



Year 12

**Student Information
Booklet 2019**

Dear Student and Parent /Guardian

Welcome back to school for 2019

This booklet is designed to give students and parents an overview of the year ahead and highlight some important school information and policies.

Included in this booklet;

- School Times and Term Dates
- Contacting the school
- School Expectations
- Academic Concerns Contacts
- Uniform Policy
- Anti-bullying Policy
- Support Services
- Important Dates for Year 12
- Parent communication
- Student Services Team
- Attendance Information
- Good Standing Policy
- Technology Policy
- School Map

YEAR 12 CONTACTS FOR 2019

Year Coordinator	Tracey Schmidt	9553 0100	Tracey.Schmidt@education.wa.edu.au
Student Services Manager	Julie Grobbelaar	9553 0100	Julie.Grobbelaar@education.wa.edu.au
Associate Principal	Craig Chadwick	9553 0100	Craig.Chadwick@education.wa.edu.au
Associate Principal	Kelly Wetton	9553 0100	Kelly.Wetton@education.wa.edu.au

*You Are The Key To
Your Success
"YOU CAN DO IT!"*



School Year 2019

School Times

Monday to Friday	
8:30 - 9:34am	Session 1
9:34 - 10:38am	Session 2
10:38- 11.03am	Recess
11:03 - 12:07pm	Session 3
12:07 - 1:11pm	Session 4
1:11 - 1:36pm	Lunch
1:36 - 2:40pm	Session 5
2:40 pm	School Finish

Term Dates

	Start Date	Finish Date
Term 1	Mon 4 Feb	Fri 12 April
Term Break	Sat 13 Apr	Mon 29 Apr
Term 2	Tues 30 Apr	Fri 5 Jul
Term Break	Sat 6 Jul	Mon 22 Jul
Term 3	Tue 23 Jul	Fri 27 Sep
Term Break	Sat 28 Sep	Mon 14 Oct
Term 4	Tue 15 Oct	Thur 19 Dec



Important Year 12 Dates 2019

Term 1 Monday 4th February to Friday 12th April

Swimming Carnival	Wednesday 27 th February
Labour Day (public holiday)	Monday 4 th March
OLNA Round One	5 th – 29 th March
Parent Teacher Night	Wednesday 6 th March
School Photos	Thursday 4 th April, Friday 5 th April Tuesday 9 th April (Catch up)
ANZAC Ceremony	Friday 12 th April

Term 2 Tuesday 30th Apr to Friday 5th July

Year 12 ATAR Exams	To be arranged
Formal Acknowledgment Assembly	To be arranged
Good Standing Reward Activity	To be arranged

Term 3 Tuesday 23rd July to Friday 27th September

Year 12 Ball	Friday 30 th August
OLNA Round Two	2 nd – 27 th September
Warnbro Day	Wednesday 11 th September
Year 12 ATAR Mock Exams	Monday 23 rd Sept – Friday 27 th Sept

Term 4 Tuesday 15th October to Thursday 19th December

Year 12 Breakfast and Farewell	To be arranged
Year 12 EXTERNAL ATAR EXAMS	To be advised

Contacting the School

Absences	<ul style="list-style-type: none"> • Phone Student Services on 9553 0139 or 9553 0144 before 9.00am or respond to text on 0437 058 675 • Submit absentee note to Student Services or your child's session 3 Tuesday teacher • Email Warnbro.chs.absentees@education.wa.edu.au
Prolonged Absences	<ul style="list-style-type: none"> • Contact Year Coordinator by phone or email
Concerns about <ul style="list-style-type: none"> • academic progress • in class issues 	<ul style="list-style-type: none"> • Contact class teacher in first instance – 9553 0100 • Ongoing concerns contact Head of Learning Area
Concerns about <ul style="list-style-type: none"> • Social / Emotional • Mental Health • General Behaviours 	<ul style="list-style-type: none"> • Contact Year Coordinator or Student Services Manager – 9553 0100

