

A close-up photograph of a person's hand holding a white sponge, positioned as if about to clean a surface. The background is slightly blurred, showing what appears to be a concrete or stone surface.

2019

Parent Information Booklet

The information inside has been prepared to help parents and caregivers understand what to expect from Geraldton Senior High School and how to work best with us to gain the best outcome for your child. This information and any updates can also be found on our website - www.geraldtonshs.wa.edu.au - please retain this booklet for future reference.



GERALDTON
SENIOR HIGH SCHOOL

Lesson Times

<i>Form</i>	8:53am - 9:08am
<i>Block 1</i>	9:10am - 10:11am
<i>Block 2</i>	10:13am - 11:14am
<i>Recess</i>	11:14am - 11:39am
<i>Block 3</i>	11:39am - 12:40pm
<i>Block 4</i>	12:42pm - 1:43pm
<i>Lunch</i>	1:43pm - 2:08pm
<i>Block 5</i>	2:08pm - 3:09pm

Term Dates 2019

Semester 1

Term 1

Monday 4 February - Friday 12 April

Break

Saturday 13 April - Sunday 28 April

Term 2

Tuesday 30 April - Friday 5 July

Break

Saturday 6 July - Sunday 21 July

Semester 2

Term 3

Tuesday 23 July - Friday 27 September

Break

Sat 28 September - Sunday 13 October
 (Please note: Year 12 exams take place during these holidays)

Term 4

Tuesday 15 October - Thurs 19 December

*** More key dates and booklet index are on the back cover**

Please contact reception via phone or email to be transferred through to the named contacts or to obtain specific email addresses. See page 3 for contact details.

Who to contact within Geraldton Senior High School

Form Teacher

Contact us regarding attendance and pastoral care issues

Course Teacher

Contact us regarding progress, academic concerns and enquiries

Year Coordinators:

Ms Tamara Darling (Year 7)
tamara.darling@education.wa.edu.au

Mr Simon Keemink (Year 10)
simon.keemink@education.wa.edu.au

Mrs Amanda Bassett-Scarfe (Year 11)
amanda.bassett-scarfe@education.wa.edu.au

Mrs Jo Corlett (Year 12)
jo.corlett@education.wa.edu.au

Contact us regarding attendance, pastoral care, dress code and punctuality

Managers of Student Services:

Mrs Rhonda Kennedy
rhonda.kennedy@education.wa.edu.au

Mr Ben Puzzar
ben.puzzar@education.wa.edu.au

Contact us regarding student health and wellbeing

Career Counselling and Career and Vocational Education:

Mr Cameron Todd
cameron.todd@education.wa.edu.au

Contact me for information about further education, training and employment pathway options

School Contact Details

Physical Address:

19 Carson Terrace Geraldton WA 6530

Postal Address:

PMB 10100 Geraldton WA 6530

Phone: 08 9965 8400

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

Web: www.geraldtonshs.wa.edu.au

School Administration

Principal: Mr Greg Kelly

Contact me regarding concerns or complaints

Deputy Principals:

Mrs Alana Carson

Mr Kim Treffone

Contact us regarding enrolment, subject selection, course changes and any curriculum matters

Manager Corporate Services:

Mrs Christine Collins

Contact me regarding contributions, charges and community use of school facilities

Our Vision

We strive to provide opportunities for all students in a safe, caring and inclusive learning environment.

What to do if your child is not going to be at school today...

Parent or carer is to notify the school via **one** of the following options:

- SMS 0407 081 344
- Email geraldton.shs.studentservices@education.wa.edu.au
- Phone Student Services directly on 9965 8415
- Provide a written explanation to your Form Teacher

It is Department of Education policy to provide written or verbal explanations for all absences including full or part days within 3 days of the absence. Explanations must be dated and specify the reason for the absence. If possible, please provide advance notice of any absences.

Why?

- Geraldton Senior High School uses SMS alerts to parents when a student is marked absent from class. These SMS alerts are sent throughout the day. To avoid unnecessary notification, please notify us early.
- Under the School Education Act 1999 you are required, by law, to be participating in full-time approved education, training, employment or combination of options during the period of compulsory education.
- Because of this law, unexplained absences are followed up by the school.
- Unexplained absences may lead to a reduction or termination of Youth Allowance payments.

Source: <http://det.wa.edu.au/participation/detcms/navigation/faq.jsp>

Student Behaviour Expectations

Geraldton Senior High School engenders a Positive Behaviour Support model to assist students meet the school expectations of Respect, Responsibility and Doing Your Best.

Positive Behaviour Support (PBS) focuses on the development of school-wide systems which promote expected student behaviour, enabling students to take responsibility for their behavioural choices.

PBS Purpose Statement

Geraldton Senior High School specifically and consistently teaches positive behaviours. In staying true to our core expectations we seek to maintain a safe, respectful and orderly learning environment for all students and staff.

We value the contributions from the whole school community to achieve our common purpose.

Why is this important to me as a parent or care giver?

It is important for you to understand what we expect of our students on a day to day basis. This has replaced the 'School Rules' and student behaviour is held accountable by this initiative.

Positive behaviour as a group makes the individual's journey through school a more pleasant experience. 'Doing the right thing' is the easiest option to enjoying each day at school and creating an environment to achieve his or her potential.

School Expectations

Respect

We believe respect is the foundation of positive relationships and harmony. At Geraldton Senior High School, we respect people and treat them as we would like them to treat us - without exception.

Responsibility

At Geraldton Senior High School, we understand responsibility is something that is shown by making positive contributions to the school environment. We believe positive results come from positive effort. In taking responsibility for our own actions, words and appearance, we create a positive environment.

Doing our best

We are all active learners at Geraldton Senior High School, and we strive every day to work towards personal best performances. Regardless of the learning area or level we are at, our skills and understandings improve by doing our best. We know we might not always be the best, but we can always try to do our best. This attitude is the key to personal success.

Refer to the table on page 5 for details on how students can demonstrate 'Respect, Responsibility and Doing Your Best'.

Behaviour Expectations

Respect

- Use greetings and good manners
- Use equipment for its intended purpose
- Demonstrate active listening
- Follow instructions given by staff

Responsibility

- Follow school procedures
- Wear school uniform
- Place litter in the bin
- Submit completed assessments on time

Doing Your Best

- Bring necessary equipment to class
- Join in organised activities and events
- Undertake assigned classwork
- Set smart goals and work to achieve them

AT GERALDTON SENIOR HIGH SCHOOL,
 'THE SEEKER FINDS' SUCCESS BY GIVING RESPECT,
 TAKING RESPONSIBILITY AND ALWAYS DOING THEIR BEST.

