

# Karratha Senior High School

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# 2019 School Information Directory



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# Principal's Message



Dear Parents, Caregivers and Students,

We are living in exciting times as our city and surrounding areas continue to change and develop. As a school we continue to respond to the new challenges that are being placed before us as a result of these changes.

Karratha Senior High School is very proud of its record. We actively encourage and reward quality academic, cultural and sporting performance and positive contributions to the school and the Karratha community. Our school focus is:

- Effective leadership;
- High quality teaching;
- Strong community relationships, and
- Wellbeing of students and staff.

Student wellbeing is a priority of the school and as such, significant resources are allocated to ensure the emotional and social needs of all students are catered for through our Student Wellbeing team. This provides a range of support services for all students, including Student Wellbeing Coordinators, School Psychologists, Aboriginal and Islander Education Workers, Chaplain, School Nurse, Year Coordinators and Student Support Officers.

Our senior schooling program is well developed through the establishment of pathways for all students. Through the diversity of courses and programs we offer, students are able to plan for their future through our university, training or employment pathways. The school is leading the way in providing Vocational Education and Training (VET) courses through the many Certificates being delivered by a number of Registered Training Organisations. All students are enrolled to complete the Western Australia Certificate of Education (WACE) and the school works hard to ensure every student reaches their full potential.

I encourage and challenge each parent/caregiver to become actively involved in their child's education in a positive manner, to make every effort to know what is really happening in school by listening and talking to your children and their teachers, by being aware of the various responsibilities and by engaging with school publications. I also encourage involvement in the school's community decision-making groups such as the P&C and the School Board.

I wish you a happy and rewarding association with Karratha Senior High School.

Yours sincerely,

JENNIFER MCMAHON  
PRINCIPAL

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## OUR MISSION

Karratha Senior High School fosters respect and trust in providing a quality and inclusive education where every individual can achieve their personal best. We strengthen our community and embrace the opportunities that exist in the heart of the Pilbara.

## PURPOSE STATEMENT

Karratha Senior High School strives to be a leading school in the region, with successful students and effective teachers. As a school, we strongly believe that:

- every student has the right to a quality education;
- each student is an individual who has a preferred learning style;
- teachers are important role models who help shape young people's lives;
- learning should be an enjoyable and challenging experience that is relevant, meaningful, interactive and engaging;
- learning occurs best in a safe, stimulating and positive environment that allows collaboration and fun, and engenders respect for self and others;
- teaching and learning occurs in many different settings and is a lifelong process; and,
- positive teacher–student relationships are founded on trust and respect and underpin effective learning.

## School Background

Karratha Senior High School, located in the City of Karratha, the hub of the Pilbara region of Western Australia, is an integral part of the community, providing a high quality education for all students. In recent years the school has forged a reputation for academic success, strong pastoral care, attracting and retaining high quality staff and the innovative educational programs that meet the needs of all students. For over forty years the school has catered for a diverse range of students and continues to do so today. Local students with a connection to the land, students from across Western Australia, Australia and from around the world, make for a vibrant student population. The community and the school share the responsibility for the growth and development of our students, working together to make our school a safe, respectful, innovative and exciting learning environment.

Student learning and wellbeing are paramount. We have high expectations for every child, that they will achieve their very best. We acknowledge that the teenage years are a time when every young person needs care and nurturing. We provide a range of supports that ensures our students have the skills, knowledge and understanding to grow and develop into productive citizens for tomorrow. To provide high care to every student, all of our teachers are entrusted with the responsibility for mentoring a small group of students throughout their time at school. In their role as mentors, staff nurture each student's well-being and closely monitor their academic progress.

The Karratha Senior High School Business Plan 2018 - 2020 outlines the strategic direction of our school. It describes the work we will undertake to make a real difference to the lives of students. It has evolved out of the 2017 IPS review and extensive consultation with students, staff and parents. We have a commitment to our community that every child will receive a high quality education and leave our school with choices and opportunities for the future.

Our school motto of '*Towards Tomorrow*' focuses on working collaboratively as a team to produce responsible, respectful and caring young adults who develop the skills, knowledge and understanding to be aspirants and achieve success in the world of human endeavour.

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# IMPORTANT INFORMATION

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## Address Details

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Karratha Senior High School  
PO Box 1630  
Karratha WA 6714

Email: [karratha.shs@education.wa.edu.au](mailto:karratha.shs@education.wa.edu.au)  
Website: [www.karrathashs.wa.edu.au](http://www.karrathashs.wa.edu.au)

Lot 520 Dampier Road  
Karratha WA 6714

Phone: 9187 8000  
Fax: 9187 8045

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## Executive Staff

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Principal	Mrs Jennifer McMahon
Deputy Principal	Mr Scott Cumming
Deputy Principal	Mrs Deb English
Deputy Principal	Mr Ashley Eversden
Manager Corporate Services	Mrs Tracey Bell

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## Term Dates (Students) 2019

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Term 1	Monday 4 February	–	Friday, 12 April .....	10 Weeks
Term 2	Tuesday 30 April	–	Friday 5 July .....	10 Weeks
Term 3	Tuesday 23 July	–	Friday 27 September .....	10 Weeks
Term 4	Monday 14 October	–	Thursday 19 December .....	10 Weeks

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## Public Holidays (During Term) 2019

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Labour Day	Monday 4 March
WA Day	Monday 3 June
Local 'FeNaCING' Holiday	Monday 5 August (TBC)

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## Pupil Free Days 2019 – Students Do Not Attend School

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Students do not attend school on these days as staff will be participating in Professional Development.

### Term 1

Thursday 31 January &  
Friday 1 February

### Term 2

Monday 29 April

### Term 3

Monday 22 July

### Term 4

Friday 18 October  
Friday 20 December

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## Payment of School Charges and Contributions

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Charges and contributions are to be paid to the Manager Corporate Services prior to the commencement of the school year. You can pay:

- ❖ By completing the mail credit card information at the bottom of the School Charges and Contributions Sheet.
- ❖ In person during Uniform Shop hours.

Tuesday 29 January	9.00am – 3.30pm	
Wednesday 30 January	9.00am – 3.30pm	5.00pm – 7.00pm
Thursday 31 January	9.00am – 3.30pm	
Friday 1 February	9.00am – 3.30pm	

- ❖ By telephone credit card facilities on 9187 8000.
- ❖ Direct Deposit – Commonwealth Bank BSB: 066 531 ACC: 10108897. Please make sure you put the student's name as the reference.
- ❖ Payment Plan – Appendix D

Parents/Caregivers wishing to make arrangements to pay, please contact the Manager Corporate Services. Any discussion will be treated with the strictest confidence.

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## Abstudy / Austudy Assistance

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Eligibility information and application forms are available from Centrelink offices; these have cut off dates for application. Information is also available from the website [www.centrelink.gov.au](http://www.centrelink.gov.au).

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## Secondary Assistance

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Holders of current Department of Social Services (DSS) Concession cards i.e, Centrelink Health Care Card, Centrelink Pensioner Concession Card, Veteran Affairs Pensioner Concession Card, may apply for financial assistance towards payment of school charges and uniforms. Details and application forms are available from the Manager Corporate Services. Holders of DSS Concession cards will need to see the Corporate Services Manager and complete the appropriate forms before **12 April 2019**.

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## Daily Timetable

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The school week is divided up into 25 periods with five periods a day as follows:

<b>Class</b>	<b>Start</b>	<b>Finish</b>
Mentor Group	08.20am	08:40am
Period 1	08:40am	09:40am
Period 2	09:40am	10:40am
Recess	10:40am	11:05am
Period 3	11:05am	12:05pm
Period 4	12:05pm	1.05pm
Lunch	1.05pm	1.30pm
Period 5	1.30pm	2.30pm

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# STUDENT WELLBEING

Karratha Senior High School has a well-developed pastoral care program designed to look after the wellbeing and interest of students.

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## School Psychologist

The School Psychologist is available for appointments to discuss student emotional, relationship and academic issues.

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## School Chaplain

The School Chaplain works with students, families and staff at Karratha Senior High School to encourage an understanding of the range of human experience. The School Chaplain offers social, emotional, spiritual, mental and physical support to members of the school community. The School Chaplain is available to all students regardless of religious beliefs or lack thereof. Appointments can be made at Student Wellbeing.

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## Student Wellbeing

When students feel that they belong and are part of a school they are more likely to commit, attend and achieve success. Karratha Senior High School has over 1000 students who all have social, physical and mental/emotional needs. We are focused on making students feel welcome at school.

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## Wellbeing Coordinators

Wellbeing Coordinators are attached to year groups and their role is to help mediate and support students with any issues they may have with their education and social/emotional wellbeing. Teachers and parents can make referrals to the relevant Wellbeing Coordinator so that support can be provided on an individual basis for a student's wellbeing.