Parent Communication

School Reports	Reports are emailed home at the end of Term 2 and Term 4
Parent Nights	Term 1 Wednesday 6th March <i>There will be an online booking for teacher appointments you will receive information on booking closer to the date</i>
School Bulletin	The school bulletin is posted home Term 1 and Term 4 and available on the website in Term 2 and 3
School Facebook	Please like Warnbro Community High School on Facebook for news and updates
Website	The school website includes information, publications and links to policies and procedures. www.warnbro.wa.edu.au

Please ensure the school has your up -to -date EMAIL address so the school has it on record for any communication required

School Expectations

WARNBRO COMMUNITY HIGH SCHOOL EXPECTED BEHAVIOURS

ALWAYS

FOLLOW FAIR AND REASONABLE INSTRUCTIONS FROM ALL STAFF

HAVE PHONES AND DEVICES OFF AND AWAY

WEAR FULL UNIFORM

BE PUNCTUAL AND PREPARED

USE POLITE LANGUAGE, TONE AND VOICE



BE RESPECTFUL



BE RESPONSIBLE



BE YOUR BEST



Whole school	Be polite and use manners Build positive relationships Use facilities with care Keep hands, feet and objects to self	Stay within boundaries Put rubbish in bins Treat equipment and resources with care Have a signed red pass if moving during class time Keep our school a smoke free zone	Set positive goals Move to class on the first siren Walk the shortest route to your class
In the Community	Be kind and considerate to community members	Be a responsible community member: hand in lost property be road safe	Be positive about yourself and our school
In the classroom	Be an active listener	Eat during break times Quietly enter and exit in an orderly manner	Encourage others Complete all tasks on time Ask for help when needed Seek feedback
In the canteen	Say 'please' and 'thank-you' Line up and wait your turn	Order your lunch before school starts Join at the end of the queue Play with care	Leave the canteen area at the first siren
On the oval	Show good sportsmanship	Use equipment appropriately Sit within boundaries Play safely	Finish games at first siren Put rubbish in the bin
In the toilets	Keep them clean Wait your turn Respect privacy Leave promptly	Use during breaks Wash hands with soap Report damage and graffiti	Use toilets for intended purpose Turn taps off
In the library	Outside - line up quietly Treat resources with care Use student entrance/exit Speak quietly	Required materials out Place bags on racks Put books on returns trolley	Stay in your assigned area Be kind and considerate to all library users
Cyber	Follow Technology Acceptable Use Policy	Access class appropriate sites Keep passwords to self Report damage to teacher	Remain on task

Student Services Staff

Providing support to staff and students

STUDENT SERVICES MANAGERS

Responsible for the welfare of all students in their cohorts.

Liaises with school members, families and community around issues of pastoral care, attendance and educational outcomes.

They play a key role in leading Student Services, behaviour management, course selection, student success and events.

Year 7, 8 & 12 – Julie Grobbelaar Julie.Grobbelaar@education.wa.edu.au

Year 9, 10 & 11 – Celeste Elliott Celeste.Elliott@education.wa.edu.au

YEAR COORDINATORS

The Year Coordinator supports the work of the Student Services Manager and is a key part of the SS Team.

Their role is to create a positive environment for all students, valuing relationships and planning for growth.

Showing a proactive approach to supporting all students and being the link for parents and students with other staff members within the school and the wider community.

Year Coordinators play a key role in coordinating year group events and programs

Year 6 – Teresa Millard Teresa.Millard@education.wa.edu.au

Year 7 & 8 – Aleesha McKenna-Green Aleesha.Green@education.wa.edu.au

Year 9 & 10 – Rachael Symmons Rachael.Seneviratne@education.wa.edu.au

Year 11 & 12 - Tracey.Schmidt Tracey.Schmidt@education.wa.edu.au



PASTORAL CARE TEAM

SCHOOL PSYCHOLOGIST

Amy Dransfield Amy.Dransfield@education.wa.edu.au

Responsible for individual student support, assessments and development of individual and classroom support plans. They involve community and interagency levels with referrals and accessing community support as well as creating critical response plans and professional development of school staff.