Leaving school during the day

Students **must bring a note from a parent or guardian** if they need to leave the school grounds during school hours. Here is how your note is used:

Show your note from home to your Form Teacher

Get a green pass to leave class at specified time

GO TO STUDENT SERVICES AND SIGN OUT. THEY WILL GIVE YOU A DEPARTMENT OF EDUCATION LEAVE PASS

Head inside the main Reception Area of the school to meet the person picking you up



This enables us to maintain accurate attendance records and be able to account for students at all times, especially in emergency situations.

If a parent or care giver needs to remove the student from school unexpectedly, the parent or care giver is to phone 9965 8415 at the earliest convenience to arrange a collection time.

In order to adhere to Department of Education policy and in the interest of safety, students are to be collected from the main reception area only. Students are not allowed to leave school grounds without permission of the school.

My child is really not feeling well...

Students who fall sick during the day should not phone parents or care givers directly. Instead:

- get a note from your teacher
- head down to Student Services to receive assistance
- the school will notify parents or care givers and management of condition will be discussed

Transporting sick students is the responsibility of the parent or care giver.

Please note the School Health Nurse is not able to give out pain relief medication such as 'Panadol' or administer other medication. This type of medication cannot be provided by the school, though students are able to bring their own supply.

Late getting to school

It is the student's responsibility to ensure they leave home in sufficient time to arrive at school before the bell at 8:53am. Students who arrive after Form or during the school day are to complete the 'Sign-in book' at Student Services and collect a late note before proceeding to class.

Medical Centre

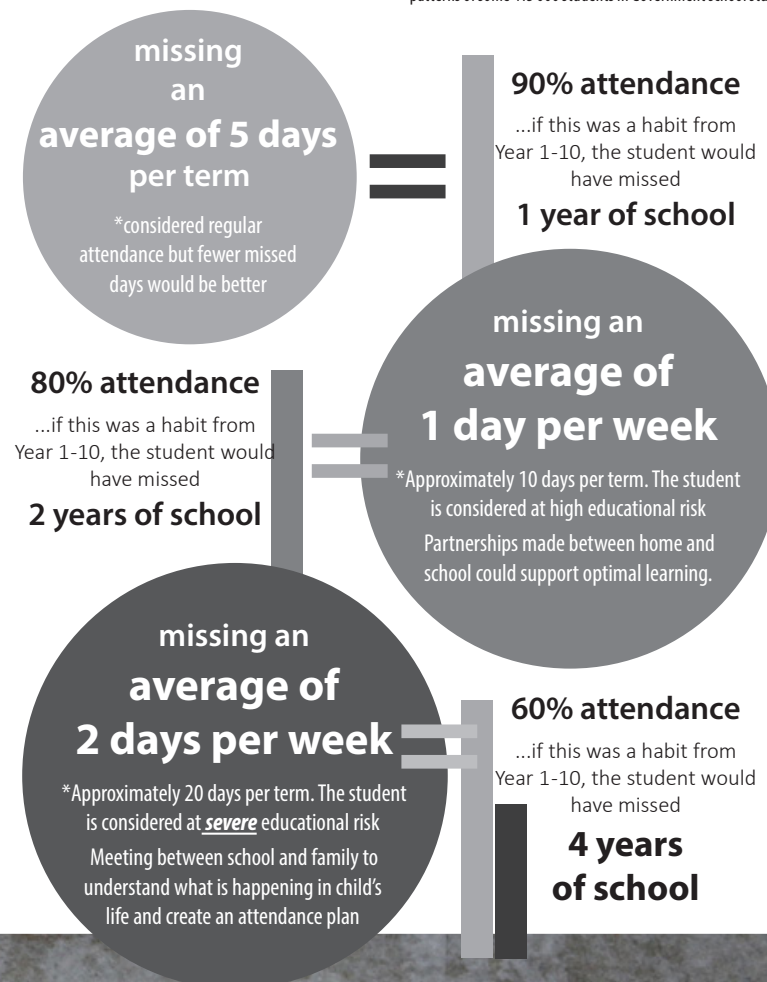
The School Health Nurse is available on a limited basis for minor health issues. The nurse will conduct health counselling appointments and attend to emergency health issues during class times, when available. Students who become ill during the day should speak with a staff member in Student Services who will determine a course of action to manage the illness.

Please see page 8 for further details.

How does missing a few days affect the future?

- Maximum student attendance means that students do better at school. Every day of attendance contributes positively towards learning. Academic potential is directly linked to how much school you attend.
- Everyone in the community needs to be included and recognise the importance of education.
- Achieving improved attendance can be done by being absent for valid illness only.
- Absence for birthdays, holidays in term time, appointments that could be done out of hours, for a day of rest after a busy weekend are not valid reasons for missing school.
- In all studies, average academic achievements on NAPLAN tests declined and were directly linked with the number of days missed from school.

"Student Attendance and Educational Outcomes; Every Day Counts" was prepared for the Department of Education by the Telethon Institute for Child Health Research, UWA in May 2013. The report was based on the attendance patterns of some 415 000 students in Government school students in WA.



Qualifying for School Events

Students who consistently demonstrate the school expectations of 'Respect, Responsibility and Doing your Best' will be invited to participate in reward activities.

More information will be made available throughout the year for qualifying periods and more specific informaton.

Vacations

The school does not approve of students wishing to access family vacations during term time as students with a high amount of unauthorised absences perform consistently lower than those with a high attendance rate. Family vacations during term time are considered unauthorised absences. Application can be made to the Principal for consideration.

Personal Property

Please ensure that all items of personal property are clearly marked with the student's name and are kept in his/her possession at all times. Avoid bringing large sums of money to school. Non-essential items of value should not be brought to school.

Student Services

The Student Services team consists of people with a wide range of skills and focuses on helping you and your child. You may phone the Student Services area directly on 9965 8415 to get in touch with:

- Attendance Officer
- Nurse
- Chaplain
- School Psychologist
- Aboriginal and Islander Education Officers
- Year Coordinators
- Manager of Student Services

Details about our School Nurse

A Community School Health Nurse is appointed to the school 3.5 days per week to support the School Level Agreement of health services to the school community.

Priority health areas identified for this school are:

1. Create an environment of student self-empowerment and independence to reduce harm from risk taking behaviour through health promotion and health educational strategies
2. Growing and developing positive and respectful relationships for life
3. Promotion of healthy lifestyle strategies to prevent lifestyle disease
 - Students are encouraged to make appointments to see the nurse to discuss health concerns
 - In the event of an accident or illness at school, parents will be contacted and required to provide transport, care and treatment
 - The health centre is not designed to provide care for students who are unwell at school
 - Parents are responsible for ambulance costs if an ambulance is deemed necessary
 - The health centre does not dispense analgesics (eg paracetamol). Students are encouraged to provide their own medication for health needs
 - Students with medical issues should complete the school Student Health Care Plan form. These issues may include conditions such as allergies, asthma, diabetes or migraines

Code of Behaviour

The Behaviour Management Plan and processes employed at Geraldton Senior High School endeavour to support students, staff, parents and care givers through the development of positive relationships that enhance outcomes for students.

