



BALCATT
SENIOR HIGH SCHOOL
INDEPENDENT PUBLIC SCHOOL
RESPECT • UNITE • EXCEL



Year 7 Parent Handbook

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Welcome

We welcome your family to Balcatta Senior High School and hope you enjoy your journey through secondary school with us.

We understand transitioning to a new school is a significant event in your child's education journey. Our school staff are here to help you. We have transition plans and programs to support your child in their move from primary to secondary school and also if they are joining us from another school. Information about our school operations, which is intended to help you have a better understanding of how our school works, is included in this booklet.

Our school priorities of Leadership, Curriculum and Teaching, and Conditions for Learning, place student engagement and achievement at the centre of all our decisions.

We celebrate achievement and work with every student to help them realise their potential. Our commitment is to not only build capacity in students' academic pursuits but also to celebrate their achievements in all facets of their education.

To the Parent/Guardian/Carer

I would ask for your support for the school and the education of your child or children by:

- reading this booklet as well as making time for your child to read it
- ensuring your child attends school and arrives at school on time
- supplying notes, text messages or phone calls to the school to explain absences on the day, or immediately after
- ensuring your child is dressed appropriately in school dress code attire (daily uniform and sports uniform).

If you have any concerns regarding your child, it is important to speak with someone as soon as possible by telephoning the school on 9345 8200.

On behalf of the school community, I welcome you to Balcatta Senior High School and wish your family every success on your journey.

Helen Maitland
Principal

Our Moral Purpose / Vision

At Balcatta Senior High School, we provide a safe and caring environment which supports students to reach their full potential.

Our Values

Our values align with the Department of Education values of learning, excellence, equity and care. All of the members of the Balcatta Senior High School community strive to follow these values:

Respect:

We treat all individuals with respect and care. Our relationships are based on trust and mutual respect. We recognise the differing circumstances and needs of our students and are dedicated to achieving the best possible outcomes for all.

Unite:

We value teamwork, collaboration and the value of working in partnership with students, parents, teachers and the community in providing a quality education for our students. We place high regard on the personal and social well-being of all our students.

Excel:

We have high expectations and strive to achieve excellence in all we do. The standards and expectations challenge all of us to be our best in both academic and non-academic outcomes.

School Dates and Bell Times

	Students	Teachers
Term 1	Wednesday 31 January to Thursday 28 March	Monday 29 January to Thursday 28 March
Term 2	Tuesday 16 April to Friday 28 June	Monday 15 April to Friday 28 June
Term 3	Tuesday 16 July to Friday 20 September	Monday 15 July to Friday 20 September
Term 4	Monday 7 October to Thursday 12 December	Monday 7 October to Thursday 12 December

School Development Days 2024 (student free)

Term 1	Monday 29 January
Term 1	Tuesday 30 January
Term 2	Monday 15 April
Term 3	Monday 15 July
Term 4	Friday 1 November
Term 4	Friday 13 December

Public Holidays 2023

Thursday 26 January	Australia Day
Monday 4 March	Labour Day
Friday 29 March	Good Friday
Monday 1 April	Easter Monday
Tuesday 2 April	Easter Tuesday
Thursday 25 April	ANZAC Day
Monday 3 June	Western Australia Day
Monday 23 September	King's Birthday

Monday, Tuesday, Thursday, Friday			Wednesday	
Warning Siren	8:40		8:40	
Period 1	8:45	9:50	8:45	9:45
Period 2	9:50	10:55	9:45	10:45
Lunch 1	10:55	11:20	10:45	11:10
Warning Siren	11:15		11:05	
Period 3	11:20	12:25	11:10	12:10
Period 4	12:25	13:30	12:10	13:10
Lunch 2	13:30	13:55	13:10	13:35
Warning Siren	13:50		13:30	
Period 5	13:55	15:00	13:35	14:35

Student Timetable

Students are allocated 25 periods per week comprising of:

- 16 MESH subjects (Mathematics, English, Science, Humanities)
- 2 Physical Education classes
- 1 Health Education class
- 6 Option classes. Combinations will vary according to student involvement in Specialist Programs.

Options include:

- Gifted and Talented Visual Art
- Specialist Dance
- Music
- Digital Technologies
- Food Specialist
- Italian
- Design and Technology
- Drama
- Art

On the first day of school, students will receive their timetable (see below as an example).

Balcatta Senior High School

Student Timetable

Schedule: Sem 2

Student :

Form Teacher:

Grid: Year 7 2022

Year Group: 7

Room :

Student Reference:

(# = User defined times) (* = clash)

Form: 7.1

House: Aurora

Student Number:

	Monday	Tuesday	Wednesday	Thursday	Friday
Before school					
Period 1	7GTART_1 Yr 7 G & T Visual A Ms S Tomlinson A07 08:45-09:50	7MATHS_1 Yr 7 Mathematics Mr Butson 1:GLA6 08:45-09:50	7ENG_1 Yr 7 English Ms L Duong 1:GLA2 08:45-09:45	7HE_3 Yr 7 Health Educati Ms M Murning A:IT04 08:45-09:50	7SCI_1 Yr 7 Science Mrs M Delval 2:MP1 08:45-09:50
Period 2	7SCL_1 Yr 7 Science Mrs M Delval 2:MP1 09:50-10:55	7GTART_1 Yr 7 G & T Visual A Ms S Tomlinson A07 09:50-10:55	7HASS_1 Yr 7 HASS Ms M Manera B:GLA5 09:45-10:45	7ENG_1 Yr 7 English Ms L Duong 1:GLA2 09:50-10:55	7MUSIC_1 Yr 7 Music Ms M Murning A:IT04 09:50-10:55
Lunch 1					
Period 3	7PE_4 Yr 7 Physical Educa Mr D Fernandez 11:20-12:25	7SCL_1 Yr 7 Science Mrs M Delval 2:MP1 11:20-12:25	7MATHS_1 Yr 7 Mathematics Mr Butson 1:GLA6 11:10-12:10	7HASS_1 Yr 7 HASS Ms M Manera B:GLA5 11:20-12:25	7PE_4 Yr 7 Physical Educa Mr D Fernandez 11:20-12:25
Period 4	7ENG_1 Yr 7 English Ms L Duong 1:GLA2 12:25-13:30	7ENG_1 Yr 7 English Ms L Duong 1:GLA2 12:25-13:30	7GTART_1 Yr 7 G & T Visual A Ms S Tomlinson A07 12:10-13:10	7MATHS_1 Yr 7 Mathematics Mr Butson 1:GLA6 12:25-13:30	7HASS_1 Yr 7 HASS Ms M Manera B:GLA5 12:25-13:30
Lunch 2					
Period 5	7HASS_1 Yr 7 HASS Ms M Manera B:GLA5 13:55-15:00	7MUSIC_1 Yr 7 Music Mr D Rees A:MUS 13:55-15:00	7SCL_1 Yr 7 Science Mrs M Delval 2:MP1 13:35-14:35	7GTART_1 Yr 7 G & T Visual A Ms S Tomlinson A07 13:55-15:00	7MATHS_1 Yr 7 Mathematics Mr Butson 1:GLA6 13:55-15:00
After School					7SAT_1 Yr 7 Saturday G & T 15:00-15:15

Parent and Student Support

We value connecting with each other to promote a strong sense of belonging, social responsibility, individual well-being and the pursuit of lifelong learning goals.

Office Hours:

8.00am to 4.00pm Monday to Friday

Telephone: 9345 8200

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

Website: <https://balcattashs.wa.edu.au/>

SMS: **0409 686 684** (for attendance)

Administration Executive Team

Principal

Mrs Helen Maitland

Associate Principal (Ed Support and Year 7)

Ms Cathie Bonner

Associate Principal (Year 8 to Year 9)

Mr Daniel Drummond

Associate Principal (Years 10 to 12)

Ms Tessa Curtis

Manager, Corporate Services

Ms Sharon Beccarelli

Head of Learning Areas

Education Support Program

Program Coordinator

Mrs Allison Nolan

English

Mrs Sharlene Sookraj

Humanities and Social Science

Mrs Kate Barker

Health & Physical Education

Mr Geoff Birkett (TiC)

Mathematics

Mr Mark Entwistle

Science

Miss Natalie Christopher

Technologies & VET

Mrs Jane Balcombe

The Arts

Ms Jamie Arkeveld

Student Services Team

Manager, Student Services

Ms Luisa Pizzolante

Years 7 / 8 Coordinator

Ms Alison Martin

Years 9 / 10 Coordinator

Ms Joh Gatti

Years 11 / 12 Coordinator

Mr Miles Attey

Attendance Officer (Absentees)

Ms Desley Metcalfe

School Psychologist

Ms Rica Branca

Community Health Nurse

Ms Louise Taylor

Chaplain

Miss Kiki Van Zijl

Education Support Program

We have a long and rich history of providing students with an inclusive and enriching educational experience, embracing diversity and valuing difference. Our teachers and support staff know their students and are committed to creating positive and engaging learning experiences, supporting students to achieve their full potential.

At the commencement of 2021, we launched a new inclusive Education Support Program, designed to provide a comprehensive education experience for students with special educational needs. Students participating in the program have access to learning environments and programs designed to meet their individual needs. Students attend a mix of general classes with their same-aged peers, small group intervention programs and individual therapy where required. Students participate in life skills programs tailored to support them beyond their formal school years.

Students enrolled in the inclusive Education Support Program will have access to evidence-based literacy and numeracy intervention, self-regulation and personal care programs, and specialist learning area classes. All programs are tailored to meet the needs of the individual and are designed to scaffold learning, promote independence, build confidence and secure pathways to a fulfilling future. High staff-to-student ratios in targeted teaching programs ensure students receive the additional academic, emotional and social support required to achieve to their full potential. A positive behaviour support approach across the school creates consistent learning environments with clear expectations in which every student can learn, grow and succeed.

Cathie Bonner
Associate Principal



Health and Well-Being

Your child's safety and health is important to us. By going to Student Services first, we will ensure your child's query/concern is handled in the best way possible.

School facilities allow for the provision of basic first aid only. They are not designed to allow sick or injured students to remain at school. Parents/guardians will be notified when students are unable to continue their class participation and are responsible for transport home or to hospital for care. Ambulance costs are the responsibility of parents/guardians.

We recommend you have private ambulance cover because the risk is always present and an ambulance will be called should it be required. The school is not mandated to transport students to hospital.

Chaplain

The Chaplain is a vital part of the Student Services team and the school community. The Chaplain builds positive relationships with students, staff and the local community and is available to help in times of need or crisis.

Areas of work include:

- Care and Support – the Chaplain relates well to students and offers a listening ear, understanding and encouragement through pastoral counselling and mentoring.
- Community Resources – providing the school community with information on programs and services offered by local youth groups, churches, youth services and other community organisations.
- Groups and Programs – organising and participating in programs, activities and camps which help students improve confidence, social skills and maximise potential.

Psychologist

Our School Psychologist supports students who are at educational risk, working in partnership with the Student Services team, parents, teachers and external services. Our psychologist provides support in a range of areas to meet the psychological, social, emotional and academic needs of all students. Appointments are made through Student Services.

Community Health Nurse

Our school nurse is employed by the Department of Health and is based at Balcatta SHS on Mondays, Tuesdays, Thursdays (and alternate Fridays). The nurse is available at recess and lunchtime for non-urgent health issues and advice. Appointments are required for non-urgent consultations. Students can also see the nurse for health-related issues before and after school by appointment.