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## Year Coordinators

A teacher is attached to each year group and their role is to promote a positive atmosphere amongst the students. Each Year Coordinator is responsible for tracking student attendance and student participation and engagement with learning.

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## Aboriginal and Islander Education Officers (AIEOs)

The AIEOs are available for appointments. The AIEOs' main areas of responsibilities are:

- ❖ Individual counselling and monitoring students' progress.
- ❖ Liaison with family and community groups.
- ❖ Class support.
- ❖ Cultural awareness.

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## School Health Nurse

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The School Nurse has an educative role. The main areas of responsibilities of the nurse are:

- ❖ To work with teachers to promote health and wellbeing of adolescents.
- ❖ To counsel students on health issues.
- ❖ To liaise with families and other health agencies to support students with health concerns.
- ❖ To work collaboratively with the Student Wellbeing team to support students with health and wellbeing.

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## Appointments

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Appointments with staff can be made by telephoning the school - 9187 8000 or via email to individual teachers. Please refer to the '*Contacting Karratha SHS*' flyer on our website for your best points of contact.

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## Assemblies

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The school holds whole school assemblies on a regular basis and year group or house assemblies every Friday to encourage a sense of school pride and to draw attention to those students who have achieved success. Whole school assemblies are generally held at least twice each term and are managed by the Student Council.

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# GENERAL INFORMATION

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## Attendance

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We ask that you contact the school **earlier than 10am** if your child is away with your knowledge and permission.

- ❖ Parents are asked to phone the school on the morning of the absence - 9187 8000;
- ❖ A written explanation or phone call must be provided when a child is absent;
- ❖ Written notes are to be handed to the Mentor Group Teacher on return to school;
- ❖ Parents should notify the school in advance if a child is to be absent;
- ❖ Parents will be contacted in the event of an unexplained absence; and
- ❖ Medical certificates are required for extended or frequent absences.

To ensure that we have effective practices we have updated our procedures to be more efficient and communicative to parents, implementing the short message signal (SMS) Communication “messageyou” Schools system where parents are sent a text to inform them that their child has not attended Mentor Group, or signed in at school. A second SMS will be sent later in the day, when a student has not attended a timetabled class throughout the day without a valid reason.

We ask parents to SMS the school ahead if it is known that their child will either be late or not attending school, to avoid the SMS to their phone. The number to SMS is: 0417 180 638. This number is linked to our electronic system so that we may receive your message immediately. We are also able to record the information onto our records, avoiding letters, phone calls and using up valuable time. This phone number is unable to accept voice messages. If you are unable to SMS, please phone the school landline on 9187 8000. It would be greatly appreciated if parents and /or caregivers contact the school to let us know that your child has a valid reason for not being at school. Please notify the school if you change your mobile phone numbers.

Legislation requires that students are in education until the **end of the year they turn 17 years and 6 months old or they have reached the age of 18 years, whichever comes first.** The legislation requires that students are involved in education, meaningful employment, training or a combination of these. The school will support parents in contacting participation coordinators for those students who are not attending school but are wishing to be involved in employment or training.

If your child is in Years 7, 8, 9, or 10 and is seeking alternatives to school, they will need to apply for an exemption from school. Assistance in retaining your child at school can be sought from Student Wellbeing at the school. The first point of contact regarding the above mentioned issues is the School Attendance Officer who can be contacted on 9187 8000.

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## Assessment & Reporting Calendar

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Two Parent Evenings are held during the year, during Terms 1 and 3. Dates are to be advised. All parents receive an interim report on student progress during Term 1.

### **Years 7 - 11**

A formal report is emailed to parents at the end of each semester.

### **Year 12**

Formal reports are issued at the end of Semester 1. Students receive a Statement of Results at the Year 12 Presentation Ceremony, usually towards the end of October.

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## Bicycles

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Students may choose to ride their bicycles to school and must provide a lock to secure their bicycle.

Students cycling to school need to observe the road safety rules **and wear a helmet. Scooters, skateboards, roller-skates or trailers attached to bikes are not allowed.**

The bicycle compound is located near Student Wellbeing. Bicycles must be walked into the school grounds for safety reasons.

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## Bookwork

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- ❖ Files, exercise books and pads must be kept in a neat, tidy, orderly manner.
- ❖ Students are not permitted to write on or in another student's files, books or equipment, particularly things that will upset others and cause them to retaliate.
- ❖ Graffiti and other forms of scribble are not permitted on files, books or other equipment.
- ❖ All written work or diagrams must be of a high standard.

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## Bullying Policy – See Appendix A

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After parent, student and staff consultation, a *Bullying Policy* has been developed to suit the needs of Karratha Senior High School. The policy seeks to recognise basic human rights and offers a uniform approach to incidents of bullying when they occur.

A copy of this policy is included in the school diary and in full at the back of this document.

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## Buses – See Appendix C

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The Public Transport Authority (PTA) governs the Control and Investigation of School Buses in the State.

Students needing to travel on school buses from Wickham, Roebourne or Point Samson must complete a Travel Consent form which is available on [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au) (click on the 'parents' tab then 'how to apply' and follow instructions).

Students travelling from Dampier or within Karratha must have a SmartRider card to access student fares (refer to SmartRider Cards in this document).

Students travelling on buses to and from school or in any bus involving a school outing are expected to know the School Bus Rules and to obey them. See Appendix C for the Code of Conduct.

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## Canteen

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A range of healthy and nutritious food that complies with the Department of Education's Traffic Lights System is available. The food menu and prices are provided to students at the start of the school year. Menus are also available on the school website.

The canteen is operated by the P&C and profits are used to improve student facilities and provide teaching aids. Parents are welcome to assist on a voluntary basis and can ring the canteen manager on 9187 8000.

Eftpos is available.

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## Charges

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### Years 7, 8, 9 and 10

The basic contribution and charges of \$235 provides textbooks, daily classroom consumables, school homework notebook and information technology facilities. Charges and contributions help to defray the costs associated with the provision of education. However, students need to provide personal stationery requirements such as files, pens, paper and calculators.

**Elective units outside the basic program will incur additional charges above the basic charge of \$235.00. These charges are compulsory.**

Detailed information is available in the “General Contributions and Charges Information for Years 7 – 12, 2019.

### Years 11 and 12

**All charges for Years 11 and 12 courses are compulsory.**

Detailed information is available in the “General Contributions and Charges Information for Years 7 – 12, 2019.

Charges will depend upon the course chosen. Some specific courses will incur high costs dependent upon items such as First Aid Courses, course specific resources, materials, excursions, certificates and work placement. Students involved **in work placement must pay the associated fees prior to commencement** of the work placement.

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## Classroom Expectations

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- ❖ All students are to display the following classroom etiquette.
  - hats off
  - bags on the floor or the back of your chair
  - no phones
  - no eating
  - remain seated until dismissed by the teacher
  - be punctual
  - use appropriate language
- ❖ Follow class seating plans.
- ❖ Follow all teacher instructions.
- ❖ Be respectful: to yourself, all property and others.
- ❖ Be prepared, organised and have the necessary equipment to learn.
- ❖ Take responsibility for your own learning. Attempt all tasks to the best of your ability.
- ❖ Use your diary to support your learning and communicate with parents/carers and teachers.
- ❖ Abide by the safety requirements of each learning area.

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## Classroom Tidiness

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- ❖ Classroom environment must be kept neat and tidy.
- ❖ Bags must be placed in the areas designated by teachers.
- ❖ Students must not write on desks, walls or any other school property.
- ❖ Students must not write on whiteboards/blackboards unless a teacher has given specific permission.
- ❖ Chairs and desks must be left in an orderly manner and all rubbish put in the bins before leaving a classroom.
- ❖ At the end of each day chairs are to be stacked in a corner of the room.

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## Code of Conduct

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- ❖ Show consideration, courtesy and respect to others and their property.
- ❖ Abide by all school rules.
- ❖ Comply with instructions given by all staff.
- ❖ Be punctual when attending class.
- ❖ Stay within designated areas of the school.
- ❖ Show no tolerance for violence or abuse of any kind.
- ❖ Show no tolerance for actions that involve illicit drugs or the misuse of other substances.
- ❖ Show no tolerance for behaviour intended to undermine the authority of any staff member.