SCHOOL NURSE

Sarah Davies Sarah.Davies@education.wa.edu.au

Promotes health and well-being for students, staff and families and provides health education and prevention services within the school as well as the wider community. Develops management and emergency plans for student health issues.

SCHOOL CHAPLAIN

Is responsible for the pastoral care of students and families around social, emotional or spiritual issues. Liaison person for Community members. Coordinates Breakfast Club, Student leadership and assisting in whole school events.

DEFENCE FORCE TRANSITION MENTOR

Teresa Millard Teresa.Millard@education.wa.edu.au

Provides support to students who have family as members of the Defence Forces.

YEAR 6 TRANSITION COORDINATOR

Year 6 Transition Coordinator works with primary schools on smooth student transition

ATTENDANCE OFFICER

Rebecca Vance Rebecca.Vance@education.wa.edu.au

Is responsible for monitoring student attendance, working with students, staff and families.

ABORIGINAL AND ISLANDER EDUCATION OFFICER

Kirsten Mulholland Kirsten.Mulholland@education.wa.edu.au

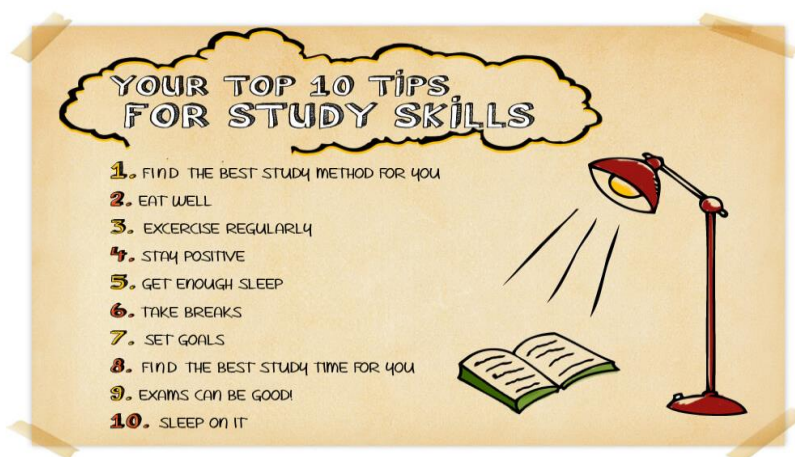
Responsible for liaising with Indigenous students, families and community members. The AIEO is involved increasing attendance and outcomes for Indigenous students and developing cultural identity and awareness across the school. They are also responsible for a range of events such as NAIDOC.



Academic Progress Concerns

- Use the student diary or communicate via phone/email with the teacher
- Discuss your issues first with the classroom teacher and then the Head of Learning Area (listed below) either via email or on 95530100
- The Year Coordinator can help to facilitate communication between parties and organise progress checks from teachers.

LEARNING AREA	HEAD OF LEARNING AREA	Email address
ARTS	Anna Lanza	Anna.Lanza@education.wa.edu.au
ENGLISH	Fiona Powley	Fiona.Coventry@education.wa.edu.au
HEALTH AND PHYSICAL EDUCATION	Ashley Snow	Ashley.Snow@education.wa.edu.au
HASS	Elizabeth Loo	Elizabeth.Loo@education.wa.edu.au
MATHS	Val Bilney	Val.Bilney@education.wa.edu.au
SCIENCE	Julie Lindstedt	Julie.Lindstedt@education.wa.edu.au
TECHNOLOGY	Gavin Chester	Gavin.Chester@education.wa.edu.au
Lead Teacher LINCS & LEAP	Christie Simpson	Christie.Simpson@education.wa.edu.au



Attendance and Lateness

All students are expected to attend school regularly and attend their classes on time. Timeliness is important as the beginning of a lesson is very important for learning. Being on time also demonstrates respectfulness, and shows the development of skills required in workplaces.

All absences and late arrivals to school are required to have a signed letter or explanation from a parent or guardian.

Missed time in class accumulates to have a significant impact on student learning.