Ongoing Medical Conditions

If students have any of the following potentially serious conditions, specific Department of Education forms are required to be completed so Health Care Action Plans are in place.

- Allergies and Anaphylaxis
- Asthma
- Diabetes
- Seizures
- Other allergies

The action plan needs to be updated yearly to ensure the current management is correct. If your child suffers from other conditions which are debilitating, affect their learning or are a chronic medical condition, please contact the school, as good communication can address emergencies and prevent problems before they become more severe. Examples of these conditions include heart problems, endocrine disease, auto-immune diseases, learning disabilities and mental health conditions such as anxiety and depression. Our aim is to help students manage these at school as much as we are able.

Administration of Medicine

The School Nurse does not administer any medications to students according to the Department of Health and Department of Education guidelines, with the exception of reliever medication for asthma, epilepsy and anaphylaxis.

Medications prescribed by a family doctor for a student should be accompanied with written permission from a parent or guardian and Student Services must be notified.

Student Services

Our Student Services team supports students to achieve the best possible educational outcomes and career pathways in a safe and caring learning environment. We work in partnership with students, teachers, parents and the wider community in areas including:

- Transition to high school
- Attendance
- Academic monitoring and support
- Learning Support
- Pastoral care
- Social, emotional, mental and physical well-being
- Behaviour management
- Peer relationships
- Bullying prevention
- Student representatives
- House system
- Assemblies
- Social events

The school has an Attendance Policy in place to promote excellent rates of attendance, minimise truancy and maintain communication links with parents and guardians.

Reporting Absentees

We ask you to contact the school before 10.00am if your child will be absent. If your child is going to be absent for more than a day or two, please contact Student Services. A doctor's certificate is required to cover extended absences due to illness or injury.

To report an absence, please contact the school via one of the following choices:

SMS **0409 686 684**
Telephone 9345 8228
Email Balcatta.SHS@education.wa.edu.au

Late to School

All students are expected to arrive punctually to class. Lateness by students is considered a behaviour management issue and procedures for improving punctuality are implemented by the classroom teacher.

All students who are late to school are required to tag in at Student Admin (ground floor) on their arrival. This includes students who arrive after recess, after an appointment, etc. The late attendances are recorded on the attendance records and a note or phone call from a parent or guardian is expected for all late arrivals. An explanation from a parent or guardian will be requested if students arrive without an explanation. Ongoing unexplained lateness may result in detention. Parents will be notified of their child's ongoing lateness.

Sick at School

If your child is injured or sick, it is important they inform a staff member who will be able to help them. Students are sent to Student Services where the First Aid Officer will assess the problem and decide what action to take. Students are not to call for a parent/guardian to collect them from their personal devices. The school will organise this. When you collect your child, they must sign out at Student Services.

Permission to Leave School During the Day

All students are expected to sign out of the school when leaving before the end of the school day. Parents must provide a note or notify the school by SMS, telephone call or email. Student Services will provide students with an official pass out slip (pink) which must be shown to their teacher (if applicable). They must then go to Student Services or the admin office to sign out. Not signing out will result in an unexplained absence.

Procedures for Extended Leave

Medical Reason

When a student faces a lengthy absence for a medical reason, parents must contact Student Services. Depending on the time frame, Student Services may initiate a request to teachers to provide work to complete at home. In the case of an extended absence longer than two weeks, a medical certificate is required.

Other Reasons

If contemplating an extended absence which is not a medical reason, parents must consider how this will affect their child's progress and achievement. Exemptions from assessment tasks, including exams, may not be able to be granted.

Examples of approved leave would include students representing WA or Australia, or travel due to a bereavement in the family. In these cases, the school will work with the student and staff to provide classwork to complete so the student is not disadvantaged in their assessment program.

Holidays

Any holiday/vacation taken outside the Western Australian school term, without prior authorisation from the Principal, is deemed to be an unauthorised vacation, as per the Department of Education and Balcatta SHS policies.

Student Expectations

The Code of Conduct identifies the specific requirements relating to students at Balcatta Senior High School and it is essential students abide by its high expectations. The Code of Conduct underpins the school's Behaviour Management Plan which represents a whole school approach towards ensuring a safe, caring and productive learning environment.

Code of Conduct for Students

As a student of Balcatta SHS, I will adhere to the following:

- Respect the rights and property of others
- Treat all members of the school community with respect, regardless of race, religion, gender or sexual orientation
- Consider the safety of others at all times
- Respect and value the school environment
- Attend school, arrive on time and be prepared for class
- Wear the school uniform at all times
- Follow the classroom and school rules
- Actively listen and respond to directions from school staff
- Complete all assessment tasks and study requirements to the best of my ability
- Support the school community by participating responsibly in school events
- Move around the school in an orderly manner
- Behave in a positive manner e.g. pushing, throwing, spitting or violence are not permitted
- My mobile phone will be turned off all day and will be kept out of sight in my bag.

Bullying: What is it?

Bullying is when a person deliberately and persistently tries to make a person angry, upset, humiliated or scared. Bullying-type behaviour is used by a person to exert power over a less powerful person, who is unable to prevent the situation occurring without help.

Types of Bullying

Physical bullying:

- Violent actions towards another i.e. hitting, kicking, tripping, intentional bumping
- Touching another person when it is unwanted

Verbal bullying:

- Calling a person names
- Spreading rumours
- Rude comments or jokes about a person
- Teasing
- Making verbal threats

Cyberbullying:

- Harassing or abusing a person via social media, text message, email or telephone

Bullying by Exclusion:

- Ignoring someone or leaving them out of a group and encouraging other students to ignore them as well

Advice for your child when bullying is occurring

- Stay calm, don't get upset. The bully is looking for a reaction
- Don't fight back
- Calmly turn and walk away. Remove yourself from the situation as quickly as possible
- If they try to stop you, look them in the eye and tell them to stop. Keep moving.
- Seek help and tell an adult immediately

Please note:

Unresolved conflict between students is not necessarily bullying

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?