### **Karratha Senior High School will not tolerate:**

- ❖ Violence or abuse of any kind.
- ❖ Actions that involve illicit drugs or the misuse of other substances.
- ❖ Behaviours intended to undermine the authority of any member of staff.
- ❖ Physical assault or intimidation of staff - Physical intimidation refers to any physically threatening behaviour towards school staff.
- ❖ Verbal abuse or harassment of staff - Verbal abuse or harassment includes offences such as stalking, sexual harassment, sexual innuendo and manipulation.
- ❖ Physical assault or intimidation of students - Physical intimidation refers to any physically threatening behaviour towards a student.
- ❖ Verbal abuse or harassment of students - Verbal abuse or harassment includes offences such as stalking, sexual harassment, sexual innuendo and manipulation.
- ❖ Wilful offence against property - A wilful offence occurs when there is intent to deface or cause damage to property. It also encompasses the act of theft.
- ❖ Substance misuse - Incidents involving substances that are not illegal but threaten the good order and proper management of the school. Substances such as cigarettes, alcohol and misuse of prescribed medicines are covered by this category.
- ❖ Illegal substance offences - The substances referred to in this category are those deemed illegal under the Criminal Code.
- ❖ Other - This category is retained for other serious incidents that are not mentioned in the above.

Students not abiding by the Code of Conduct are dealt with on an individual basis according to Karratha Senior High School Managing Student Behaviour Policy.

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## Communication

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For information about the school, visit our website at: - <http://www.karrathashs.wa.edu.au>. The school newsletter, [Blueprint](#), will be emailed home once during each term and can also be viewed on our website. The school also has a [Facebook](#) page.

Other important methods of communication that are utilised by the school are online via [Connect](#) and also via SMS.

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## Complaints

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The relationship between home and school plays a very important part in a child's education.

We cannot overestimate the critical role parents play in successful learning: parents contribute much to their child's development and are among the most important influences on the way in which the child approaches learning.

Teachers are responsible for the more formal aspects of children's learning, and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents.

Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about teaching and learning taking place in the classroom and to solve problems

Further information about our Complaints Management Procedures is detailed in our *Complaints Management Policy*, which can be found on [The Department of Education - Policies](http://det.wa.edu.au/policies/ccm/portal/) <http://det.wa.edu.au/policies/ccm/portal/>. We encourage you to make contact with your child's teachers or a member of the school administration. Please refer to the 'Contacting Karratha SHS' flyer on our website for more information on points of contact.

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## Country Week

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### Sunday to Friday – Last Week Term Two

Senior school students are invited to attend Country Week every year. Students try out for various sports teams. A high standard of behaviour is expected. Participation at Country Week is dependent on the behaviour, academic performance and attendance at school by students.

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## Courses

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### Years 7 and 8

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Students have a common course and study the following subjects each term.

- ❖ English
- ❖ Mathematics
- ❖ Science
- ❖ Humanities and Social Sciences
- ❖ Physical Education and Health Education.

Years 7 and 8 students also engage in a variety of subjects from The Arts and Technologies Learning Areas throughout the year.

## **Years 9 and 10**

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Students have four periods each of English, Mathematics, HASS and Science, two periods of Physical Education and one period of Health Education each week for the year.

Students have a choice to complete year based courses (2 periods per week for the year) in The Arts and Technologies Learning Areas. Students in Year 10 may also choose to complete Outdoor Education or participate in our Elite Sports Program.

## **Years 11 and 12**

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Students can complete a range of course units to attain the Western Australian Certificate of Education (WACE). Students wishing to gain direct university entrance must do ATAR courses.

## **Vocational Education and Training**

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Vocational Education and Training (VET) involves students studying a certificate course. The courses are delivered either at school, at North Regional TAFE or in the workplace.

## **School Based Traineeships**

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School Based Traineeships are an exciting and innovative way for students to both stay at school and commence a pathway towards a career through employment.

Students participating in School Based Traineeships will still work towards the completion of the Western Australian Certificate of Education (WACE) through the VET program.

Completion of a traineeship while still at school means a Year 12 School Leaver will have a head start towards an apprenticeship or traineeship, further study through TAFE or be qualified to step straight into full employment.

Further information on WA Certificate Education requirements can be obtained at [www.curriculum.wa.edu.au](http://www.curriculum.wa.edu.au) or from the Years 11 and 12 Deputy Principal.

## **Drug Policy**

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Karratha Senior High School has a School Drug Policy detailing a standardised approach to drug education and response to instances of use of illegal and illicit drugs.

- ❖ Students who are involved in the inappropriate use of illegal or illicit drugs are dealt with by the BMiS policy and procedures.
- ❖ Copies of this policy are available on request.
- ❖ The police will be contacted in cases of illegal drug use, illicit drug use or possession.

## **Enrolments**

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Students will only be enrolled by appointment. This avoids parents and students waiting unnecessarily.

Appointments can be made with a Deputy Principal by ringing the School on 9187 8000. At the beginning of the year appointments can be organised from one week before the starting date for students. Parents/caregivers may also request enrolment packages be sent to them in advance, or download an enrolment package from our website.

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## Facebook

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Karratha Senior High School has an official Facebook page to inform students, carers and the general public on what is happening within the school. Whilst direct contact with students and carers is still the primary source of information, this page assists with publicising items of general interest. Media consent is included on the Karratha Senior High School enrolment form however if you do not want your child to appear on this page, please ensure you contact the front office.

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## Mentor Group Periods

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Karratha Senior High School (KSHS) students come from all walks of life. Some students enter our school having spent the entirety of their Primary School lives based in one of our local feeder schools, where many others join us from intrastate, interstate and overseas. As a school we prioritise the social and emotional wellbeing of all students as well as academic performance promoting the Department of Education's culture of 'high performance – high care' in all that we do.

Mentors will access attendance, pastoral care, behavioural and academic achievement records for each student and work with students individually to support their progress at school. Early intervention is always important and Mentors have access to Year Coordinators, the Student Wellbeing team and Senior Administration for support. It is the Mentor's role to monitor each student's overall progress, advocate and seek support for the student, or refer on as necessary.

Our Mentor system provides the vital sense of connection, familiarity and continuity from the outset of every student's time with us.

The Mentor becomes the person who:

- ❖ provides the link with home.
- ❖ promotes and monitors well-being and academic progress using Individual Improvement Plans.
- ❖ embodies the core values of Karratha Senior High School in embracing our school vision, encouraging personal responsibility, assisting in goal-setting, reflection, evaluation and encouraging resilience.

Together the students and Mentor Teacher will explore important curricular and non-curriculum topics to promote and support academic success and allow active and responsible citizenship. Topics include mental wellness, effective study techniques, healthy eating, self-esteem, resilience, career opportunities, online safety and House activities.

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## Formal Examinations

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From 2015, students must demonstrate a minimum standard of literacy and numeracy to be eligible for a WACE. The minimum standard for WACE encompasses skills that are considered essential for individuals to meet the demands of everyday life and work. It is this standard that the Authority will report on in the Western Australian Statement of Student Achievement (WASSA) on exiting Year 12.

There are two ways in which students can demonstrate the minimum standard: Prequalification through Year 9 National Assessment Program Literacy and Numeracy (NAPLAN); or performance on Online Literacy and Numeracy Assessment (OLNA).

Students are notified of examination week and national testing dates at the start of the year. These dates are shown on our school calendar which is also available on the school website.

Years 7 and 9 students complete the National Assessment of Literacy and Numeracy (NAPLAN). Students in Year 10 complete school-based examinations in Mathematics, English, Science and HASS and OLNA.

Online Literacy and Numeracy testing (OLNA) is compulsory for those students who have not previously met NAPLAN benchmark.

Lower school students also complete school-based tests and common assessment tasks.

Years 10, 11 and 12 students have compulsory examinations. The length of the exams varies. By the end of Year 12 these written examinations are usually three hours long. Some courses may also have a practical examination.

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## Homework & Diaries – See Appendix B

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Each student is supplied with a diary which must be at each lesson. The diary is also essential for the movement of students around the school. It is used for toilet and drink passes in classes. Replacement diaries can be purchased from the Front Office. Parents are required to review diaries, support their children to develop organisational and time management skills, and to communicate with teachers through the diary. Parents need to sign the diary each week.

Students must be familiar with the school's homework policy in particular:

- ❖ All homework must be submitted on the due date.
- ❖ Problems with homework must be discussed with a teacher before the due date.
- ❖ All homework must be entered in the homework diary.
- ❖ Check on homework missed in the event of absences.

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## House Factions

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Karratha Senior High School students participate in Athletics and Swimming Carnivals during the year where they compete against each other in a House Faction. House Faction shirts are available from the Uniform Shop and are compulsory for all Physical Education classes for Years 7 – 12.

Houses are allocated to surnames as follows:

De Grey	Green	A – D	Chichester	Yellow	E - K
Hamersley	Blue	L – P	Fortescue	Red	Q - Z

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## Inclusive Learning Unit

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The focus for the Inclusive Learning Unit (ILU) is to integrate students with a diagnosed disability into the mainstream classroom for inclusive learning. Student needs are catered for through a balance of mainstream classes and learning opportunities in the ILU with specialist Education Support Teachers. Carefully developed Individual Education Plans (IEPs) aim to promote further academic and social growth in regards to each student's disability and/or learning difficulty. Education Assistants with well-developed skills also support these students in achieving set individual education goals.