The Department of Education states that any student whose attendance is below 90% will be considered at risk of not achieving. Parents will receive letters from the school if their child is considered at risk due to attendance.

When making plans for 2019 please note that vacations during school time are not acceptable absences, and will affect your child's attendance % and therefore their Advanced Standing. This may mean your child is unable to attend non –curriculum events such as reward days, sports carnival, interschool activities.

Continued lateness to school without explanation may result in a loss of Good Standing.

Monitoring of Attendance

For any explained absences please contact the school – either by phone, email or by writing on the absentee letter. Any discrepancies or queries about the information in the absentee letters needs to be addressed either by phone, email or by writing on the absentee letter and returning it to the school.

Why should my child attend school on a regular basis?

From day one, attending school can prevent experiences with learning difficulties

Regular attendance ensures that learning across all areas can occur without any gaps in knowledge

Regular attendance assists student in building friendships, as well as social and communication skills and improves self esteem

What can the school help with?

We can check individual students attendance and view any problems or progress on a weekly basis

We can give you strategies to help your child attend school regularly

What support can the school give me if my child is truanting or refusing to go to school?

Warnbro Community High School has the following support networks:

Year Coordinator can work with the student Liaison with Community agencies

Our school uniform is important.



Polo shirt



Upper school collared shirt



P.E t-shirt



Tailored shorts



Sport shorts



Cargo shorts



Zip jacket

AVAILABLE FROM THE UNIFORM SHOP

School uniform encourages a sense of positive identity
for our school community.

Tops: should have the Warnbro Community High School logo on them purchased at the uniform shop.

Hooded jumpers are not acceptable and cannot be worn.

Bottoms: should be plain navy: shorts, skirts and trousers.

The Department of Education does not allow denim to be a part of school uniforms.
Gymwear such as black leggings are only permitted to be worn as under garments.

Suitable footwear: shoes should be sturdy and enclosed.

Thongs are not acceptable as they pose an OHS concern.

The school uniform is important as it:

- Helps on excursions
- Looks good
- Is easy to care for
- Avoids the fashion race
- Caters for all seasons
- Is economical
- Feels comfortable
- Helps identify intruders
- Builds school pride



UNIFORM SHOP OPENING HOURS:

Contact: 0417 357 889
southwest2@uc.nellgray.com.au

MONDAY 1.00 - 3.30pm

WEDNESDAY 8.15 - 11.30am

Good Standing Policy

Good Standing is an acknowledgement of a student's engagement in learning, attendance and good behaviour.

At Warnbro we have 3 behaviour expectations and we expect our students to be committed members of our school community and adhere to them. They are:

Be Your Best Be Responsible Be Respectful

The teachers at Warnbro have a common understanding of what these 3 expectations are and spend time explicitly teaching them.

In 2019 we have the following levels of Good Standing:

ADVANCED STANDING

Advanced Standing is a status awarded to students who deserve to be recognised for their commitment to their education. This can be demonstrated by, but is not restricted to, having an attendance rate of above 95%, consistently displaying positive behaviour that sets a good example to others as well as having an excellent work ethic in the classroom. We view the students who have Advanced Standing as role models within our school community.

GOOD STANDING

All students except for those moving into Year 12 commence the year with Good Standing. Students with Good Standing are up to date with all their work, have regular attendance ($\geq 90\%$) and a positive behaviour record.

CONDITIONAL STANDING

When a student does not adhere to the 3 behaviour expectations consistently, sometimes resulting in suspension; when their attendance falls below 80% without a reasonable explanation, or when they fail to meet work deadlines they will be placed on Conditional Standing.

A student on Conditional Standing needs to follow up with their Year Coordinator to actively seek its re-instatement. They will achieve this by being monitored for a period of two weeks at the end of which Good Standing will be re-instated if they have been successful in meeting expectations.

Advanced or Good Standing is required for students to attend extra-curricular activities such as Sporting Carnivals, Extra-curricular camps and events, year specific Social events and other reward activities.