There is an expectation that academic requirements of student courses will be met. This includes completion of the study program and submission of coursework 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:

- incentive excursions
- dinner dances, school ball
- farewell dinner and final assembly (Year 12)
- special presentation evenings
- representing the school in sporting or other teams
- rewards days

Students can restore their Good Standing status by submitting a Good Standing evaluation application which has been supported by two staff member/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.

	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 three (3) 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 that 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 three (3) occasions in one term where a student is referred to Student Services for unacceptable dress.

Rewards and Recognition

Attendance Rewards

Students are eligible for rewards to support and acknowledge their attendance. These may take the form of certificates, recognition at assemblies, gift vouchers, or reward activities at nominated times throughout the year.

Letters of Commendation

Teachers and Student Services staff can issue a Letter of Commendation to recognise excellence in academic, social, cultural and community contexts, and these are cumulative across all years.

Student of the Month

Students of the Month receive votes by their teachers. All students will receive a certificate. The student/s who receive the most votes from each year group will be rewarded with a gift voucher at their year group assembly each month.


Good Standing Rewards

Throughout the year, students who have maintained their Good Standing will be rewarded with an activity.

BALCATTIA SENIOR HIGH SCHOOL

22 JUNE 2020

Attendance - What Does It look Like?




What Regular Attendance Looks Like

The Department of Education ranks 'educational risk' based upon attendance, where:

- ▶ 90% - 100% attendance (student misses 1 day or less per fortnight) is regarded as 'regular attendance' with absences causing minimal risk to the child's education
- ▶ 80% - 89% attendance (student misses up to 2 days per fortnight) causes 'indicated risk'
- ▶ 60% - 79% attendance (student misses between 2 and 4 days per fortnight) causes 'moderate' educational risk
- ▶ less than 60% attendance (student misses more than 4 days per fortnight) causes 'severe' educational risk


1	2	3	4
90%+	80%+	60%+	>60%
ATTENDANCE	ATTENDANCE	ATTENDANCE	ATTENDANCE
Regular Attendance	Indicated Risk	Moderate Risk	Severe Educational Risk

Did You Know



Missing 1 day per week throughout high school means that your child will miss over 1 year of schooling by the time they reach Year 12

You Can Help



- If your child is unwell, let the school know immediately by text 0409 686 684
- Making sure they get nutritious meals and enough sleep
- Making appointments with doctors / specialists after school
- Making holiday plans during school holidays and not during school term

Uniform

The Balcatta SHS school uniform is not a choice. Our uniform is compulsory.

Tudor School Uniforms

Our school uniforms are supplied by Tudor School Uniforms. For more information, refer to the school's website - <https://balcattashs.wa.edu.au/for-parents/uniforms/>.

All students are required to adhere to our Uniform Policy, which reflects the requirements of the Department of Education's *Dress Codes 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 an acceptable standard of clothing to be worn by students at school.

The benefits of a uniform include:

- promoting 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: from Tudor School Uniforms online or at their Wangara store, 1/75 Excellence Drive, Wangara – Phone 9408 2666.

Open 8.00am to 4.30pm Monday to Friday

Closed from Saturday 16 December to Wednesday 3 January 2024 (inclusive)

2024 Extended Opening Hours in January 2024

Please check Tudor Uniforms Website to confirm extended trading hours, as these may change.

Monday to Friday - 4 January 2023 to 31 January 2024 - 8.00am to 5.30pm

Saturdays - 6 January, 13 January, 20 January, 27 January - 8.00am to 1.00pm

Uniform Orders

Parents can order 24/7 online as per below.

Payment may be made by cash, EFTPOS or credit card.

Order Forms

[Order Forms](#) can be downloaded from the Balcatta SHS website

On-line Orders – Payment by Credit Card Only

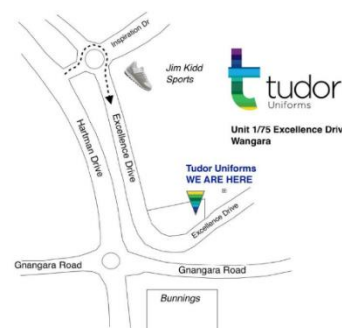
- Go to Tudor's web-site at tudorschooluniforms.com.au
- Click **Register** in the top right hand corner of the home page
- Create your own username and password and select Balcatta SHS from the drop down box
- Log in to start your shopping
- When you check out, select your preferred shipping method
- Finish your transaction

Delivery of Orders

- Orders can be picked up from Tudor Uniforms in Wangara; or
- Delivered direct to a home or work address via Australia Post (incurs a \$10.00 delivery charge).

Exchanges

- It is preferred items are tried on before purchasing to ensure correct sizing.
- Incorrect sized items can be exchanged, providing the item has not been worn or laundered.



Secondary Assistance Scheme (SAS)

The State Government, through the Department of Education, provides financial support to eligible parents through the SAS which comprises of two allowances: Educational Program Allowance (EPA) and Clothing Allowance. Further information can be obtained by contacting: Schools Resourcing and Support Directorate, Department of Education, on 9264 4516 or student.allowances@education.wa.edu.au.

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.



Pleated Skort
NAVY



Microfibre Unisex Shorts
NAVY



Soft Shell Jacket
NAVY



Fleece Windcheater
NAVY



Junior Polo - Years 7 to 9
NAVY



Senior Polo - Years 10 - 12
WHITE



PE T-Shirt
RED



Trackpants - Girls
NAVY



Trackpants - Boys
NAVY



Leggings - Girls
NAVY



Parent Owned Device (POD)

Our curriculum focuses on the 21st Century Skills required in the workforces of today. As a model for this, we use the “6 C’s” of Communication, Collaboration, Creativity, Critical Thinking, Character and Citizenship. These reflect the general capabilities of the Australian Curriculum.