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## Leaving the School Grounds

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Students who need to leave the school grounds for any purpose during school hours must obtain a "Standardised Leave Pass for Government Schools" form from Student Wellbeing. Parental permission is required.

Students who are ill need to report to the School Nurse or to Student Wellbeing. They must not go home without proper authorisation. It is essential that the school is aware when a student needs to leave the school premises.

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## **Library - Books Lost and Not Returned**

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Students who do not return books or have lost library books will be charged for replacement of these books.

An account will be sent out to the parent/caregiver of these students.

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## **Litter in School Grounds**

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The school environment must be kept clean, tidy and attractive at all times. This can be achieved by all members of the school doing the following:

- ❖ All litter is to be placed in bins provided.
- ❖ Students may be requested to clean up the area they sit in.
- ❖ Use the paths instead of cutting through garden beds.

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## **Lost and Found**

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In order that items of clothing misplaced can be returned to the owner, it is essential that parents adequately mark students' clothing.

Lost property is held at Student Wellbeing.

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## **Managing Student Behaviour Policy**

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The School Board has agreed on a common discipline policy called "Behaviour Management in Schools".

Students who are disrupting the learning of others or breaking school or classroom rules will be spoken to and it will be pointed out that they are breaking the school's code of conduct. Most students react favourably to this and there is no further trouble. Where the problem continues, the teacher will notify his/her Head of Department and will try to resolve the matter with the student. Where a student behaves in a manner warranting suspension, a meeting with the parents/caregivers will occur where possible, prior to the suspension being given. All students returning to school after suspension will need to attend an interview with a parent/caregiver before resuming their normal timetable. If the matter continues, the child will be removed from the rest of the class until the matter can be resolved with the assistance of the Head of Department. Parents/caregivers will be notified of the problem. Suspension from school may result if the problem persists.

When offences of a major nature occur, the child may be suspended at which time parents/caregivers and the Regional Executive Director will be notified. The police are contacted with misdemeanours such as drug offences, serious assaults and other illegal activities.

Any student who is continuously suspended during any one year can be brought before an Exclusion Panel and face exclusion from the school.

The school seeks to work in partnership and collaboration with parents/caregivers. This includes working through a restorative justice process to support conflict resolution and collaborative development of Individual Education and Behaviour Management Plans (IEPs and IBPs)

## **Everyone has the right to:**

- ❖ Learn without being interrupted by others.
- ❖ Teach without being interrupted by others.
- ❖ Be treated courteously and respectfully.
- ❖ Work in a safe and clean environment.
- ❖ Feel proud of their school.

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### **Medical Concerns**

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Students who feel they are not fit enough to carry on during normal activities should report to their teacher if they are in class who will direct the student to Student Wellbeing where we will contact the parents/caregiver to collect their child. Basic first aid will be administered at school and parents/caregivers will be contacted to collect their child. If an ambulance is needed and called, this will be at the cost of the parents/caregiver.

Students who are unwell must attend Student Wellbeing; they may not leave the school grounds because they believe they are too ill to continue at school. Up-to-date emergency parent/caregiver contact phone numbers are essential so that we are able to make immediate contact should students become ill. Parents will be contacted if their child is unable to attend class due to illness/injury but does not require hospitalisation.

The Department of Education requires parents/caregivers who have students who need to take medication or require panadol to contact the school to develop a medical action plan. It is essential that parents inform the school of any serious medical/physical problems their children may have.

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### **Mobile Phone Policy**

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Mobile phones are not permitted to be used by students at Karratha Senior High School. This has been outlined clearly to parents/caregivers and students through newsletters and assemblies. Parents/caregivers must ring the school for important messages to be delivered to students.

If a student has a mobile phone out at school there is a specific process to be followed.

- ❖ Student to hand over phone.
- ❖ Phone is placed in designated envelope, labelled and placed in the designated locked cabinet in the front office.
- ❖ Parent/guardian to collect phone at their convenience.

While it is expected that this procedure will be followed at all times there will be occasions where further steps will be required.

- ❖ If a student refuses to follow a teacher's instructions then the normal BMiS procedures should be followed.

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## Out of Bound Areas in the School

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Students are advised that the following areas are out of bounds unless under supervision of a staff member.

- ❖ Staff car parks and bike racks during school hours.
- ❖ All road surfaces apart from designated crosswalks.
- ❖ All areas behind B & C block.
- ❖ Any area outside the school boundary.
- ❖ The Pilbara Institute designated buildings, amphitheatre, Walkington Theatre & coffee shop, Training Solutions, lawn area during recess and lunch.
- ❖ Students found in out of bounds areas will be dealt with through the school BMiS policy.

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## Parents and Citizens Organisation (P&C)

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The school is fortunate in having a very active P&C Committee.

All parents/caregivers and other members of the community are welcome to attend. This organisation is very significant in the school in the following ways:

- ❖ It is a forum for parents to raise issues to be considered by the School Council.
- ❖ It manages the canteen.
- ❖ It raises funds to support the school's programs.
- ❖ It forms an important link between the school and parents.

The P&C Annual General Meeting is held in March each year.

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## Parking Information at School

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Drivers who use the bus bays for the setting down and picking up of their children are putting many students at risk.

**Students should be dropped off in the 'drop off' zone only and not in the staff car park.**



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## Presentation Nights

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Karratha Senior High School awards academic, sporting, participation and citizenship achievements to students through the major award evenings, these being the Year 12 Presentation Evening and our Years 7 – 11 Award Night.

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## Punctuality

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Punctuality is a desirable quality in students. It is reasonable to expect all students will arrive at their class on time. Students are moved on at break times to arrive at class to start the lesson when the siren is sounded. Students are expected to arrive at school at the start of the day in enough time to attend Mentor Group. Punctuality is a desirable employability trait, and if needed the school will put measures in place to encourage students to arrive at school/class on time.

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## School Board

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Karratha Senior High School has an active and energetic School Board which has been in operation since 1989. Membership is drawn from parents, caregivers, community members, teachers and students and is formed by election. The elected members have the power to co-opt members of the community.

The purpose of the Board is to develop long-term policies for the school that reflect the needs and interests of the community, to establish priorities within the school as necessary, to ensure that the school budget reflects these priorities, and to promote close cooperation between the school, the community and the Department of Education.

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## School Rules

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1. Students are expected to comply with the Code of Conduct at all times.
2. Students may enter classrooms only with the permission of a teacher.
3. Students may leave school grounds only by obtaining a pass from Student Wellbeing and must have written or phone permission from a parent /carer.
4. Students are expected to wear attire that adheres to the School [Dress Code](#).
5. Only water is to be consumed in class, on the oval or basketball courts.
6. Students are **not permitted** to have **aerosol deodorants** or to **chew gum** at school.

These school rules will be reviewed continually and modified as needed.

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## Senior School Assessment Policy – Years 11 and 12

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Parents and students are asked to sign the Senior Secondary Assessment Policy acknowledgement when enrolling the students into senior school. All assessment tasks are to be submitted on the specified due date. Penalties occur for late submission.

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## Lower School Assessment Policy – Years 7 to 10

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A copy of the policy is available from the school.

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## SmartRider Cards

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The SmartRider card has been available to students for several years at Karratha Senior High School, primarily as a source of student identity. **This significantly changed on 1 January 2017** when the Public Transport Authority launched TransKarratha services in the region. From this date, student concession fares are only available by using the Student SmartRider, including services outside the region such as travel on TransPerth bus, rail and ferry services, Transwa country road and country rail services. In schools, this card is invaluable as it carries the name of the student, school and their Student Number which is carried from school to school. Students who do not possess a Student SmartRider from their current school should apply to receive one upon enrolling at Karratha Senior High School.

Further details may be sourced from the SmartRider booklet available from your school, or by contacting TransPerth InfoLine on 13 62 13.

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## Sports Carnivals

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The school is involved throughout the year in various sporting carnivals at intra and interschool level. These events are organised through our Physical and Health Education department.

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## Sport and Other Storage Areas

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Access to these areas is restricted to designated staff members. Students are to enter only under supervision.

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## Sport and Physical Education

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Sport and Physical Education are compulsory subjects and as such, house shirts are compulsory for all Years 7 - 10 Physical Education classes and all practical Physical Education courses undertaken in Years 11 and 12. A medical certificate is required in order for a student to obtain an exemption from the activities.

Students who wish to be exempted on particular days or for short terms, owing to temporary illness or other valid reasons, must bring an explanatory note from a parent or caregiver.

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## Student Council

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The Student Council's role is to represent all students, which will assist staff to improve student welfare. Activities such as the Blueprint, social functions, Mentor Group competitions and fundraising are normal Student Council activities.

The Student Council comprises six Year 12 students and six Year 11 students. None of the positions on the Student Council are gender-linked. Faction captains are selected from all year groups.