The Pastoral Care model at Geraldton Senior High School provides students with support from a range of services. Please see 'Student Services' section to the left.

Targeted students will be provided opportunities to undertake learning to develop peer relationships, manage conflict and build resiliency.

Where possible, staff will engage in professional learning to develop their skills and knowledge of behaviour management techniques. Professional learning may include Classroom Management Strategies and Restorative Practices programs.

Parent and care giver involvement is

encouraged through participation in informal and formal communication with teachers and support staff, and involvement in case conferencing. Information relevant to the school's 'Positive Behaviour Support' process will be distributed through the newsletter and annually to parents with student reports. The School Board can also be used as a vehicle to engage parents and community members in planning and development.

All students and staff at Geraldton Senior High School are expected to:

- Show care, courtesy and consideration to and for all
- Adhere to Department of Education policies and school plans and procedures to maintain a safe, supportive and pleasant environment
- Respect and support each other to do your best and achieve your full potential

Change of Personal Details

It is the responsibility of parents to ensure the school is informed of any changes in address or personal details. To make a change a student should collect an authorisation form from Student Services or school reception that must be signed by a parent or guardian. Alternatively a parent can collect a form or request one to be emailed by contacting reception.

In order to keep you informed it is important that we have your up-to-date email address on file. Most communication between home and the school is via email.

Dental Health

Free Dental Treatment is available for all students up to the age of 17 years from the Dental Therapy Centres based at the following primary schools:

Allendale Primary School – 9921 4218

Rangeway Primary School – 9921 4373

Bluff Point Primary School – 9923 1278



Library

The library is a place to visit that is open, friendly and attractive. It is a place where students at any year level get to mingle with one another. It is a place to get help when it is most needed. It is a place where the school culture is fostered and thrives. Students say year after year how they love the soft furnishings and all the magazines, puzzles and games.

Students get a place to 'shop' for free, finding a wealth of materials matched to their learning style and professionally selected to meet discerning tastes.

We celebrate books, reading and the use of technology. The library is a place to exercise the imagination. There are author visits, special programs and speakers, book displays and poetry slams.

Students use the library for assistance and guidance in completing homework tasks. It is a place for encouragement. There is someone knowledgeable and interested to talk to, someone who listens.

Finally, the library is a place to grow. Learning experiences are enhanced and extended beyond the classroom. Accepting learning as a life skill, not just an academic necessity, is what sets the library apart. It is a place that always differentiates to teach, support, and enrich.

The library is your library. Why not visit us today?

THE LIBRARY IS OPEN FROM
 8.30AM TO 3.30PM EVERY SCHOOL DAY.

Canteen

The Canteen at Geraldton Senior High School provides healthy and tasty food options for students at a reasonable price.

THE CANTEEN IS OPEN FOR BREAKFAST,
 RECESS AND LUNCH STARTING AT 8:15AM.

There are daily recess specials and a rotating lunch menu to provide variety. A current menu is located in the canteen or on the school website.

The canteen is run by the Parents and Citizens Committee.

The canteen menu is provided for your convenience and is correct at the time of printing. Please note that the prices and product availability are subject to change at any time.

Drinks

Emma & Tom Juice	\$4.00
Glee	\$2.00
Harvey Fresh Juice Box	\$2.00
Iced Tea - 600mL	\$3.50
Milk (flavoured - small)	Small \$2.50
	Large \$4.00
Milk (plain - 600mL)	\$2.50
Nippys	\$3.50
Oak Flavoured Milk - 600mL	\$4.00
Water - 600mL	\$2.00
Water - 750mL	\$2.50
Water - 1.5L	\$3.50

Cold Treats

Frozen Yoghurt	\$2.50
Icy-pole	\$1.00
½ Icy-pole	\$0.50
Paddle Pops	\$2.00
Yowie Choc Shake	\$3.00

Canteen Menu

Breakfast

Cheesie & 250mL milk	\$3.00
Bacon/Egg Wrap & 250mL milk	\$5.00

Snacks

Fruit – piece	\$1.50
Fruit Salad – fresh	Small \$2.00
	Large \$4.00
Fruit & Nut mix	\$2.50
Muffins	\$2.00
Rice Crackers	\$2.00
Yoghurt - Fruit Flavoured	\$2.00

Light Meals

(Available during recess and lunch)

Rolls & Sandwiches - Chicken / Ham / Cheese / Egg & Salad / Curried Egg	\$5.50
BLT, Caesar or Chicken Aioli Wrap	\$5.50
Salad - Mexican or Caesar	\$6.00
Veggie sticks and Dip	\$2.50
Veggie sticks only	\$0.50
Cheese & Biscuits	\$4.00
Vegemite Roll	\$2.00
Vegemite & Cheese Roll	\$2.50

Recess Specials

DAILY	Toasted Sandwiches	\$5.50
	Sweet Chilli Chicken Wrap	\$5.50
	Aioli Chicken Sub	\$5.50
	Chicken Strip Sub	\$5.50
MON	Pies & Pasties	\$4.50
	Sausage Roll (including Gluten Free)	\$4.00
TUES	Nuggets	\$3.00
	Wedges	\$3.00
	Sweet Chilli Sauce & Sour Cream or Tomato Sauce	\$0.50
TH WED	Nachos	Small \$3.00
	Nachos	Large \$5.00
FRI	Pizza	\$4.00
	Pies & Pasties	\$4.50
	Sausage Roll (including Gluten Free)	\$4.00

Lunch Specials

Daily

Hamburger	\$5.50
Chicken Burger	\$5.50
Cheeseburger	\$5.00
Aioli Chicken Sub	\$5.50
Chicken Strip Sub	\$5.50

Monday

Fried Rice	Small \$4.50
Fried Rice & Chicken	Large \$6.00

Tuesday

Spaghetti Bolognese	Small \$4.50
	Large \$6.00

Wednesday

Hot Beef & Gravy Roll	\$5.50
Chicken Parmigiana, Chips & Slaw	\$6.00

Thursday

Homemade Meal	Small \$4.50
	Large \$6.00

Friday

Fish & Chips	\$6.00
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Did you know?
 You or your child can place an order before school to make sure they don't miss out on their favourite lunch. Pre-payment is required.
 Phone 9965 8457 to order and pay on behalf of your child before 8:53am.
 Specific dietary requirements can be catered for. Please speak with the canteen before school to discuss options and place your lunch or recess order.