The school recognises the significant role Information Communication and Technology (ICT) has in teaching and learning, instructional practices and curriculum for secondary students. Research highlights the importance of developing the productive, ethical and effective use of technology and digital literacy of young people and the role which experience plays in their future careers. ICT is integrated into the teaching and learning at our school in meaningful and relevant ways to maximise the holistic development of young people.

School-owned computers are not readily available to all students in every lesson where such a device would serve to maximise learning. For that reason, the school is moving to a program which allows continuous access to a **personal device** as a significant tool for learning.

What is a Parent Owned Device (POD)?

A POD refers to students bringing a personally owned device to school for the purpose of learning. We recognise the need to prepare students for a rapidly changing world where technology plays an increasing role in students’ everyday lives.

In 2024 Year 7 to Year 10 students are expected to have a POD to support learning at school and home. To assist parents, we have established a supply relationship with Stott Hoare, who has many years of experience working with WA schools and is approved by the Department of Education to provide a range of services to facilitate school and parent involvement. Our recommended devices for 2024 can be viewed and purchased via their online portal at www.stotthoare.com.au/byod

Username: BSHS

For advice, please email Stott Hoare at: balcattashs@stotthoare.com.au or call 9244 0000.

Parents will be notified by email of expected delivery dates. Stott Hoare will deliver to the school in batches. Estimated delivery time will be up to 6 weeks depending on stock availability.

Minimum Requirements

Students are expected to have a device which meets the following minimal requirements:

- Windows 10
- Wi-Fi
- Keyboard
- Touch screen and **stylus (essential for Mathematics)**
- In-built camera and microphone
- Headphone connection
- Long battery life – to be charged at home
- Small and robust
- Fits in normal school bag (not separate from)
- Takes up minimal space on the student’s desk

Recommended

- Protective case which fits within the average school bag; or
- School bag with protected laptop section.

The devices we have chosen are the Surface Go 4 and Lenovo 500w Gen 4, which come with pre-configured software and a three year warranty (battery included).

Software Applications

There is no need to purchase additional software as Office 365 will be pre-installed. All devices will be custom built for Balcatta SHS.

Parents may choose to purchase a device from any source, however, only devices with the minimum requirements mentioned above will be able to be used in the school. For devices purchased elsewhere, [download Office 365](#), free of charge.

Further accessories and Accidental Damage Protection options are available to buy at:

<http://www.stotthoare.com.au/byod>

Communication Pathways for Families

We believe in having strong parent/staff relationships and see parents as our partners in a child's schooling. This leads to improved student outcomes and enhanced positive well-being.

Parent Enquiries

Should you need to discuss any issues, concerns or need further information about your child, see the list below on where to direct your queries.

Classwork	Classroom teacher
Health and well-being	Student Services, Year Coordinators
Attendance	Student Services
Special Program	Coordinator of program
Course/subjects	Head of Department
Finance	Manager Corporate Services
Admissions	Administration Office

Contacting Classroom Teachers

Please feel free to contact your child's teacher if you wish to discuss your child's progress or if you have any concerns. You may do this by emailing the teacher, by telephoning the school to make an appointment, or through Connect. All teachers check their emails regularly and reply to parent enquiries as quickly as possible. Teachers' email details are on our website - <https://balcattashs.wa.edu.au/our-people/teachers/>.

Contacting Student Services

To aid us in your child's health and well-being we value communication with Student Services, either by telephone or email, particularly if there is a serious or significant concern.

Communication is firstly to our Student Services Year Coordinators. For parents, all meetings with Student Services are by appointment only. If you would like to meet with one of our Student Services team, you can either:

1. Email the Year Coordinator direct and include the following information in your message:
 - Your concern or query – this sometimes may need to be directed to others
 - Your availability for a meeting
2. Call the Student Services Officer on 9345 8228 to request a meeting. Please give the following details:
 - Your child's name
 - Your child's year group and program, if applicable
 - Who you would like to talk to/meet with
 - Your availability for a meeting/phone call.

We endeavour to respond to all emails within 48 hours. If your enquiry is urgent, please call Student Services on 9345 8228.

We are only able to meet with parents via appointments due to the high demand for our services. This allows us to be best equipped with the information to work with you and your child.

Contacting your Child During the School Day

Students are not able to access their mobile phones during the school day. Parents who need to contact their child must call Student Services on 9345 8228 and their child will be found from within the school.

School Communication Pathways

Connecting with our community is one of our key values and there are a number of ways the school communicates with families to keep you informed and up-to-date.

Letters of Commendation

Teachers and Student Services staff can issue a Letter of Commendation to recognise excellence in academic, social, cultural and community contexts, and these are cumulative across all years.

Letters of Concern

Letters of Concern are one of several ways teachers communicate concerns with parents with a view to support positive change and improvement.

Spacetalk – A One Stop Shop

Spacetalk is a highly secure and easy-to-use free “app” which allows you to keep up-to-date on the latest school news, as well as allowing you to receive and reply to important messages from the school.

- We have recently introduced Spacetalk as an “app” for your mobile phone.
- Use Spacetalk to send an SMS instead of using your message service provided by your mobile provider
- Spacetalk is used to provide information to parents about school community news.
- Spacetalk has quick links to email the school, email a teacher and log on to Connect.

Please contact the school on 9345 8200 if you require assistance to download the app.

Connect

The Department of Education’s on-line environment called Connect provides teachers, students and parents with secure access to a collaborative on-line learning environment via the internet. The aim of Connect is to allow teachers to provide information about the teaching and learning activities occurring in their class direct to the parents of students in that class. Participation in Connect is optional for parents. If you would like to take part, you will require internet access and a computer. No additional software is required. The Department of Education will issue you with a unique username and password to provide you with access.

