the school) and get involved in a variety of activities as they occur. Remember, you are always welcome at Balcatta Senior High School.

COMMUNICATIONS

Our school uses Connect, SMS messages and School Star for communicating and providing information within our school community.

TRANSPORT

Enquiries regarding school bus services should be directed to the Public Transport Authority at www.transperth.wa.gov.au or telephone 13 62 13.

SCHOOL CAFÉ

The school café is privately run. Students may buy lunches, drinks, snacks and fruit. EFTPOS facilities are available at the café.

VISITORS

Visitors to the school are **not permitted to go direct to classrooms or teachers**. An appointment must be made. All visitors are to go to the administration office at 56 Amelia Street.

ATTENDANCE AT SCHOOL

The Education Act states that all students must attend school daily until the end of the year the student turns 17 and a half years of age or is involved in training or full-time employment. A record of daily attendance must be kept by all teaching staff. This is a legal document and may be required to be produced in court.

Punctuality

- Students are expected to attend classes according to their timetable.
- Students are to be punctual to classes, fully prepared to work.
- If a student is unable to attend school, a parent or guardian must contact the school to verify the absence as soon as possible on the day by telephone call or text message.
- A medical certificate is to be provided, where possible.
- Absentee notes are to be handed to Period 1 teachers or Student Services upon arrival at school after an absence.
- A school messaging system operates and parents/guardians will receive a text message or other school contact if a student absence is unaccounted for.
- For duty of care, students cannot be on the school grounds before 8.25 am or later than 3.25 pm without a valid reason or teacher supervision.
- Early closing operates on Wednesday afternoons and students are required to leave the school grounds by 2.40 pm.

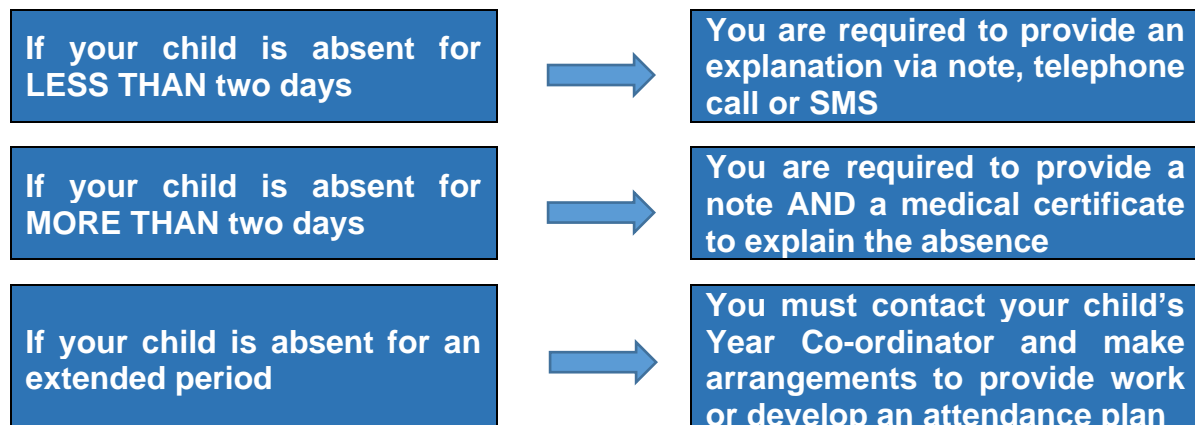
Arriving late for school/class

- Late students must sign in at the Student Services office for front office on arrival and provide an explanation for their lateness. Lateness, like absenteeism, must be validated by parent contact to the school. Arrivals after 9.30 am are classified as a morning absence.
- Students must be punctual for all lessons and other school activities. If a student is late for class, a note is required from the previous class teacher or previous appointment.
- Students out of class during timetabled classes are required to carry a leave pass.

Leaving School Early

- No student is permitted to leave the school premises during school hours without written permission from a parent/guardian.
- Students must show a note from the parent/guardian or from Student Services to the teacher of the class when it is time to leave.
- The student must then show the note at Student Services and sign out.
- If students return later in the day, they must sign in at Student Services.
- A leave pass will be issued to a student who has been granted permission to leave the school unaccompanied by a responsible adult.