Policies and Procedures

Every organisation, being a work place or school, has a set of policies to guide the internal actions of those involved. Geraldton Senior High School is no different. We understand that the text can be lengthy but we feel it is important to provide you with this information so that you understand the way we operate and what is required of your child in regards to behaviour and education. Policies are reviewed year to year and will be updated on our website (www.geraldtonshs.wa.edu.au) when required. Please take the time to become familiar with the policies and procedures to know what to expect if a related situation arises.

Dress Code

Our daily uniform consists of:

- (Year 7-10) Navy and sky blue polo shirt with GSHS crest
- (Year 11-12) Navy and white polo shirt with GSHS crest
- Navy shorts with GSHS embroidery
- Navy tracksuit pants with GSHS embroidery
- Navy Jacket with GSHS crest
- Navy trousers (defined style/brand from Total Uniforms)
- Enclosed shoes, suitable for sport and practical classes
- Program specific shirt (i.e. Midwest Clontarf Academy, STEP, Music Ensemble) with GSHS crest
- Leavers jacket of current year
- Religious dress in school colours
- Broad brimmed hats recommended (navy blue broad brimmed hat – optional, available from uniform supplier) when outdoors but must be removed indoors
- Appropriate sporting shirt, shorts or pants and shoes for Physical Education classes
- Appropriate personal protective equipment is to be worn where required

Unacceptable Dress

It is inappropriate for students to wear excessive make-up, jewellery or piercings at school. Any jewellery or piercing must comply with the occupational health and safety requirements of the environment.

Students are encouraged to wear hats when outdoors, but are required to remove them when indoors.

Other inappropriate items include:

- Hoodies
- Extra jumper under the school jacket
- Beanies
- Board shorts or beach wear
- Thongs and other non-enclosed shoes
- Visible coloured undergarments such as t-shirts, bathers, boxer shorts, bras
- Denim clothing

Monitoring school Dress Code

- Form teachers check and record student dress code on a daily basis
- Student required to explain reason for not adhering to dress code
- Students out of dress code are recorded at Student Services
- Students out of dress code attend recess and lunch detention
- Detention on more than three days in a term will result in a student being ineligible for special events

Managing and Preventing Bullying

Bullying is a learned behaviour which is unacceptable. However, bullying behaviours can be changed. Geraldton Senior High School takes an educative approach to managing and preventing bullying. The school's processes and activities promote the development of the values and behaviours that create and maintain an inclusive, safe and supportive education environment.

<i>Members</i>	<i>Rights</i>	<i>Responsibilities</i>
All students, teachers, parents, wider school community	<ul style="list-style-type: none"> • Are safe and supported in the school environment • Are included • Are treated with respect 	<ul style="list-style-type: none"> • Participate and contribute to school positive behaviour programs • Build positive relationships • Demonstrate respect and tolerance towards others
Students	<ul style="list-style-type: none"> • Have access to curriculum that supports the building of resiliency and social skills • Are informed of the school's plan on bullying • Are provided with supports to stop bullying 	<ul style="list-style-type: none"> • Understand and value the concepts of inclusion and tolerance • Identify and respond effectively to bullying • Are aware of themselves as bystanders • Seek help for themselves and others as needed
Parents	<ul style="list-style-type: none"> • Are treated with respect • Are confident their children are provided with a safe and supportive school environment • Are provided with access to information on the prevention and management of bullying • Are informed of the school's plan and opportunities to participate 	<ul style="list-style-type: none"> • Support and encourage children to treat others with respect and tolerance • Act in accordance with the school plan if they observe/know about bullying • Encourage children to report bullying incidents • Work effectively with the school in responding to bullying
Wider community: including other professionals	<ul style="list-style-type: none"> • Are strategically included in prevention and bullying management 	<ul style="list-style-type: none"> • Provide support and input into the school's approach to preventing and managing bullying

Ways you can support a young person

Family and friends can play a critical role in supporting young people involved in or experiencing bullying. Positive relationships can help protect young people from the negative consequences associated with being bullied¹.

Young people who are well supported by their parents report fewer depressive symptoms than those who receive little parental support, regardless of whether they are the ones bullying or are the target².

- **Let them know they are not alone.**

It may help them to know that a lot of other young people experience similar difficulties.

- **Make sure they are safe.**

Sometimes this may require taking action they are not happy with. Have a conversation with them if this might be the case.

- **Try to develop a trusting relationship and ask questions.**

Make sure the young person does not have to handle this situation by themselves.

- **Establish and maintain good communication.**

Ask open-ended questions and listen without judgment and without panicking.

- **Be involved.**

Show that you are interested in the young person's life, relationships and hobbies.

- **Be prepared to seek help.**

Help them decide how to approach the situation. Discuss who they could talk to at school, or in the workplace about the situation.

- **Provide reassurance.**

Emphasise that the bullying is not their fault and that they are not responsible for what is happening to them.

- **Support them to problem-solve.**

Work together to come up with as many sensible and helpful strategies as possible to try and control the bullying. This can increase their self-esteem and discourage strategies that are unlikely to be helpful (e.g. starting a fight).

- **Support them to make new friends and maintain existing friendships.**

Encourage them to spend time with others away from where the bullying is happening.

- **Build their confidence.**

Identify their strengths as well as things they enjoy and find ways to develop these, especially social activities. This can help them to feel good about other things in their lives.

Thanks to Headspace for providing the resources on these pages to help families and friends support each other.

www.headspace.org.au

The full version of this information sheet can be found at <https://headspace.org.au/assets/Uploads/Resource-library/Family-and-friends/Bullying-FAF-web.pdf>

References: ¹ Bowers L, Maughan B, Caspi A, Moffitt T, & Arseneault L. (2010). Journal of Child Psychology & Psychiatry, 51(1), 809-17. ² Connors-Burrows N, Johnson D, Whiteside-Mansell L, McKelvey L, & Gargus R. (2009). Psychology in Schools, 46(7), 593-604. ³ Fekkes M, Pijpers F, & Verloove-Vanhorick S. (2005) Health Education Journal, 20(1), 81-91. ⁴ Goodman K, De Los Reyes A, & Bradshaw C. (2010). Clinical Child & Family Psychology Review, 13(4), 366-5 ⁵ Holt M, Kaufman-Kantor G, & Finkelhor D. (2008). Journal of School Violence, 8(1), 42-63. ⁶ Australian Institute of Family Studies (2008). Working with families concerned with school-based bullying. Australian Family Relationships Clearinghouse Briefing No. 11

Finding out if someone is being bullied

Knowing if someone is being bullied can be difficult; often parents and carers do not know, or underestimate its frequency or its severity^{3 4 5}. However, family and friends are often in a good position to notice changes in behaviour, mood and general wellbeing as well as early signs of mental and physical health issues. Not all young people will ask for help and it may take time for a young person to speak about their experiences.