Connect allows teachers to provide general class information to you about the teaching and learning activities which his/her class are undertaking. It allows more flexible communication between parents and teachers, as well as providing personalised information about your child’s learning activities, progress and attendance.

Balcatta Update and Balcatta Bulletin

Balcatta Update is our fortnightly newsletter and the Balcatta Bulletin is published each semester. These publications are distributed to all families via Facebook, SMS, Connect and on the school’s website. Please let teachers/administration know of any student success stories for promotion in the newsletter and external media or email any information to Balcatta.SHS@education.wa.edu.au

Parent Reporting Events

Each year we provide an opportunity for parents or guardians to meet with teachers to discuss student progress. The interview days are usually student free days and commence after 1.30pm and continue into the evening.

Reports

The school delivers student reports electronically. An email is sent to advise parents the reports are accessible via the email attachment. Parents should download the electronic copies as they are only available for four (4) weeks online.

Social Media

We encourage all parents to follow us on Instagram and Facebook where we promote events and publish activities which are happening around the school.

Website

Our website is where you will find information on enrolment, parent tours, specialist programs, links for information handbooks - <https://balcattashs.wa.edu.au/>.

Camps / Incursions / Excursions (Consent2Go)

Consent2Go is an online system we have implemented to enable you to keep track of school activities.

You will receive notifications of school excursions, incursions and camps **via your email address**. It will also allow you to update your contact details and your child's medical details. An added feature is that it will also direct you to pay for the excursion, etc via BPoint.

New families will receive an email from Consent2Go requesting you to check and update your child's details. A code will be sent to your mobile phone, allowing you to securely log in before viewing details on our school system.

Invitations to school events and excursions will be **emailed to the address you have provided the school**. It is important you notify the school if you have changed your email address. At the base of the email will be a button to allow you to confirm your child's attendance or to decline the invitation.

Consent2Go may be used on your computer or you can download the app (see QR Code below). All information held by Consent2Go is stored within Australia and complies with the Australian Privacy Act. You will be required to provide information relating to:

- parent information
- care details
- emergency contacts
- up-to-date medical information



As a parent, how can I be involved with the School?

Our school welcomes your involvement in our school community. Parent participation is encouraged to assist the school in providing excellence in education. Volunteering your time and services will give you a unique insight into student life at the school.

School Board

The School Board's role is to provide policy leadership and support and strong governance for Balcatta SHS. Members of the Board participate in the development and review of school priorities (through the Business Plan development) and general policy directions. As a School Board of an Independent Public School, the Board has a financial oversight responsibility, the development of financial arrangements necessary to fund school objectives and priorities. The Board plays a role in the evaluation of the performance of the school in achieving its objectives.

In addition, the Board promotes the school in the community. The School Board also participates in formulating school values, codes of conduct and the dress code for students. Members of the Board are from a diverse range of backgrounds and each member brings a unique perspective to the School Board which reflects the views of the general population. Parents are encouraged to join when a position becomes available. The School Board meeting dates are advertised on our website – <https://balcattashs.wa.edu.au/community-events/school-board/>.

P&C Association (Inc)

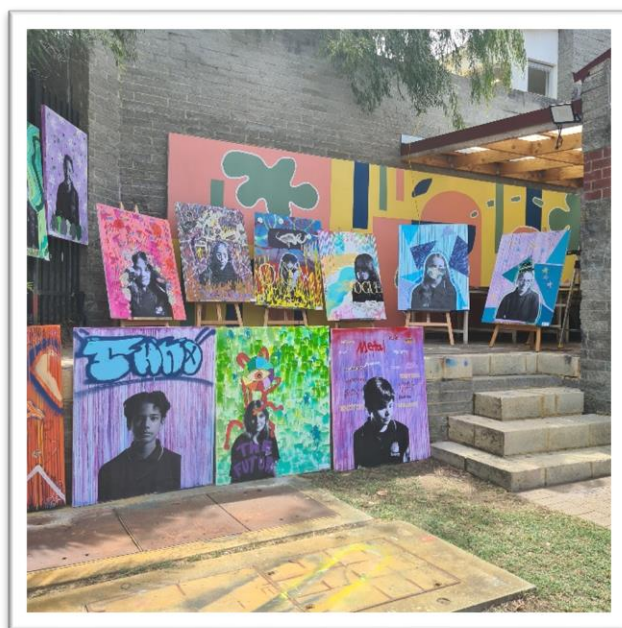
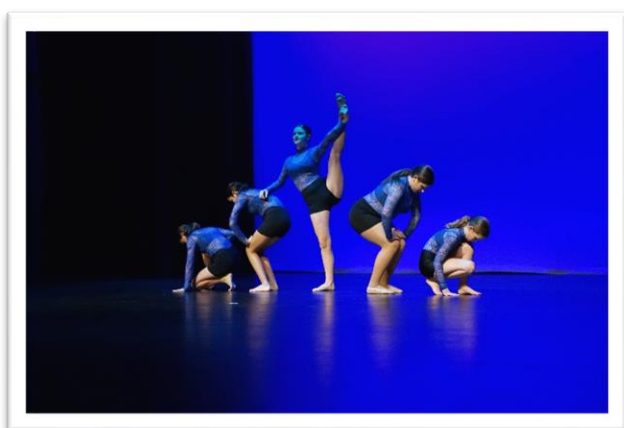
The P&C Association (Inc) is a voice for parents, providing valuable feedback to the school while giving members an insight into school life. Membership is open to parents, citizens and carers of students and all parents and community members are welcome to attend meetings which help you keep in touch with the needs of students, parents and staff.

If you are interested in joining, please email pandc@balcattashs.wa.edu.au

Attend Performances and Exhibitions

Attending a variety of different events gives good insight into the general life of the school and our programs. It is a great occasion to meet other parents, teachers and staff while supporting our students. Events such as dance and music performances, as well as art exhibitions may be held in the Performing Arts Theatre or the Ron Murphy Art Gallery.