Anti – Bullying Policy

Warnbro Community High School does not tolerate bullying of any type. Every student in the school has the right to feel safe in the school and to be treated with respect.

What to do if you are bullied?

If you are being bullied, let someone on school staff know about it so that they can help you. You may wish to tell one of your teachers in class or a staff member in Student Services, who will then begin the process of dealing with the situation.

If you prefer you can hand in a Bullying Incident Report Form to Student Services.

Remember it is always OK to talk about bullying. You are not dobbing, just trying to get help.

What to do if you see bullying taking place?

Bullying involves more than the students who are being bullied and those who bully. A bystander is someone who sees the bullying situation.

Bystanders: Act, Don't Watch!

If you see a bullying incident take place and encourage it in any way, you will receive the same consequences as the bully.

You can refuse to participate in a bullying situation through simple actions such as walking away and letting a teacher know what is taking place. You can also offer support to the person being bullied.

Cyberbullying

Cyberbullying is bullying through the use of internet services like email, chat rooms, instant messaging, social networks and mobile phone technologies such as SMS. Cyberbullying often happens outside the school grounds but can have impacts at school.

What to do if you are cyberbullied?

Keep the evidence and keep a record – talk to a parent/guardian or a teacher at school. If messages are threatening, tell a parent or guardian immediately.

Don't reply to any messages and if possible block the bully.

Privacy - be responsible for your own cyber identity, avoid sharing usernames and passwords.

Change passwords if someone else becomes aware of yours.

Think before posting information online – once posted its difficult to remove.

Don't accept offers that seem too good to be true – they probably are.



Technology Use and Uniform Expectations



RESPONSIBLE MOBILE PHONE USE



CORRECT

- Giving phone to teacher
- Phone off and away in bag
- Earphones off person and out of sight
- Phones used only under teacher instruction
- Phone fully charged before school

NOT QUITE RIGHT

- Earbuds visible in class NOT in use
- Phone is in pocket
- Phone is audible
- Asking staff to charge phone
- Looking at someone else's phone
- Checking phone

NOT CORRECT

- Phone is on desk silent or otherwise
- Answering phone calls or texts
- Phone is out and in use without permission
- Taking, touching or using another student's phone or the teacher's phone
- Earbuds in use



UNIFORM EXPECTATIONS



CORRECT UNIFORM

- WCHS zip up jacket
- WCHS polo shirt (Year 7-10)
- WCHS white shirt (Year 11-12)
- WCHS navy or black shorts/pants/mid length skirt
- WCHS crew neck sport shirt
- Closed in footwear
- Backpack - no graffiti

NOT QUITE RIGHT

- Plain black shorts/pants/skirt not from WCHS uniform shop
- WCHS polo shirt with long sleeved top underneath it
- Backpack with graffiti on it
- Bumbag/handbag

NOT CORRECT UNIFORM

- Cap/beanie on in class
- Clothing/caps with inappropriate logos
- Leggings/jeggings /denim jeans/shorts
- Hoodies/ Non school jacket/top
- Ugg boots/thongs/slides/heels
- No bag