If you suspect a young person close to you is being bullied, ask them about their situation. Remember to be respectful and understanding and that they may not necessarily feel like answering. You can ask:

Have you ever noticed kids at school calling each other names or hitting or pushing each other?

Do you ever feel lonely at school or left out of activities? What happens and how do you feel?

It sounds like a really difficult situation. Do you think we could talk a bit more together to figure out how I might be able to best support you?

Be mindful that persistent questioning can be stressful for some young people and may make them less willing to talk.

Encourage them to speak to someone they feel comfortable with and don't take it personally if they want to speak to someone other than yourself⁶.

Please contact the staff at Student Services at Geraldton Senior High School if you have any concerns.

Do kids ever tease you? Talk about you behind your back? Hit you? Push you around? Say nasty things about you online?

If so, that sounds really difficult, how are you coping with that?

Do you think anyone else is aware that it's going on?

What is lunchtime like at school? What do you do?

Resources

There are many websites with great information and help with what to do in cases of bullying. Here are some that we find particularly useful:

- Geraldton Family & Youth Support Service - 24 Gregory St, Geraldton 9921 4477 or 0458 295 282
- Ngala Parenting Line 1800 111 546
- au.reachout.com/everyday-issues/bullying

BYOD - Bring your own Device

Geraldton Senior High School allows students in all year levels to bring their own laptop or tablet device to connect to the school network. Please note: Mobile phones are not considered a device in this program and fall under a separate policy.

Student and Parent / Carer Responsibilities

- Students to be reminded that BYOD is an amendment/appendix of the Network Usage Agreement at Geraldton Senior High School and that the Network Usage Agreement must be strictly followed at all times.
- Ensure the BYOD device is a supported device and meets the minimum Geraldton Senior High School BYOD standards of requirements.
- Ensure the device is properly looked after and stored securely. Please note that Geraldton Senior High School does not provide secure storage for devices.
- Ensure the device's system is current and up to date (all current updates installed, and patched correctly)
- Ensure the device has some form of anti-virus software installed.
- It is the student's responsibility to maintain a backup of all-important data used on their device.
- Students to ensure that the device has the appropriate student office software installed, including Microsoft Office or equivalent (Pages, Keynote, Numbers, Open Office etc.). At no times will the school provide any licensed Department of Education software.
- Students must ensure the device is fully charged prior to the commencement of school each day.
- Students must sign the amended Geraldton Senior High School Network Usage

Agreement which outlines the terms and conditions for BYOD.

- Students must be aware that devices are to be used only under strict guidance from the teacher and should only be switched on when asked to do so. Moreover, devices are not to be used inappropriately during break times or in breach of the school rules.
- Students must understand that they are solely responsible for the device and that lost, stolen or damaged devices are not the responsibility of the school.
- Students to ensure that the only connection used on campus is the Geraldton Senior High School Wireless or Wi-Fi network and that no cellular (mobile data) or 'tethering' connections are to occur.

Misuse of Devices

- If the student's device has been misused or any of the BYOD protocols have been broken the device may be confiscated and handed in to the Deputy Principal/ Student Services for the student to collect after school.
- Further breaches will result in a consultation with staff which could lead to revoking of network or BYOD privileges.

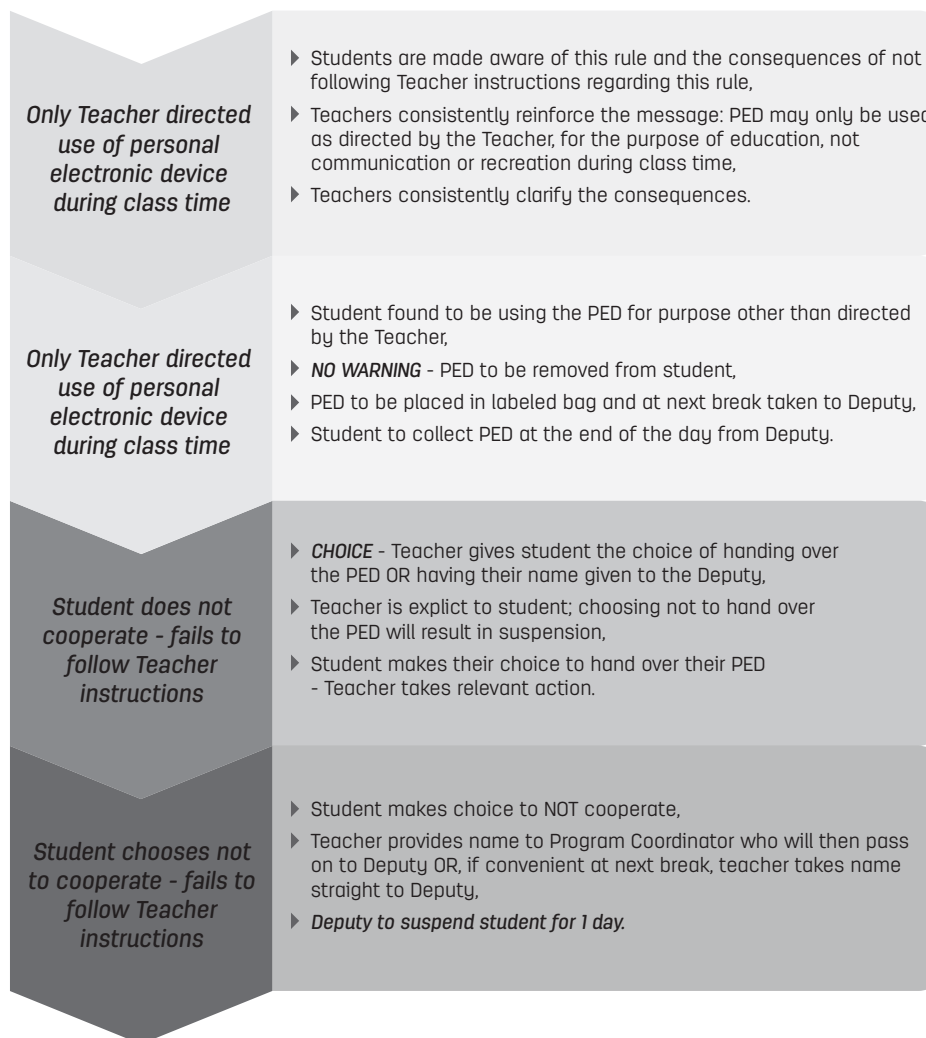
Platform and Device Support

- Laptops
 - Mac OS X 10.7 or higher
 - Windows 7 or higher
- Tablets and Smart Devices
 - Apple iOS devices
 - Android 4.0 or higher

Speak with Mr Puzzar in Student Services for more information and the paperwork required to be signed up to BYOD!