EXPLAINING ABSENCES



SCHOOL ASSESSMENTS

Student Responsibilities

It is your child's responsibility to:

- complete all subject requirements and assignments by the due date.
- make contact with teachers concerning absences, missed in-class assessments, extensions for out of class assessments and other issues relating to assessments.
- maintain an assessment portfolio for each learning area and make it available on request.
- maintain a good standard of attendance, conduct and academic progress.

Within the Assessment Policy guidelines, teachers may impose late penalties on overdue assessments. This will be managed within learning areas at the classroom teacher's discretion. If your child is experiencing difficulty with classwork, an assessment task, or meeting a deadline, he/she must discuss this with the teacher at the earliest opportunity before the due date. We encourage our students to take responsibility for their own learning.

Homework Guidelines

All homework is issued with a completion date and collected or dealt with on that day. Any extensions given must be seen to be fair in the eyes of students who have completed the work. Work handed in late could be penalised.

It is recommended children access their electronic devices or purchase a diary to record when homework is due.

Reading and Recommended Study times

It is recommended that all students be encouraged to read at home every day to improve fluency and enjoyment of reading. In secondary school, a minimum of 30 minutes daily is required to be set aside for reading, in addition to set homework. This means that every high school student has at least half an hour of homework (reading) every day.

The suggested times for students who wish to do well in secondary school are:

Year	Hours per Night	Number of Nights
7	1 hour	5 nights per week
8	1 to 1.5 hours	5 nights per week
9	1 to 2 hours	5 nights per week
10	2 to 3 hours	5 nights per week
11+	4+ hours	5 nights per week

STUDENT SERVICES TEAM

Members of the Student Services team provide a variety of support in meeting the needs of students.

- Student Services Manager
- Year Co-ordinators
- School Psychologist
- Chaplain
- Nurse

STUDENT EXPECTATIONS

As a student attending Balcatta Senior High School I agree to undertake to:

1. do everything in my power to uphold the rights and responsibilities of the school community.
2. make an honest effort to achieve my personal best in all my endeavours.
3. act at all times with respect and courtesy.
4. behave in public in such a way as to uphold the good name of the school.
5. comply with all school policies and regulations.
6. adopt a responsible, supportive attitude while attending the school and when involved in school activities.
7. wear the school uniform as prescribed.
8. be punctual and prepared for all classes.
9. respect the rights of others.
10. refrain from the following forms of negative behaviour:
 - disruption of lessons through inappropriate behaviour
 - unauthorised absence from class or school
 - undermining the values and responsibilities promoted by the school
 - bullying other students in any way, including verbal or physical abuse or assault of any form, including cyber bullying.
11. refrain from the following forms of morally/socially unacceptable behaviour at the school, at school functions or while travelling to or from school or school events:
 - possession or use of alcohol, tobacco or illicit drugs
 - vandalism or theft
 - intimidation or harassment of other people, either physically or verbally
 - offensive language or behaviour or possession of offensive literature.
12. use the school computers, internet, emails and printing facilities in a responsible manner for school-related purposes only in accordance with the Information and Communication Technologies Policy.
13. follow the Mobile Phone Policy as outlined.
14. not bring any item to school which could be deemed as a weapon.

GOOD STANDING POLICY

Balcatta Senior High School aims to develop in young people a sense of respect for themselves and others, personal and community responsibility and the ability to work within the school's expectations. All students will start each year with "Good Standing". Students maintain their Good Standing by meeting the school's expectations in terms of satisfactory behaviour, attendance, dress and work standards.

What is Good Standing?

	Good Standing requires:	Loss of Good Standing occurs if:
Behaviour	<ul style="list-style-type: none"> Student behaviour is within the guidelines of the Balcatta SHS Code of Conduct and the school behaviour plan. 	<ul style="list-style-type: none"> Suspension of any length. Behaviour incidents included but not limited to buddy class, withdrawal and intention to suspend. More than two (2) instances of mobile device confiscation with parent pick up.
Attendance & Punctuality	<ul style="list-style-type: none"> Regular and punctual attendance at school. Exceptions include school sanctioned functions, cultural reasons or sickness covered by valid explanation from a parent or doctor's certificate. 	<ul style="list-style-type: none"> Absenteeism, truancy and lateness which does not have a reasonable explanation from parent/guardian or medical certificate resulting in attendance rate below 85%.
Dress Standard	<ul style="list-style-type: none"> Student dress is expected to meet dress standard as described in Balcatta SHS Dress Code. 	<ul style="list-style-type: none"> More than two (2) occasions in one term where a student is referred to Student Services for unacceptable dress.