WCHS - SCHOOL MAP 2019

Warnbro Sound Avenue

GYM Y12 Y11 Y10 Y8/9 Y7 ALL Student Toilets

Oval

Evacuation Procedure

On hearing the standby signal... ONE BLAST

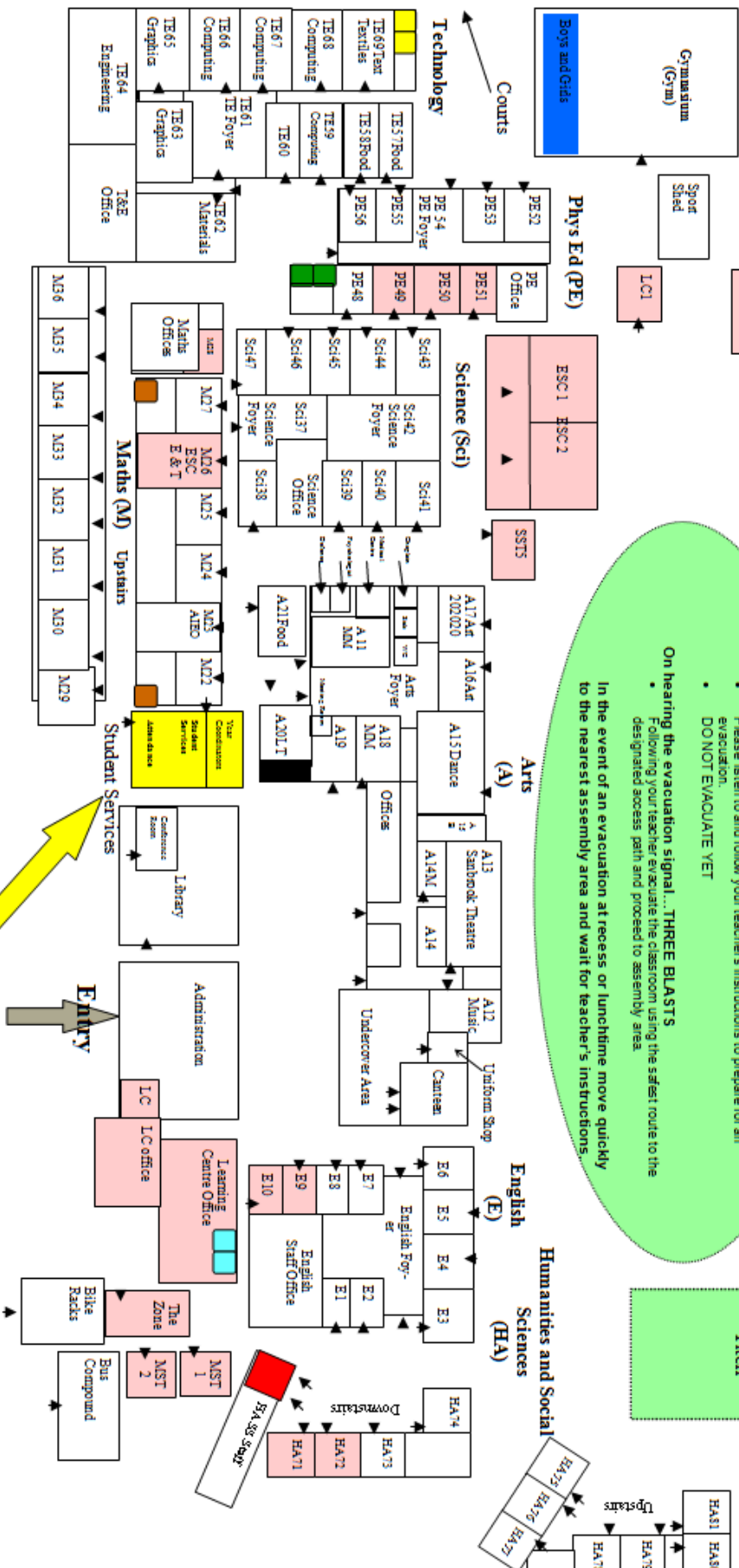
- Please listen to and follow your teachers instructions to prepare for an evacuation.
- DO NOT EVACUATE YET

On hearing the evacuation signal... THREE BLASTS

- Following your teacher evacuate the classroom using the safest route to the designated access path and proceed to assembly area.

In the event of an evacuation at recess or lunchtime move quickly to the nearest assembly area and wait for teacher's instructions.

Soccer Pitch



Current Map

Swallowtail Parade

Support Services



Ph: 6595 8888 www.headspace.org

Health and mental health support, advice and information for young people, headspace provides online and telephone support and counselling to young people aged 12 -25.



Freecall: 1800 551 800 www.kidshelp.com.au

Free, private phone counselling service specifically for young people aged between 5 and 25



1300 22 4636 (24 hours) www.youthbeyondblue.com

Dedicated site for youth. Information, resources and support for young people dealing with depression and /or anxiety