Personal Electronic Devices

Geraldton Senior High School recognises the importance of mobile phones and other personal electronic devices in our society, however teachers and students have a right to teach and learn in an environment free from interruption. Therefore, the following rules apply for all personal electronic devices (PED) other than laptops and tablets:



PED may not be used to play music during class time. Music played to the class, with permission of the teacher should be audible through a speaker.

Academic Standing

Assessment Rationale

The major focus of students should be their program of studies. The goal for every senior student is to graduate as a lifelong learner.

Year 11 senior students take increased responsibility for their own learning. This requires:

- Work ethic
- Punctuality
- Self-discipline

All year 11 senior students commence their program of studies with Academic Standing.

Senior School Standards

To maintain Academic Standing year 11 senior students must meet performance and attendance standards each semester.

Performance Standard

Year 11 senior students are required to achieve at least 6 "C" grades in their program.

Attendance Standard

Year 11 senior students are required to attend a minimum of 90% to meet the attendance standard.

Semester Reviews

At the end of each semester Academic Standing is reviewed. The majority of Year 11 senior students will have met the "C" grade standard and 90% attendance required. They continue their program of studies with Academic Standing.

Conditional Standing

Year 11 senior students who do not pass the semester review are placed on Conditional Standing. A case conference is held and conditions of improvement agreed to.

Sustained Poor Performance

Year 11 senior students on Conditional Standing who fail to meet the conditions of improvement do not enter Year 12.

Appeals Panel

At the Principal's discretion, Year 11 senior students barred entry to Year 12 programs of study may be given an opportunity to appear before an Appeals Panel. The appeal will be heard in a timely fashion and so as not to disadvantage the students in any way.

Parent Participation

Rich and productive partnerships between parents or care givers and teachers is important. Student learning and attitude has been shown to improve when these partnerships are in place.

Parent-Teacher evenings and assemblies are conducted to facilitate opportunities for parents, carers and teachers to meet and to celebrate student achievement. In addition, parents and care givers are invited to make appointments to meet with teachers to discuss individual student educational needs and progress.



Homework and Home Study Guidelines

Geraldton Senior High School recognises the value of students undertaking and developing the habit to do extra work, as this improves performance and fosters success. At a Secondary School level, it is appropriate that home study as well as homework be undertaken.

Homework is set by teachers for students to:

- Complete work started in class
- Work on and complete assignments
- Practise work already dealt with in class
- Independently cover certain sections of a course on your own

Home study is set by students. It involves:

- Practise
- Extension such as reading extra about a topic covered class
- Memorisation

Why is Homework and Home Study Needed?

Homework/Study should:

- produce a higher level of achievement
- support the development of the student's independence as a learner
- consolidate work done in class
- allow for observation of student progress and encourage opportunities for partnerships in education
- further the partnership between school and home
- only be used to facilitate the achievement of learning outcomes
- not be associated with any form of punishing students or means of securing discipline.

What amount of Homework and Home Study?

Geraldton Senior High School takes the view that homework is a critical part of the learning program for all students, although the commitment and complexity can vary with the needs of students and their phase of development. Consequently, the expectation for a Year 12 ATAR student is different from that of a Year 7-9 student and in turn is different again from that of a Year 11 General/VET student.

No set time can be prescribed since individuals work at different rates but the following is recommended as a guide:

Year Group	Recommended Homework/Home Study
Years 7 to 9	1 to 1.5 hours per night for five nights a week
Year 10	1 to 2 hours per night for five nights a week
Year 11/12 - General/VET	1 to 2 hours per night for five nights a week
Year 11 ATAR	2 to 3 hours per night for four nights a week with an additional 4 hours over the weekend
Year 12 ATAR	2.5 to 3 hours per night for four nights a week with an additional 6 hours over the weekend

Assessment / Subject Completion Policy and Procedure

(Senior School WACE Courses)

1. Assessment guidelines for senior students have been established by the School Curriculum and Standards Authority (SCASA). Geraldton Senior High School policies and procedures conform to these guidelines.
2. At the commencement of each year (or intake) students will receive:
 - a. The course unit or subject outline with length of time for each section
 - b. The assessment program for each course unit/subject with task weightings
 - c. Syllabus as defined by SCASA

In addition, the grade descriptors for each course/subject are available on line at www.scsa.wa.edu.au

Assessment Reliability

1. Students must attend class regularly to show evidence that work on assignments is original and is their own. This will be evidenced through drafts, teacher observation, notes and participation in class.
2. Plagiarism is when somebody copies, paraphrases or summarizes the work of others without acknowledgement. If plagiarism is detected in an assessment item the student will be asked to re-submit a task and the parent will be contacted. Subsequent misdemeanours will receive a zero mark.

Late Submission

Late submission of assignments or completion of in-class assessments/exams after the due date will result in the student being

penalized unless:

- By prior arrangement the reason has been deemed acceptable and the student/parent/guardian has negotiated an extension
- Prior notice has been given in the case of an in-class assessment
- A medical certificate, parent letter or explanation with a reason deemed acceptable by the teacher / HOLA has been provided
- The parent / guardian / supervisor phones the school on the day of the absence to provide an explanation deemed acceptable by the Deputy Principal for exams and Head of Learning Area for all other

It is the student's responsibility to ensure that all work requirements are met.

Late assignments will incur a 10% per day penalty for a maximum of five days after which a zero will be recorded.

Additional Assessment

If it is deemed appropriate to provide a student with the opportunity to sit a missed assessment:

- A time will be negotiated that is suitable for the teacher. Students cannot assume that class time can be used as this may interfere with the delivery of new course content.
- Missed assessments cannot be deferred for extended periods and will normally be sat within a week of the initial date.
- In exceptional circumstances the Program Coordinator will manage the situation.

Assessment Review and Appeals Process

Reviewing marks and grades

When a student considers that there is an issue about the marking of an assessment task or about the grade assigned for a course unit or subject they should, in the first instance, discuss the issue with the teacher.

If a marking or grading issue cannot be resolved through discussion with the teacher then the student or parent/guardian should approach the Program Coordinator/Teacher-in-Charge of the course or subject.

The student, parent or guardian can request, in writing, that Geraldton Senior High School conducts a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- The assessment outline for the course unit or subject does not meet SCASA requirements
- The assessment procedures used in the class do not conform with the school's assessment policy
- Procedural errors have occurred in the determination of the mark and/or grade
- Computational errors have occurred in the determination of the mark and/or grade.

The Principal, or a nominated representative, will conduct the review. The reviewer will meet with the student and the teacher independently and prepare a written report. This report will be provided to the student and parent/guardian.

If this review does not resolve the matter, the student (or parent/guardian) may appeal to SCASA using the appeal form which is

available from the Deputy Principal. SCASA representatives will then independently investigate the situation and report to the appeal panel. If the panel upholds a student appeal, Geraldton Senior High School will make any required adjustments to the student's marks and/or grades and re-issue reports as necessary.