Student Councillors, for the following year, are elected by secret ballot near the end of Term 4.

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## Student Progress

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Parents who wish to make enquiries about their child's progress are encouraged to contact the appropriate Student Wellbeing Coordinator to arrange a progress report or an interview. Students who wish to discuss pastoral care issues may also contact the Student Wellbeing Coordinator, who may in turn put you in touch with the School Psychologist, Aboriginal & Islander Education Officer, Chaplain or Nurse.

Parents are asked to ring the school on 9187 8000.

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## Student Responsibilities

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So that the school's goals can be achieved in the best possible way, a positive learning atmosphere is necessary. This can only happen where everyone knows what their responsibilities are. This includes teaching and general staff and most importantly the students.

So that high standards are maintained, it is the responsibility of every student attending the school to:

- ❖ Know what is expected from him/her.
- ❖ Work within these guidelines.
- ❖ Students are required to arrive at class fully equipped for that lesson.

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## Transfers

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Students intending to transfer to another school must complete a Clearance Form, which is available from the Front Office.

When the student enters another school, that school will send a transfer note to Karratha Senior High School and in return all reports, medical cards etc., will be sent to the new school.

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## Dress Code - Compulsory

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- ❖ Karratha Senior High School has a prescribed dress standard that is compulsory and all students are required to follow this dress standard.
- ❖ This Dress Code has been ratified by the School Council and procedures have been adopted to ensure that this policy is adhered to by students, staff and parents.
- ❖ Students who are unable to abide by the School's Dress Code for religious or financial reasons must gain an exemption through the Principal.
- ❖ This must be sought in writing at the beginning of each term.
- ❖ There are consequences for breaches of the dress code.

If arriving at school without proper school dress, the student needs to report to Student Wellbeing where a loan uniform will be provided.

The School Board and the P&C have endorsed this change and it is very widely supported by the community, students and staff. This allows all students to be equal; there is no demand on any student to keep up with the fashion or to show membership of a particular group. As members of this community it is important to have a sense of belonging and identity; the way we feel about ourselves and the school in which we learn and work. The uniform also serves to identify outsiders, an important strategy in ensuring the safety of all on the school site.

The school uniform is only available from Karratha Senior High School. No denim is permitted. Navy blue shirts with red trim are for Years 7 – 10 and white trim shirts for Years 11 -12. Please contact the school if you have any queries regarding the uniform.

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## **Uniform Dress Code – Compulsory**

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1. Students in Years 7 - 10 are to wear polo shirts with the accepted school motif. Years 11 and 12 students wear a similar shirt which is only available at the school. In winter, the only acceptable jumper is the school jacket or a Country Week top.
2. Students are to wear the approved navy blue shorts or navy blue pants which are only available at the school.
3. Students are encouraged to wear caps/hats when outdoors. Beanies are not permitted.
4. For health and safety reasons, students **must** wear **closed-in** shoes.
5. Faction shirts are compulsory for all Physical Education classes.
6. T-shirts under the school uniform will not be accepted. Students will be asked to remove the T-shirt.

### **Monitoring:**

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#### **Excursions:**

- ❖ Students attending school excursions must wear full uniform unless otherwise instructed.

#### **Violation of the Dress Code:**

- ❖ Continual violation of the Dress Code may result in exclusion from extra-curricular activities.
- ❖ These may include such activities as Reward Excursions and Socials.

#### **Inappropriate Footwear:**

- ❖ Students who are wearing inappropriate footwear are violating Occupational, Health and Safety Regulations and the School Uniform Policy.
- ❖ Students will be required to wear provided shoes, otherwise the parents/caregivers will be contacted and they will be asked to deliver the correct shoes or to pick up their child from school.

#### **Inappropriate Clothing:**

- ❖ Students wearing clothing (including hats) with offensive writing or gestures on it will be asked to change.

**On one- off occasions, loan uniforms can be borrowed from Student Wellbeing.**

## Uniform Shop Information

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Karratha Senior High School Uniform Shop will be open prior to the start of the school year. Please see the **Payment of School Charges & Contributions** section for dates and times. After this date uniforms and payment of school charges will be available from the Front Office.

### Items Available:

❖ Polo Shirts Red/Navy or Navy/White	Sizes 10 - 36	\$20.00
❖ Navy Shorts	Sizes 10 - 36	\$20.00
❖ Navy Track Pants	Sizes 10 - 30	\$20.00
❖ Navy Jackets	Sizes 10 - 30	\$30.00
❖ School Faction Shirts	Sizes 10 - 30	\$20.00

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## Useful Website Links

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Department of Education	<a href="http://www.det.wa.edu.au/">http://www.det.wa.edu.au/</a>
School Curriculum and Standards Authority	<a href="http://www.scsa.wa.edu.au">http://www.scsa.wa.edu.au</a>
WA Council of State Schools Organisations Inc	<a href="http://www.wacsso.wa.edu.au">http://www.wacsso.wa.edu.au</a>
Australian Council of State Schools Organisations	<a href="http://www.acsso.org.au">http://www.acsso.org.au</a>
Bullying No Way	<a href="http://www.bullyingnoway.com.au">http://www.bullyingnoway.com.au</a>
Careers and Futures	<a href="http://www.myfuture.edu.au">http://www.myfuture.edu.au</a>



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## Appendix A – POLICY STATEMENT ON BULLYING

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**Karratha Senior High School respects the rights of all people to be free from all forms of bullying and harassment. Care, courtesy and consideration are expected and encouraged at Karratha Senior High School and they form the basis for all our dealings with one another.**

### **What is Bullying?**

Bullying is any ongoing wilful, conscious behaviour intended to hurt another person, either physically or emotionally. It may also be part of an ongoing series of incidents.

Bullying is a form of abuse in that it is repetitive, often hidden and involves a misuse of power by a more powerful individual or group against a less powerful individual unable to effectively resist.

Bullying can be direct and observable or indirect and difficult to identify. Any student can be engaged in bullying or be bullied as the reasons vary for each situation.

**Bullying is when the following things happen again and again to someone and it is hard for the student being bullied to stop these things from happening:**

- ❖ Being ignored, left out on purpose, or not allowed to join in.
- ❖ Being made fun of and teased in a mean and hurtful way.
- ❖ Lies or nasty stories are told about someone to make other children not like them.
- ❖ Being made afraid of getting hurt.
- ❖ Staring or giving someone mean looks or gestures.
- ❖ Forcing someone to do things they do not want to do.
- ❖ Being hit, kicked or pushed around.

### **Bullying is a Serious Issue**

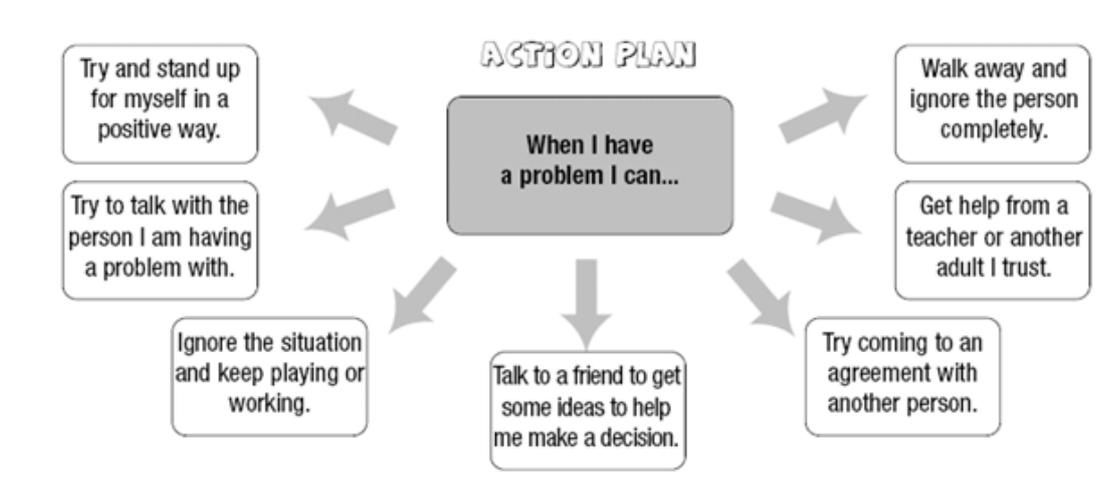
Bullying is not 'OK'. Karratha Senior High School does not tolerate bullying. Bullying can lead to emotional and/or physical pain and stress for the person being bullied. Sometimes, those of us who remain passive onlookers can unintentionally encourage bullying behaviour. This tradition of silence reinforces bullying and this silence is a barrier that must be broken down.

## What can you do if you are being bullied?

Recognise that you can take positive action. 'Take a Stand'. Often bullies want a reaction. A solution can take time. Seek assistance and be assured that there are many people who will help.