These events are promoted in our various social media platforms.



General Information

Assessments

At the start of each course your child is provided with a printed copy of an assessment outline which includes weighting, a general description and the approximate timing of each assessment task (ie the week in which each assessment task is planned or the due dates for significant stages of each extended task).

It is the student's responsibility to complete all course requirements by the due date and to maintain a good record of attendance, conduct and progress.

Books and Personal Items List

Your child's course confirmation and book and personal items list are included in this package. Books and personal items are available from COS via an online ordering system. Visit www.cos.com.au. Book and stationery items lists can be downloaded on the school's website under *For Parents / Stationery Lists*.

Please be aware that shopping with COS, our preferred supplier, ensures you receive the correct items and editions.

Please note: A number of Learning Areas provide text books for students.

Pinnacles Café

The Pinnacles Café is a privately owned business and is open Monday to Friday, providing tasty and nutritious food for staff and students. The café complies with the Australian Canteen Association's Australia wide, Healthy Food Traffic Light System, which ensures we serve a great deal of healthy food and do not stock soft drinks or confectionary. The café provides vegetarian and halal options, and the café staff are happy to cater for other dietary requirements, as requested.

Your child may order food for recess and lunch by placing their order at the café either before school or at recess. To view a copy of the current menu, refer to the school's website - <https://balcattashs.wa.edu.au/for-students/pinnaclescafeteria/>. Please be aware there could be price increases on some items.

Change of Address

Parents must inform the school as soon as possible about changes of address or personal particulars. All changes must be made in writing to administration or by email to Balcatta.SHS@education.wa.edu.au.

Contributions and Charges

School accounts are due for payment in Term 1. If not paid in full, a payment plan must be in place by the end of Term 1. The school will actively pursue the collection of charges and this is strongly supported by the School Board.

The State Government, through the Department of Education, provides financial support to eligible parents of students in Years 7 to 12 via the Secondary Assistance Scheme (SAS). The assistance is comprised of two allowances: Educational Program Allowance (EPA) (\$235) and Clothing Allowance (\$115) and is available to parents/guardians who hold a current Centrelink card. Please refer to our Contributions and Charges information on our website for further details - <https://balcattashs.wa.edu.au/for-parents/fees/>

Application forms are included in this package and will also be available from the Administration office from the start of Term 1. Applications close on the last day of Term 1. Late applications CANNOT be accepted.

Library

The Library at Balcatta Senior High School is a welcoming and inclusive space which aims to support teaching and learning within our school and to encourage a love of reading. We are continually developing our wide range of resources and technologies to support learning and to allow students to develop strong literacy skills. We provide areas for quiet study and reading, as well as larger areas for collaborative work, catering to the different needs of the students. They may come with a whole class, be sent in a small group or visit on their own to complete private study.

Extra-curricular activities are available in the library to encourage students' enjoyment and to create a positive learning environment and may include:

- guest speakers
- lunch-time chess and games clubs
- student book club
- student art exhibitions
- student display areas
- senior School independent study areas
- relaxing and welcoming reading area

Our library is sourced with thousands of books as well as providing students with internet access, computer software, magazines and newspapers. Students can borrow up to 10 books for two weeks. They must sign out books by giving their name to the Library Officer. Students use their SmartRider card to access printing on the photocopier.

Opening times are:

Monday	8.10am to 3.30pm (Lunch 1 open, Lunch 2 closed)
Tuesday	8.10am to 3.30pm (Lunch 1 and Lunch 2 open)
Wednesday	8.10am to 2.35pm (Lunch 1 and Lunch 2 open)
Thursday	8.10am to 3.30pm (Lunch 1 open, Lunch 2 closed)
Friday	8.10am to 3.00pm (Lunch 1 closed, Lunch 2 open)

Parent Account Information

At the start of Term 1, parents will receive an email invitation to sign up for a Department of Education username and password. This will allow parents to access Connect. It is important to note that parents will only receive an invite if they have registered a valid email and postal address with the school. We encourage you to download the Connect App to your phone to ensure you receive notifications from the school.

All students are provided with an education email account.

The email address will be firstname.lastname@student.education.wa.edu.au. Sometimes there will be a few students with the same name and in this case a number will be placed after the last name.

School Reports

At the end of each semester, school reports are sent to the email address you have provided to the school. Please download the reports as they are only available for one month. Reports are also available through Connect. An interim report is also available at the end of Term 1. Please ensure we have your correct and valid email address.

Timetable

Your child will be given their timetable on the first day of school.

Visitors to the School

Visitors should be on official school business only.

All visitors (including parents) must enter the school through the main Administration office and report to the reception area. Visitors must sign in and out, where they will be issued with a Visitors Pass (sticker) to be worn clearly visible on their clothing. This is a legal requirement and is essential in the event of an emergency evacuation.

Staff must inform the Administration office if they are expecting visitors.

Parents who would like to see a staff member are required to make an appointment with that staff member prior to arriving at the school. If students are on school grounds, whether it be during scheduled timetabled time or otherwise (e.g. study leave), they must wear their school uniform. The person will be issued with a Visitors Pass (sticker) if the visit is genuine.

Staff members should also wear badges at all times.

The staff carpark has limited parking bays for visitors to the school. Please park in street parking bays provided.

Parents:

Parents visiting the school are not to go direct to classrooms or teachers. There are interview rooms in the school which can be used for meetings with teachers.

Ex-Students:

Ex-students must report to the front office where Associate Principals will determine if permission is to be given for them to visit other areas of the school.