There is an expectation that academic requirements of student courses will be met. This includes completion of the study program and submission of course work and assessments to a reasonable standard.

What does loss of Good Standing mean?

A student with Good Standing can participate in school events throughout the year.

When a student loses Good Standing, the student will lose the privilege of being invited to any special events or school activities, including but not limited to:

- Year 7 Orientation Camp or similar
- Incentive excursions
- Dinner dances, school ball
- Year 12 farewell dinner and final assembly
- Special presentation evenings
- Representing the school in sporting or other teams
- Reward days

Students can restore their Good Standing status by submitting a Good Standing evaluation application which is supported by two staff/teachers, along with a monitoring sheet. The application will be emailed to all staff for their information and support. The Student Services team will review applications.

Please note that a student is unable to regain Good Standing within ten (10) days of an event. For example, if an event is scheduled for Friday of Week 7 of any term, Good Standing must be regained by Tuesday of Week 6 to be eligible to attend.

School process:

- The Good Standing list is emailed to all staff regularly, indicating the students who have lost their Good Standing status.
- Staff are requested to submit names of students who have not met academic requirements leading into a special event or school activity.
- Students are kept informed of their Good Standing status via discussions with Student Services Manager and Year Coordinators.
- If a student has lost his/her Good Standing a letter will be sent home by the Student Services Manager or Year Coordinator. Contact can be made to the Student Services Manager or Year Coordinator to discuss the concerns.

Discussion focus:

- Why Good Standing was lost and how to change student actions/behaviours for the future to prevent reoccurrence.
- The student will submit a Return to Good Standing application which is supported by two staff/teachers.
- Be reviewed at the appointed date.

INFORMATION & COMMUNICATIONS TECHNOLOGY POLICY

Rational:

In accordance with values in education, which are incorporated into the Western Australian curriculum, the practice of using ICT must reflect the valuing of relationships and people's personal rights and the laws of Australia.

Procedures:

Completion of our enrolment form also includes your permission for your child to access the school's internet in accordance with this policy.

All files stored on the school network or personal storage device connected to the school network by students may be viewed by teachers and administrators at any time.

All files stored in a student's home directory on the school network will be deleted from the network at the end of their enrolment at Balcatta Senior High School.

Students are given an internet download and print quota. Students must endeavour to not exceed this quota and preserve the quota where possible.

Acceptable Use of ICT Includes:

1. using the school computers, the internet, email and printing facilities for school related educational purposes only.
2. reporting damaged or missing equipment to the teacher as soon as possible.
3. if another user's account details are discovered, not passing these on to other people, but informing the person concerned so they can change their password.

Unacceptable Use of ICT Includes:

1. divulging a personal password to others.
2. revealing personal details, including those of other students from the school, on the internet.
3. accessing social media sites, including instant messaging (such as Facebook/Messenger, Instagram, etc) without the permission of the teacher.
4. downloading, saving or installing, without permission from a teacher:
 - program files (eg EXE, COM)
 - compressed files (eg ZIP, ARJ)
 - games
 - movie files (eg AVI, MOV)
 - music files (eg MP3, MP4)
5. searching for, accessing, downloading or spreading sites or material containing offensive content such as racism, pornography, violence or obscene language.
6. committing computer crime, hacking or spreading any type of computer virus.
7. damaging any computer either physically or electronically.
8. altering software or hardware or installing any software including games, without permission from the teacher.
9. accessing, damaging or destroying another student's or staff member's files.
10. taking measures to discover another user's account details or use another user's login to access the computer or internet.
11. using the school's electronic resources to send advertised material, junk mail, nuisance material or material which may harass.
12. connecting any private communication device to the school network including but not limited to: PSP, DS, USB modem or mobile phone.

Students Must Abide by Australian Law including:

1. copyright laws protecting all material accessed on the computer, be it text, images, music or movies.
2. privacy laws protecting the privacy and rights of others.

Consequences:

Breaching this policy will lead to disciplinary action and loss of internet and/or computer access. Illegal incidents will be referred to the appropriate community agency.

UNIFORM POLICY

All students are required to adhere to the Balcatta Senior High School Uniform Policy which reflects the requirements of the Department of Education's *Dress Code for Students Policy*. The Balcatta Senior High School uniform has been endorsed by the Balcatta Senior High School P&C and School Board.