- ❖ Be assertive, have your rights. State "Leave me alone!"
- ❖ Do not retaliate with physical or verbal aggression.
- ❖ Ignore it. If you show that you are not upset, the harassment may stop.
- ❖ Laugh it off, use humour but do not provoke further response.
- ❖ Build your own protection by establishing friends.
- ❖ Be smart about avoiding high risk places and times.
- ❖ Talk about it with others who can help you decide how to handle the situation eg. your family, friends, peer support leaders, and other older students at school.
- ❖ Talk about it with those who can take action, eg. Teachers, Year Coordinators, Student Wellbeing team. A member of the Student Wellbeing team will not only assist you with the above actions, but will also work with you to resolve any incidence of bullying.
- ❖ Complete a Student Wellbeing Assistance Card and give it to a teacher, the front office or a member of the Student Wellbeing team. A member of the Student Wellbeing team will not only assist you with the above actions, but will also work with you to resolve any incidence of bullying.

Remember we are on your side. We take bullying seriously and want to stop it. No one deserves to be bullied and we are going to do everything we can to stop it.



## What can you do if you are a witness to bullying?

The Bystander (Social Responsibility)

You should care enough to want to do something:

- ❖ Lend a hand.
- ❖ Take action as the bullying may not stop by saying "Leave him/her alone".
- ❖ Report the incident to a member of staff as soon as you can. It is OK to ask for privacy and confidentiality, or make an anonymous report that will alert the staff to a trouble spot or a bullying incident.
- ❖ Offer support to the person being bullied. Make suggestions about handling it. Encourage him/her to get help from an adult, a friend or his family.  
Complete a Student Wellbeing Assistance Card.

## Cyberbullying

Today's teens use technology more than ever. You have access to blogs, online videos, social networking and many other forms of online services.

While most activities that you participate in, such as emailing and chatting with friends are safe there are some dangers to using the Internet. Unfortunately the same advances in computer and telecommunication technology that allow you to reach out to new sources of knowledge and cultural experiences are also leaving you vulnerable to exploitation and harm by online trolls. Trolls are people who bully others online.

### **Cyberbullying is the use of technology to harass, threaten, embarrass or target another person**

Online threats, nasty texts, and mean tweets, posts, or messages all count. Posting any information designed to hurt or embarrass someone else is classed as bullying.

Victims of cyberbullying are negatively affected with lowered self-esteem and frequent feelings of sadness, anger, fear and isolation. Cyber bullying happens via text messages, chat rooms, commenting on profiles or blogs and emails.

### **Types of unacceptable behaviour:**

- ❖ Harassing – consistently sending nasty, mean or insulting messages or videos.
- ❖ Denigrating – posting or sending gossip or rumours about a person to damage his/her reputation or friendships.
- ❖ Outing – sharing someone's secrets of embarrassing information or images online.
- ❖ You may not even know the cyberbully. They are just people that want to inflict emotional pain or embarrass others. Cyberbullies do not see the results their bullying has on their victims or how damaging their words can be.

### **There are two main types of people that cyberbully:**

Popular teens who bully because:

- ❖ They see it as a way to stay in the cool group.
- ❖ Embarrassing or hurting others makes them feel powerful.

Teens who are less popular at school may bully because:

- ❖ It helps them cope with their own low self-esteem.
- ❖ They think it will help them fit in with their peers.

### **How do you stop being bullied online?**

**Don't respond to a bully online.** If someone bullies you, remember that your reaction is usually exactly what the bully wants. They want to hurt or embarrass you. It gives them power over you. Who wants to empower a bully?

**Don't give them attention.** Getting back at the bully turns you into one and reinforces the bully's behaviour. Help avoid a whole cycle of aggression and don't sink to their low level. Don't give them attention for being ugly.

**Save the evidence.** The only good news about digital bullying is that the harassing messages can usually be captured, saved and shown to someone who can help. You need to do this even if it's minor, in case things escalate. Do not only print the mean messages, print the conversation to show someone the proof of how the discussion turned into a bullying feast.

**Talk to a trusted adult.** You deserve support when cyberbullying occurs. Tell a parent, teacher or student wellbeing what is happening and do not leave it until it has escalated. Sound the alarm bells as soon as it starts happening.

**Block the bully.** If the harassment's coming in the form of instant messages, text or profile comments, set up privacy tools to block the person. If it's a chat, leave the group. Report them to the ISP provider or website administrator.

**Don't trash talk.** Even if you don't like someone, it's a good idea to be decent. Gossiping about and trash talking others increases your risk of being bullied. Treat people the way you want to be treated.

**Don't be ashamed.** Of you have followed all these steps and handled a bully correctly, you have nothing to be ashamed of as you have done nothing wrong. Hold your head high and don't let anyone attack your self-esteem.

**Be a friend, not a bystander.** Watching or forwarding mean messages empowers bullies and hurts victims even more. It's time to let bullies know their behaviour is cruel.

**Call Kids Helpline.** you can reach out to Kids Helpline on 1800 55 1800 or visit their website at <http://www.kidshelpline.com.au/kids/get-help/>

**For threats to your safety** call the police for help using Triple Zero (000) or Crime Stoppers on 1800 333 000

For more information, visit the government's website <http://www.esafety.gov.au> Consider getting reword (<http://reword.it/#/>) a tool similar to a spell checker that helps prevent abusive behaviour, identifying insulting statements in real time and prompting you to consider your words before you post.

Remember, it isn't your fault if someone is mean to you online.

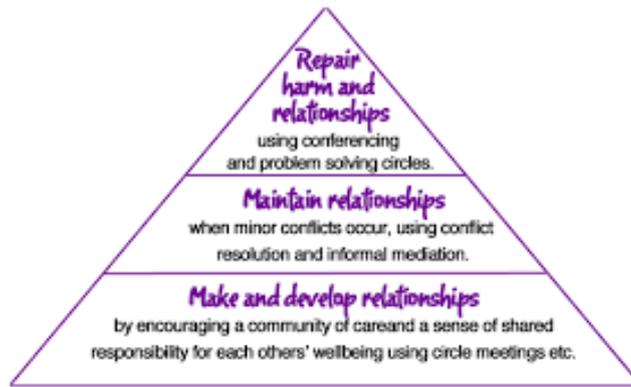
Nobody should be bullied.

### **Karratha Senior High School is committed to building a safe environment for staff and students through the Restorative Justice Framework.**

Restorative Justice is a process that provides an opportunity for students to accept responsibility for their behaviour and to repair harm or damage done to other people and/or property.

- ❖ It provides a positive sharing experience for the student who has harmed others through bullying or other inappropriate behaviours.
- ❖ It allows behaviour to be corrected in a positive way.
- ❖ The consequence of the inappropriate behaviour is negotiated between the perpetrator and the victim.
- ❖ Students are supported in their efforts to develop more appropriate behaviour, whilst understanding the seriousness of their actions.
- ❖ It allows the person/s harmed to talk about the impact of the perpetrator's actions on them.
- ❖ The process rebuilds relationships and allows students and teacher to resolve conflict.

Teachers at the school are trained in the restorative approach.



**When Students are involved in bullying and other inappropriate behaviour, they are asked to reflect on the following questions:**

- ❖ What happened?
- ❖ What were you thinking at the time?
- ❖ Who is responsible for your behaviour?
- ❖ What have you thought about since?
- ❖ Who has been affected by what you have done? In what way?
- ❖ What do you have to do to make things right?

Restorative Justice supports the Behaviour Management and Discipline and the Anti-Bullying Policies of Karratha Senior High School.

Sometimes in life, things get too hard to deal with on your own. It doesn't make you a weak person. One of the strongest things you can do is to admit that you are not perfect and you need help. While it may be hard to do, seeking help is the first step towards recovery.



**The Act Belong Commit App** provides general information and guidance on how people can stay mentally healthy in their everyday lives. It provides background information on the campaign and includes interactive features that encourage the use to:

- ❖ Act – be mentally, physically and socially active
- ❖ Belong – to groups and clubs, keep up friendships and social networks
- ❖ Commit – to things that bring meaning and purpose to life, support a good cause, or volunteer to help others.



**Couch to 5k** is an app that helps people to get active, building up to a 5km run while listening to music. Exercise is a great way to boost your mood and is great for good mental health.



**Headspace** is the National Youth Mental Health Foundation. We help young people who are going through a tough time. Looking for someone to talk to? If you are 12-25, you can get health advice, support and information from headspace.



**Kids Helpline** is Australia's only free, private and confidential, telephone and online counselling service specifically for young people aged between 5 and 25.



**MoodGYM** is an innovative, interactive web program designed to prevent depression. It consists of five modules, in interactive game, anxiety and depression assessments, downloadable relaxation audio, a workbook and feedback assessment.



**Smiling Mind** is a modern meditation for young people. It is a simple tool that gives a sense of calm, clarity and contentment.