Curriculum

Students receive instruction from qualified specialist teachers within the eight Curriculum learning areas of Mathematics, Science, English, Humanities Arts and Social Sciences, Health and Physical Education, The Arts, Technology and Enterprise, and Languages Other Than English. Subjects not available are negotiated through the School of Isolated and Distance Education (SIDE).

As well as Academic subjects which are examinable, students can also choose a range of General Studies and/or Vocational Education and Enterprise courses through Workplace Learning, Traineeships, Pre-Apprenticeship and other link programs through Registered Training Organisations.

Students requiring special education assistance receive extensive and ongoing support either in class or in small groups. The school provides literacy support programs as well as opportunities for gifted and talented students through in-class and electronic strategies.

In addition, Indigenous students are eligible to apply for placement in the Gigaman Gawala (boys) and Warlurra Walgamanyulu (girls) programs. Details about entry requirements are available from the Deputy Principals.

Acceptable Use Agreement for Computers and Internet

The student computer network at Geraldton Senior High School is made available for students to enhance their learning. All students have the right to use the computer facilities. However, students have a responsibility to use the computers in an appropriate manner.

The contract signed during the enrolment process establishes rules for computer use and secures a commitment for best use practices for the time that the student is enrolled at Geraldton Senior High School. If you use the online services of the Department of Education you must agree to the following rules:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others when online.
- I will not give anyone my login password or let others login and / or use my online services account unless it is with the teacher's permission. I will not access other people's online services accounts without permission from the teacher. I will tell my teacher if I think someone has interfered with or is using my online services account without permission.
- I understand that I am responsible for all activity in my online services account.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education. I will not attempt to or bypass school or Department of Education web filters.
- I will acknowledge the creator, author or copyright owner of any material used in my research for school work by using appropriate referencing.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented. I will be courteous and use appropriate language in all Internet communications.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

- I will be mindful of the possible problems caused by sharing or transmitting large files online.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account

- The misuse of online services may result in the withdrawal of access to services and other consequences dictated in the School's policy

- I may be held liable for offences committed using online services

Reminder: When you enrolled at Geraldton Senior High School, you signed a contract agreeing to abide by the preceding agreement.

P&C at Geraldton Senior High School

The Geraldton Senior High School P&C manages the school canteen – the only and main source of fund-raising. A bookkeeper is employed to manage the financial accounts and payroll of the canteen personnel.

At the P&C meeting, we receive Principal report, Canteen and Treasurer reports; we discuss the allocations of canteen funds and avenues in which we may be lobbying on behalf of our school in support of their buildings, staffing and general resourcing by the government.

The Geraldton Senior High School P&C is your voice and your forum to:

- Get to know child's school better
- Develop a personal relationship with other parents
- Develop a personal relationship with the Principal
- Better understand the issues faced by the school
- Participate in forums and panels for decisions affecting the School Board, Canteen and Wellbeing Committees and staff selection panels

- Lobby on behalf of your school to influence decision making from a parent's point of view
- Participate in the WACSSO activities and conference

We need your presence at two meetings per term to sustain a quorum of 10 members.

Membership is only \$1.

The first meeting for 2019 will be Tuesday 12 February at 6:30pm in the Geraldton Senior High School staff room. The Annual General Meeting for election of office bearers will be held on Tuesday 12 March 2019.

Be there to meet other committed parents, to show your support and to hear the news, first hand.

Request P&C notices by emailing jwgcspnc@gmail.com

NAPLAN - NATIONAL ASSESSMENT PROGRAM **- LITERACY AND NUMERACY**

NAPLAN tests the sorts of skills that are essential for a child to progress through school and life, such as reading, writing, spelling, grammar and numeracy.

While your child may have sat NAPLAN in Years 3 and 5, this year he or she will be sitting NAPLAN online. The results will be more accurate and have a faster turnaround. The test may look a little different from the last time but will be more engaging.

Students will sit NAPLAN in Weeks 3 and 4 of Term 2.

Why do we have to do NAPLAN?

NAPLAN is a way for the school, teachers and parents to determine your child's literacy and numeracy skills.

The tests provide an understanding of how your child is performing at the time of the tests. They also provide information about how education programs are working and which areas might need to be improved.

NAPLAN tests are one aspect of the school's assessment and reporting process, and does not replace the extensive, ongoing assessments made by teachers about individual performance.

Resources for NAPLAN:

For parent information and support:

<https://www.nap.edu.au/naplan/parent-carer-support/> and <https://k10outline.scsa.wa.edu.au/media/documents/testing/NAPLAN-2018-Information-for-parents.PDF>

For examples of questions and past papers: <https://www.nap.edu.au/naplan/the-tests>

For more information about NAPLAN Online: <https://www.nap.edu.au/online-assessment>

Can we prepare for NAPLAN?

NAPLAN is not a test that a student can prepare for in the same way he or she might prepare for an end of term test. NAPLAN tests skills that develop and improve over time. However, there are a few things that you might like to do to for extra support:

- talk to a teacher about getting some extra help or resources
- practise past papers that you can access from the NAPLAN website
- practise your typing and word processing skills
- practise spelling
- learn and practise the times tables
- make sure you always edit your work using CUPS and ARMS (see below)
- read lots of different texts including short stories, books, newspapers, reviews, tables, graphs and blogs

Remember!

NAPLAN is only ONE aspect of the school program and we simply want students to try their best.

OLNA - Online Literacy and Numeracy Assessment

To achieve the Western Australian Certificate of Education (WACE), students need to demonstrate minimum standards of literacy and numeracy. These standards cover the range of skills regarded as essential to meet the demands of everyday life and work.

For example, it would be expected that a young person leaving school can write a good job application, read and follow instructions and complete the sorts of maths adults encounter all the time when shopping or balancing the family budget.

These skills must be demonstrated in literacy (reading and writing), and numeracy.

Students can demonstrate the minimum standards by:

- prequalification through the Year 9 National Assessment Program Literacy and Numeracy (NAPLAN), or
- performance in the Online Literacy and Numeracy Assessment (OLNA).

Students who achieve Band 8 or higher in any of the three components in their Year 9 NAPLAN are acknowledged as having demonstrated proficiency in using a range of skills in that component. They are not required to sit the corresponding OLNA component. For example, if a student achieves Band 8 or higher in reading in their Year 9 NAPLAN they will not need to sit the reading component of the OLNA.

Students in Years 10 to 12 who need to demonstrate the minimum standard in one, two or all of the components will be scheduled to sit the assessment each March and September. This gives students up to six opportunities before the end of Year 12.