Uniforms are tangible evidence of the standards expected of students and play an important role in promoting a positive image of the school and creating a sense of identity for students. Uniforms provide a standard acceptable for clothing worn by students at the school.

The benefits of a uniform include:

- promoting the safety of students through easier identification;
- keeping costs of clothing within reasonable limits for parents; and
- assisting students to learn the importance of appropriate presentation.

Availability of uniform items:

Uniforms can be purchased from Tudor School Uniforms on line or at their Wangara store at 1/75 Excellence Drive, Wangara – telephone 9408 2666.

Exemptions:

Students who, for religious or health reasons, may wish to modify the school uniform are required to make an appointment with an Associate Principal.

BSHS Uniform Requirements

Students must not wear:

- **denim clothes**
- **jackets with hoodies**

School Uniform Includes:

- School polo top with BSHS logo:
 - * Year 7 to Year 9 (navy blue with white trim)
 - * Year 10 to Year 12 (white with navy trim)
- School shorts, trousers, track pants (plain navy blue)
- School jacket or school windcheater (navy blue with BSHS logo)
- School skirt (navy blue with BSHS logo)
- Leggings/tights (navy blue only). Must be worn under shorts or skirts. Leggings/tights **cannot** be worn as an item on their own
- Enclosed shoes with plain white, navy or black socks or tights/stockings.

Physical Education (PE) and Special Dance

Students **must change** into appropriate active wear.

Physical Education

- BSHS PE top (red).
- Appropriate running shoes (laces tied) and socks.

Special Soccer (as for PE) and:

- Navy sports shorts with BSHS soccer or PE top.
- Soccer boots, socks and shin pads are compulsory.
- Mouthguard (optional).

Swimming:

- Bathing (one piece), board shorts or speedos.

Special Dance:

- Plain black dance pants and black top.
- Appropriate shoes.
- Hair must be tied back.

If students are not in the correct or appropriate uniform, they will be requested to remove non-uniform items. If they do not have an appropriate replacement item, parents will be called to bring the correct uniform item to school. There may also be an option to borrow uniform items from Student Services.

When your child completes their schooling at Balcatta Senior High School, the recycling of school uniforms is encouraged and they can be handed in to the school.

MOBILE ELECTRONIC DEVICES POLICY

Policy Statement

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose. For the purposes of this policy, 'mobile electronic devices' include smart watches, tablets/iPads, hand held game consoles, other electronic communication devices and associated listening accessories, such as, but not limited to, bluetooth speakers, headphones and ear buds.

Balcatta Senior High School recognises an increasing number of parents/carers who, for safety, security and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which Mobile Electronic Devices are permitted at Balcatta Senior High School.

Conditions of use – any device (as listed above)

1. **ALL** Mobile Electronic Devices (as listed above) should be **'off and away all day'** including before school and at break times.
2. **ALL** Mobile Electronic Devices must not be used for taking photographs or videos, unless instructed by the teacher to be used as a learning tool.
3. The Mobile Electronic Device is the responsibility of the student. The school takes **no responsibility** for loss, theft or damage to any device in any circumstance.
4. Exception to this policy includes where a student requires a mobile phone to monitor a health condition as part of a school approved documented health care plan and for purchases made at the school cafeteria.
5. Students will be able to use their laptops and tablets before school in the café area or library for study purposes only.

If parents wish to contact their children while at school, contact must be made through Student Services by telephone on 9345 8200, not the student's mobile phone.

Breaches of these conditions:

- Mobile phones will be confiscated. An SMS message will be sent to parents:
Dear [Parent Given Names]. [Student Given Names]'s electronic device has been confiscated today due to unauthorised use during school hours. [Student Given Names] may collect the device from the admin office at the end of the day. Please be reminded the Dept of Education policy states all electronic devices are to be "off and away all day". Associate Principal, BSHS
- Students who refuse to follow a teacher's instructions are dealt with in accordance with the School Behaviour Plan, including possible suspension.
- Students who are involved in recording, distributing or uploading fights or other inappropriate material will be dealt with as a serious breach of school discipline and suspended for a period of time in accordance with the Department of Education's **No Voice to Violence** campaign.



OFF AND AWAY

All day

Turn off your mobile phone and put it away during the school day.



Switch your smart watch to flight mode.



Put away headphones and earbuds.



If you need to speak with your family please come to the school administration.



Only use it when a teacher says you can.