**Youthbeyondblue** – Going through tough time? Stress, anxiety and feeling down can affect anyone, and in fact happens to a lot of us at some point in our lives. We have good days and bad days. However, if you are feeling sad, down or anxious and these feelings have started to affect what you would normally enjoy or do, then it is important to find out what's going on and what you can do about it.



**Lifeline** for telephone counselling, and their website also offers crisis support, a service finder and information on issues including suicide prevention, panic attacks, self-harm, domestic violence, rural mental health and asking for help.



**ReachOut.com** provides information on motivation, grief, parents' separation, personal identity and getting through really tough times.

## Appendix B - HOMEWORK POLICY

Homework and study are most effective in assisting learning and in developing sound understandings of concepts in students when the following criteria are met:

1. The school has a homework policy that is clear, easily understood and well documented.
2. Students understand the requirements, are aware of their responsibilities and accept them.
3. Parents are fully informed of all aspects of the policy and are aware of specific ways in which they can help.

The essential elements making up these criteria are detailed below for the information of students and parents.

Essential Elements	The School's Responsibilities	
<b>Homework/Study Timetables</b>	<ul style="list-style-type: none"> <li>• Make recommendations for time to be spent by students on homework/study.</li> <li>• Assist students in the preparation of homework/study timetable.</li> <li>• Assist students in developing sound study techniques.</li> </ul>	
<b>Homework Tasks</b>	<ul style="list-style-type: none"> <li>• Ensure that the homework tasks are clearly understood by students.</li> <li>• Set definite dates for submission of work.</li> <li>• Ensure that students have time in class to enter homework tasks into their diaries.</li> <li>• Allow adequate time to complete homework.</li> </ul>	
<b>Assessment of Homework</b>	<ul style="list-style-type: none"> <li>• Inform students about how much of the total assessment for a unit of work is allocated to homework.</li> <li>• Keep individual student records of all homework submitted or not submitted.</li> <li>• Indicate homework that is to be marked and homework that is simply recorded as being submitted or not submitted.</li> </ul>	
<b>Homework Diaries</b>	<ul style="list-style-type: none"> <li>• Set requirement that all students purchase a homework diary.</li> <li>• Set requirement that all students bring diaries to all lessons and enter homework as it is allocated.</li> <li>• Check diaries weekly for correct usage and a parent's signature.</li> <li>• Mentor Group teachers sign diaries after checking and alert parents where diaries are not being used correctly.</li> </ul>	
<b>Extension Of Submission Date for Homework</b>	<ul style="list-style-type: none"> <li>• Provide students with an extension in order to complete homework, where a reasonable excuse is provided and accompanied by a written request for extension by a parent.</li> </ul>	
<b>Failure to Submit Homework</b>	<ul style="list-style-type: none"> <li>• Inform parents by letter when homework is not submitted.</li> </ul>	

## Assistance with Homework

- Provide help for students who are having problems with homework tasks and who make reasonable requests for assistance.
- Arrange appointments with appropriate teachers when parents wish to discuss a student's homework.
- Remove student from Time Out and reinstate to normal timetable after a contract regarding future behaviour is completed.
- Inform student that further unacceptable behaviour will result in suspension.



## HINTS FOR EFFECTIVE HOMEWORK/STUDY

- Have a desk or table in a place where you will not be interrupted.
- Use a comfortable chair.
- Have good lighting
- Ask for help if necessary.
- Always do your homework in the same place.
- Avoid loud music or TV.
- Move around during breaks.

## The Student's Responsibilities

- Prepare a homework/study timetable based on the school's recommendations.
- Work in sessions of about 40 minutes with brief breaks in between.
- Stick to the timetable. Try to make up time missed.
- Ask for help with planning if necessary.



## How Parents Can Help

- Be aware of the school's recommendations regarding the time allocation for homework/study.
- Encourage the preparation of a homework/study timetable that has a reasonable balance between homework/study, leisure activities, jobs around the house, part-time work and sleep.
- Encourage the making up of time lost.

- Be clear about the homework tasks. Ask for clarification if necessary.
- Enter the tasks in homework diary.
- Work on the task over a period of time. Don't leave them until the night before they are due.



- Show your interest by asking about homework assigned and by looking at the diary and signing it every week.
- Be aware of actual time devoted to homework/study and relate this to the timetable. Discuss the matter if there is a large discrepancy and be prepared to apply consequences where necessary.
- Don't feel bad if you can't help all the time. Encourage asking the teacher.

- Understand how much of the total assessment for the unit is allocated to homework.
- Do all homework, even if it will not be marked, as doing the work will help in the understanding of concepts and improve achievements at school.
- Submit all homework set.



- Encourage the completion of all homework.
- Be aware of the assessment structure for the various units of work, particularly with respect to homework.
- Encourage the making up of specific questions to ask relevant teachers.

<ul style="list-style-type: none"> <li>• Purchase a homework diary.</li> <li>• Bring the diary to all classes and enter all homework tasks.</li> <li>• Show the diary to parents and ensure that it is signed each week.</li> <li>• Keep the diary in a tidy, graffiti-free condition. Use it only for homework tasks.</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure and encourage the proper use of a homework diary.</li> <li>• Keep in touch with how well the diary is being used and sign it once a week.</li> <li>• Contact the school about any concerns.</li> </ul>
<ul style="list-style-type: none"> <li>• Submit work on time.</li> <li>• If, through illness or other valid reasons, work is unfinished, ask for an extension. However, the teacher needs to be seen personally and a written request for an extension is required from a parent.</li> </ul>		<ul style="list-style-type: none"> <li>• Provide a note requesting an extension if there is a valid reason.</li> <li>• Lack of organisation is not a valid reason. The consequence of not submitting work in this case may be a good learning experience.</li> </ul>
<ul style="list-style-type: none"> <li>• Expect parents to receive a note from school when homework is not submitted.</li> </ul>		<ul style="list-style-type: none"> <li>• Discuss the necessity of sticking to the homework/study timetable.</li> <li>• Initiating some consequences may be a solution.</li> </ul>
<ul style="list-style-type: none"> <li>• Ask for help when difficulties with homework arise. Do this well before the work is due, as the teacher concerned may not have time to help you straight away.</li> </ul>		<ul style="list-style-type: none"> <li>• Encourage the asking of questions at school to seek help.</li> <li>• Assist in the formulation of specific questions for teachers if appropriate.</li> </ul>

## Appendix C – STUDENT BEHAVIOUR ON CONTRACT SCHOOL BUSES

### The Code of Conduct

PO Box 8125  
Perth Business Centre  
Perth Western Australia 6849  
Tel: (08) 9326 2000  
Fax: (08) 9326 2781  
Email: [schoolbus@pta.wa.gov.au](mailto:schoolbus@pta.wa.gov.au)  
Website: [www.pta.wa.gov.au](http://www.pta.wa.gov.au)

#### General

Students must behave appropriately when travelling on contract school buses and in accordance with the *Code of Conduct* published by the Public Transport Authority.

A student who does not behave appropriately when travelling, especially if the misbehaviour concerns safety or results in injury to a person or damage to property, may result in a student's entitlement to transport assistance being suspended or withdrawn.

#### Code of Conduct

Under the *Code of Conduct*, students must:

- ❖ Follow the instructions of the driver and bus aide;
- ❖ Respect the personal space and property of others;
- ❖ Store luggage (eg school bags) safely and appropriately; as directed by the driver.
- ❖ Let other students travel in peace and comfort;
- ❖ Stay in their seat whilst the bus is in motion;
- ❖ If the bus is equipped with seatbelts, keep them appropriately fastened whilst the bus is in motion;
- ❖ Stay off the steps whilst the bus is moving;
- ❖ Not touch emergency equipment or exits (other than in emergencies);
- ❖ Not throw anything inside, or out of, the bus;
- ❖ Not put any part of their body out of the window;
- ❖ Not smoke on the bus;
- ❖ Not eat or drink on the bus without the permission of the driver;
- ❖ Not bring any offensive or dangerous weapon or item onto the bus.

A student who fails to abide by these requirements, especially those relating to safety, or who continues to behave unacceptably after being warned, may have their entitlement to transport assistance suspended or withdrawn.

An extract from the *Behaviour Management Guidelines* describing positive behaviours and how students can meet the requirements of the *Code of Conduct* is included on the following page.