For more information about OLNA go to:

<https://senior-secondary.scsa.wa.edu.au/assessment/olna/students-parents-carers>

Resources for Parents/Caregivers

While teachers here at Geraldton Senior High School support the Literacy and Numeracy needs of all students at school, there are range of ways you can help and encourage your child at home. It is important that you are well informed about the Literacy and Numeracy skills of your child and about various government testing such as NAPLAN and OLNA.

It is important for parents to create a literacy-rich environment at home and to encourage children to value the importance of having Literacy and Numeracy skills. This means you should give your child every opportunity to engage in reading, writing, speaking and listening activities. Asking your child to write the grocery list, encouraging them to read every night or asking them critical questions about current events are all valuable activities that will help emphasise that these skills are an important aspect of everyday life.

Resources for OLNA:

For parent information and support:

<https://seniorsecondary.scsa.wa.edu.au/assessment/olna/students-parents-carers>

For practise tests: <https://assess.scsa.wa.edu.au/engine/index.php/login/olna>

Charges and Contributions

Geraldton Senior High School offers a diverse range of courses that is open to all students. The school requires some extra resources to offer many of these programs which are not subsidised. Your child may also require some learning resources such as textbooks or protective equipment in order to meet the specific course requirements.

In order to facilitate student success and learning via these resources and course offering, we advise of the associated compulsory charges and voluntary contributions. The outline of charges and contributions is posted out to you prior to the end of each year, with statements being sent throughout the year.

As some families experience difficulty meeting this obligation, we have set out some options to help those in need:

- **Payment Plan** - we are able to break your contributions and charges into small, regular payments. Please contact our Finance Officer to arrange
- **Payment Options** - we are able to debit your credit card as per your arranged payment plan or accept EFT payments. Many people find it easier to set-up a recurring EFT payment via their financial institution. We continue to accept payment at the main reception area during office hours
- **Extra assistance to those who qualify**
It is imperative to understand if you qualify for extra government subsidies and complete the appropriate paperwork. See the information below the chart on this page for further details

Secondary Assistance Scheme (SAS)

The aim of SAS is to assist low income families with secondary schooling costs. It is funded by the State Government and administered through the Department of Education.

	Education Program Allowance	Clothing Allowance
Public Schools	\$235 payment to the school	\$115 payment to parent/guardian or school
ABSTUDY Supplement Allowance	\$79 payment to the school	-

In order to be eligible for SAS, you must hold a Department of Human Services (Centrelink) Pensioner Concession Card or Health Care Card. Department of Veterans' Affairs Pensioner Concession Card (blue only) is also eligible. The card must be valid some time during Term 1 and the student(s) being claimed are listed on the card. There are a few more fine details but come into the main reception area and complete the form. Staff are able to assist and answer any questions.

ABSTUDY

You may be eligible or already receiving ABSTUDY from the Department of Human Services (Centrelink). In this case you are eligible for the ABSTUDY Supplement Allowance. Forms are available from reception and our website to claim this subsidy.

Applications accepted from 4 Feb and close 12 April 2019
A new application must be made each year to receive the subsidy.

What is going on at the School?

We often send out important messages and school news by email or on the school app.

There is so much going on all the time that the app is updated to keep students, parents and the school community informed.

Connect

The Connect App is based around what is happening in the classrooms and you will need a username and password to access the information.

Teachers are using the online learning tool Connect in all aspects of teaching. It can be seen as similar to other social media platforms but with a focus on the classroom at Geraldton SeniorHigh School where the groups a child belongs to are their classes.

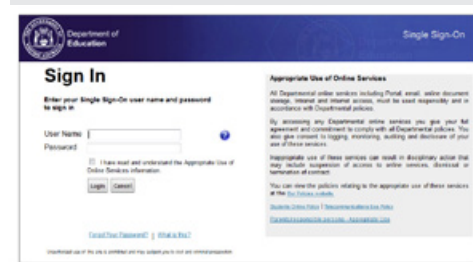
Students and teachers are able to communicate and share items related to the class via this platform. You are able to see your child's tasks, assignments, due dates and more.

A few things to note:

- All students have access to Connect and a school email account accessed through the DET Portal - connect.det.wa.edu.au
- Parents need a log-in to participate. Please ensure we have your current email address and one will be sent to you. Otherwise, please email the school and we can organise one for you.
- Please check your email regularly as important school communications are sent throughout the year

How to find Connect

On a computer, visit connect.det.wa.edu.au
 Log-in on the following screen.



Click on the desired area. Classes show each course along with notices, discussion, submissions and a content page. A couple examples appear below.



Connect App is available via App and Play stores and provides a feed of notices. It does not have the same functionality as using the service on the desktop does.

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Key Dates

<i>Tues 12 February</i>	P&C Meeting (6:30pm @ GSHS Staff Room)
<i>Tues 26 February</i>	Swimming Carnival
<i>Mon 4 March</i>	Labour Day (Public Holiday)
<i>Tues 5 March</i>	OLNA Testing Begins
<i>Tues 12 March</i>	P&C Meeting (6:30pm @ GSHS Staff Room)
<i>Thurs 21 March</i>	Year 7 Immunisation Day
<i>Sat 6 April</i>	School Ball
<i>Mon 29 April</i>	Staff Development Day (No classes)
<i>Mon 6 May</i>	Externally Set Tasks begin
<i>Tues 7 May</i>	Parent-Teacher Evening
<i>20 - 24 May</i>	NAPLAN
<i>27 - 31 May</i>	Year 12 Exams
<i>Mon 3 June</i>	WA Day (Public Holiday)
<i>10 - 14 June</i>	Year 11 Exams
<i>30 June - 5 July</i>	Country Week
<i>Mon 22 July</i>	Staff Development Day (No classes)
<i>Fri 26 July</i>	Founders Day Assembly & Games
<i>Tues 30 July</i>	Parent-Teacher Evening
<i>Mon 5 August</i>	NAIDOC Week & Assembly
<i>Tues 13 August</i>	School Photo Day
<i>Tues 27 August</i>	Athletics Carnival
<i>Mon 2 September</i>	OLNA Testing Begins
<i>Fri 27 September</i>	Last day for non-ATAR Year 12 students
<i>30 Sept - 4 Oct</i>	WACE Practical Exams
<i>7 - 11 Oct</i>	WACE Mock Exams
<i>Mon 14 October</i>	Staff Development Day (No classes)
<i>Mon 24 October</i>	Year 7 Immunisation Day
<i>Fri 25 October</i>	Year 12 Leavers Assembly
<i>Mon 28 October</i>	Valedictory
<i>Wed 30 October</i>	Year 12 Exams begin
<i>Fri 22 November</i>	Final day for Year 11 students
<i>25 - 29 November</i>	Year 11 Exams
<i>Thurs 19 Dec</i>	Last day Year 7 & 10 students

Please note: Dates are subject to change