Transport

Bikes:

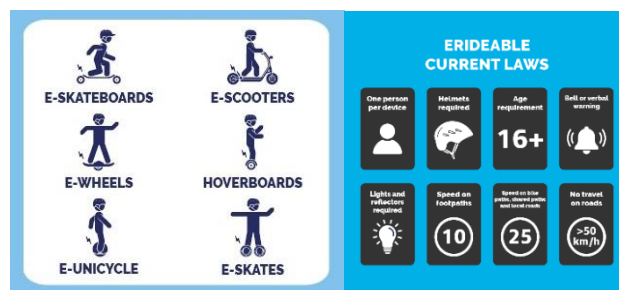
Bike racks are located next to the staff carpark, behind the pool and outside the Home Economics room in A Block. The school cannot accept responsibility if bikes are stolen or damaged when parked on school premises. It is recommended that a good quality lock is used to secure bikes.

e-Rideables:

Please read the following information regarding eRideables.

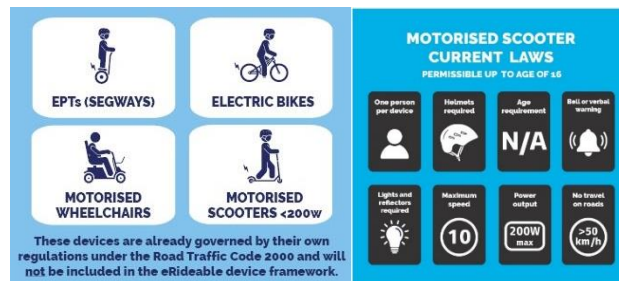
What is considered an eRideable?

- A small electric rideable device with at least one wheel
- Is less than 125cm long, 70cm wide and 135cm high
- Is 25kg or less and not capable of travelling faster than 25km/h on level ground.



What IS NOT considered an eRideable?

- eBicycles (power-assisted pedal cycles)
- Segways (electric personal transporters)
- Motorised wheelchairs
- Motorised scooters less than 200w.



We support the Road Safety Commission with ALL rideable device rules. Please familiarise yourself with the following rules to maximise safety for everybody in our community:

- Riders must wear an approved helmet
- Riders must wear / display lights and reflectors
- A bell or warning device must be fitted to the device
- No doubling up / dinkying
- No device is to be ridden on Balcatta SHS grounds.

Balcatta SHS takes no responsibility for theft or damage.

Student Drop Off and Pick Up

The carpark for "drop off and pick up" on Amelia Street is open for parents. The gates will be open from 8.15am to 8.45am and will reopen from 2.30pm to 3.30pm each day.

For safety reasons, students will need to use the footpath to get to the new carpark. They **are not** allowed to walk through the staff carpark.

Parents, please be cautious and courteous when dropping off and picking up your child/ren. **When exiting the carpark, there is NO RIGHT TURN onto Amelia Street.**

We recommend you do not drop your child off in the staff car park unless your child is carrying a large musical instrument or has mobility issues. Amelia Street is also available for limited street parking.

You may also drop your child off at Poincare Street before and after school. Gates close at 9.00am and reopen at 3.00pm (2.35pm on Wednesdays).

Buses and Trains

Please visit www.transperth.com.au to find out which bus/train service best suits your child. We recommend you practise catching public transport with your child before the start of the school year to arrive before 8.30am. For more information on special school bus times, refer to the school's website - <https://baltashs.wa.edu.au/for-parents/special-school-bus-times/>.

SmartRider Card

The SmartRider card is essential for subsidised travel, as students will not be allowed to claim subsidised rates on buses and trains without the card. It is also very useful when a student's identity and/or date of birth is required. New students will have their photo taken within the first two weeks of Term 1 and a SmartRider will be ordered at no cost. For lost or invalidated damaged cards, the cost of a replacement card is \$5. Forms are available from Student Services and the Administration office.

Home Study Guide

At high school, the completion of set homework and assignment work by students becomes increasingly important. Not only does this work consolidate and reinforce what is taught in the class room but it also can affect the child's assessment for a particular unit of work.

Homework can also be given to extend the student beyond what was taught or to provide for remediation. It provides an opportunity for research and to complete unfinished work.

Purpose

- To establish a procedure to identify homework and provide support structures to assist students to complete homework goals.
- Promotes self-discipline and skills in time-management, study habits and organisation
- Promotes independence and responsibility in learning
- Encourages resourcefulness and fosters perseverance

Guidelines

- Completion of class work
- Daily review of assigned work
- File/workbook organisation and review
- Reading
- Preparation for tests
- Preparation for the next day

Recommendations

These are lower school recommendations only, suggested as a minimum and at the discretion of the course teacher.

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



House System (Points)

Our House System gives students an identity and sense of pride in a supportive, secure environment. Houses compete for points in a number of academic, community and sporting activities. The House system is an integral and vibrant part of the school's culture designed to reflect and enhance the values of the school and provides positive competition and a closer rapport between students and teachers. It also aims to help new staff and students adapt to the culture of the school.

New students are grouped into Houses randomly. Siblings will be allocated in the same House.



House Captains

We value leadership development and each House is represented by student House Captains. They are a “student voice” in the decision-making processes of the school, exemplify the Balcatta SHS values and hold extra responsibilities, not only within their Houses, but also within the wider school community.

The House Captains for each year level are selected for:

- Sport
- Community
- Arts

The roles and responsibilities of elected House Captains include:

- representing their House at meetings
- public speaking at assemblies and House events
- organisation and assistance with designated school activities and events
- representing Balcatta SHS at community events as applicable
- being a role model for the Balcatta SHS values



School Policies

School policies and procedures can be accessed on the Balcatta SHS website:

<https://balcattashs.wa.edu.au/for-parents/policies/>.

Please make yourself familiar with the policies at the school. All school policies are continually modified and subject to change. These include:

- Anti-Bullying Policy Summary
- Assessment Policy
- Good Standing Policy
- Homework and Study Policy
- Information and Communications Technology (ICT) Acceptable Use Policy
- Parent Owned Device (POD) Policy
- Student Agreement
- Student Mobile Electronic Devices Policy
- Uniform Policy
- Visitors to the School Policy

School Map