## Behaviour and Examples of how to meet the Code for all students

Respect other people and property.	<ul style="list-style-type: none"> <li>• Respect other people and their possessions.</li> <li>• Follow the bus driver's directions without argument.</li> <li>• Do not interfere with bus property, equipment, shelters and signs by marking or damaging them.</li> </ul>
Wait for the bus in an orderly manner.	<ul style="list-style-type: none"> <li>• Wait well back from the bus until it stops and allow other passengers to leave the bus first.</li> <li>• Stand quietly without calling out or shouting.</li> <li>• Do not push other people in the line.</li> </ul>
Whilst on the bus, behave yourself.	<p><b>Students must:</b></p> <ul style="list-style-type: none"> <li>• always follow instructions from the driver;</li> <li>• show their bus pass, ticket or ID upon request;</li> <li>• sit properly on a seat (in an allocated seat if directed by the driver);</li> <li>• if the bus is equipped with seatbelts, keep them fastened whilst the bus is in motion;</li> <li>• store school bags under the seat or in appropriate luggage areas; and</li> <li>• Speak quietly and not create unnecessary noise.</li> </ul> <p><b>Students must not:</b></p> <ul style="list-style-type: none"> <li>• bully other students;</li> <li>• place feet on the seats;</li> <li>• fight, spit or use offensive language;</li> <li>• throw any article around or from the bus;</li> <li>• consume food or drink, or play music without permission of the driver;</li> <li>• smoke (prohibited on all buses);</li> <li>• stand whilst the bus is in motion;</li> <li>• allow any part of their body to protrude out of the bus windows;</li> <li>• bring any offensive or dangerous weapon or item onto the bus;</li> <li>• stand forward of the front seat; or</li> <li>• Act in a manner that would be considered an offence under any legislation.</li> </ul>
Use approved bus stops.	<ul style="list-style-type: none"> <li>• Students will only be allowed to get on or off the bus at an approved bus stop.</li> <li>• It is the responsibility of students to get off the bus at their correct bus stop.</li> </ul>
When leaving the bus, do so in an orderly manner.	<ul style="list-style-type: none"> <li>• Wait until the bus stops before standing to get off.</li> <li>• Leave the bus in a quiet and orderly manner.</li> <li>• Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to do so.</li> <li>• Use crossings or traffic lights if available.</li> </ul>
In case of an emergency or a breakdown, follow the driver's instructions.	<ul style="list-style-type: none"> <li>• Wait until the bus stops before standing to get off.</li> <li>• Leave the bus in a quiet and orderly manner.</li> <li>• Wait in the area indicated by the driver.</li> </ul>

## **Breaches of the Code of Conduct**

The contracted bus company has sole responsibility for the management of behaviour by students on the bus. The school will work with the bus company to support them in dealing with issues involving students on the bus.

Where issues are severe, the WA Police may be involved through the bus company.

## **Education Support Students – Special Consideration**

Students travelling on education support vehicles are expected to behave appropriately when travelling and in accordance with the general principles set out in the Code of Conduct and the particular Conditions of Travel which parents/carers acknowledge when they apply for transport assistance.

Whilst all students are expected to abide by the Code of Conduct, special consideration will be given to students with intellectual disabilities.

## Appendix D – PAYMENT PLAN



### KARRATHA SENIOR HIGH SCHOOL 2019 SCHOOL CHARGES & CONTRIBUTIONS PAYMENT AGREEMENT FORM

Name of Parent/Caregiver:	
Postal Address:	
Contact Phone No:	
Student's Name:	Mentor Group:

**Total amount of Charges & Contributions outstanding: \$**

**Please tick your preferred Payment Plan**

<input type="checkbox"/>	Annual payment paid by end of Term 1															
<input type="checkbox"/>	Tick preferred payment															
<input type="checkbox"/>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Weekly</td> <td>\$</td> <td>Starting Date</td> <td>End Date</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Fortnightly</td> <td>\$</td> <td>Starting Date</td> <td>End Date</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Monthly</td> <td>\$</td> <td>Starting Date</td> <td>End Date</td> </tr> </table>	<input type="checkbox"/>	Weekly	\$	Starting Date	End Date	<input type="checkbox"/>	Fortnightly	\$	Starting Date	End Date	<input type="checkbox"/>	Monthly	\$	Starting Date	End Date
<input type="checkbox"/>	Weekly	\$	Starting Date	End Date												
<input type="checkbox"/>	Fortnightly	\$	Starting Date	End Date												
<input type="checkbox"/>	Monthly	\$	Starting Date	End Date												
<input type="checkbox"/>	Special purpose agreement:															
<input type="checkbox"/>	<b>Approved by:</b> _____ <b>Signed</b> _____ \$            x                    = \$            by date: _____															

**On Line Transfer/Direct Deposit – Payment made by Parent/Caregiver**

Account Name:            Karratha Senior High School  
 Bank:                      Commonwealth Bank  
 BSB:                        066 531  
 Account No:              10108897  
**PLEASE INCLUDE THE STUDENT'S NAME TO IDENTIFY YOUR PAYMENT**

**Credit Card Payment Plan**

Name on Card:  
 Card No.  
 Expiry Date:            /

I, \_\_\_\_\_ authorise for Karratha Senior High School administration staff to process payments from my credit card as indicated on this payment plan.

By signing this payment plan I will adhere to the above payment plan as stated above.

Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SCHOOL USE ONLY:**

Received by:	_____	Date:	_____
Approved by Manager Corporate Services	_____	Date:	_____
Processed RM Billing Notes	_____	Date:	_____

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## Appendix E - READING FOR SUCCESS

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*The man who **does not read** good books has no advantage over the man who **cannot read** them.*

*Mark Twain*

**Reading is a skill.** Like all skills, the more students use it, the better they get at it. Research shows that students do not read very much. In one study, 90% of students studied devoted only 1% of their free time to reading. 50% of the students read for an average of 4 minutes or less per day, 30% read two minutes per day, and 10% read nothing at all. In a comprehensive seven year study, it was found that only 3% of class time is occupied by the act of reading in lower secondary schools.

### **Students who read more demonstrate markedly higher achievement:**

- ❖ Students in the top 5% read 144 times more than students in the bottom 5%.
- ❖ On national testing, students who scored in the top 25% spent 59% more time reading than do students who scored in the bottom 25%.

### **Other reasons to practice reading:**

- ❖ Reading practice declines markedly after fifth grade.
- ❖ On average, high school students spend about as much time in literature-based practices as kindergarten students.
- ❖ Schools graduate students that have practiced reading an average of only 7 minutes per day over their entire academic career.

### **The act of reading impacts on literacy by:**

- ❖ Improving spelling skills.
- ❖ Improving vocabulary knowledge.
- ❖ Improving writing. Research shows that both style and complexity of sentence structure is increased as the amount of reading increases.

All students are encouraged to read every day at school and at home.

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## Appendix F - CYCLONE INFORMATION FOR PARENTS

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### Cyclone Watch/Warning:

Children are to attend school as per normal.

### Blue Alert

In a blue alert the school will usually remain open.

If a Yellow Alert is predicted and likely to be declared at some time during the school day *the school will not open and children are to remain at home.*

If the school is to close, this information will be broadcast via the following **local** radio stations. Emergency information is broadcast at approximately ¼ past the hour. The frequency of the updates will depend on the type of cyclone alert. School closure will be broadcast between 6.15am and 7.45am.

- ABC Radio (Official Broadcast)
- Spirit Radio (Unofficial Broadcast)

The closure advice will be repeated each morning until the decision to re-open the school is made by the DDG after discussion with the Regional Executive Director. Principals will then be notified that a school can reopen

School buses may be affected at this stage. Any change to the bus operation will be given on the radio at the above times.

PLEASE DO NOT RING THE SCHOOL. All information and updated reports relating to the warnings and school closure **ARE ISSUED ON THE RADIO.** Please keep yourself informed.

### Yellow Alert

If a Yellow Alert is declared during a school day, the following will occur:

- **Yellow Alert before 12:00:** – students can be picked up immediately from their classroom. The school will close at lunch time. Students will not be sent home until collected by, or instructions are received from parents.
- **Yellow alert after 12:00:** – students can be picked up immediately from their classroom. The school will close at the usual time. Students will not be sent home until instructions are received from parents.
- **Yellow alert after 14:00:** - If a Yellow Alert is called at or after 2.00pm schools will generally be closed the following day. Please continue to listen to the radio to receive information as to when schools will open.

The above does not preclude immediate closure in extenuating circumstances and if deemed necessary by the Cyclone Committee.

### Red Alert

The School will remain closed during a Red Alert.

- In the event that a Red Alert is proclaimed after 2.00pm, schools will remain closed the following day.
- In the event that a Red Alert is proclaimed after 2.00pm but subsequently cancelled, the Regional Executive Director in consultation with the Cyclone Committee has the discretion to ensure that schools open the following day.

### AFTER THE CYCLONE

If a Red Alert is called after 2.00pm schools will generally be closed the following day to allow for assessment and repair of serious damage. Please continue to listen to the radio to receive information as to when schools will open.

**Staff and students cannot return or enter school grounds until the school has been assessed and meets all safety and health standards.**

**Please keep yourself informed via the radio, until all threat from the cyclone is past.**