



**GERALDTON**  
SENIOR HIGH SCHOOL

# **PARENT INFORMATION BOOKLET 2020**

## School Contact Details

---

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](mailto:geraldton.shs@education.wa.edu.au)

Web: [www.geraldtonshs.wa.edu.au](http://www.geraldtonshs.wa.edu.au)

## Lesson Times

---

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

## Term Dates 2020

---

Semester 1	Start	Finish	Length
Term 1	Monday 3 February 2020	Wednesday 8 April 2020	10 Weeks
School Holidays	Friday 10 April 2020	Monday 27 April 2020	
Term 2	Tuesday 28 April 2020	Friday 3 July 2020	10 Weeks
School Holidays	Saturday 4 July 2020	Monday 20 July 2020	
Semester 2	Start	Finish	Length
Term 3	Tuesday 21 July 2020	Friday 25 September 2020	10 Weeks
School Holidays	Saturday 26 September 2020	Monday 12 October 2020	
	<b>(Please note: Year 12 exams take place during these holidays)</b>		
Term 4	Tuesday 13 October 2020	Thursday 17 December 2020	10 Weeks
School Holidays	Friday 18 December 2020	Sunday 31 January 2021	

## Geraldton Senior High School Leadership Team

Principal	Greg Kelly	<a href="mailto:Greg.Kelly@education.wa.edu.au">Greg.Kelly@education.wa.edu.au</a>
Deputy Principal	Alana Carson	<a href="mailto:Alana.Carson@education.wa.edu.au">Alana.Carson@education.wa.edu.au</a>
Deputy Principal	Cameron Todd	<a href="mailto:Cameron.Todd@education.wa.edu.au">Cameron.Todd@education.wa.edu.au</a>
Deputy Principal	Kim Treffone	<a href="mailto:Kim.Treffone@education.wa.edu.au">Kim.Treffone@education.wa.edu.au</a>
Manager Corporate Services	Christine Collins	<a href="mailto:Christine.Collins@education.wa.edu.au">Christine.Collins@education.wa.edu.au</a>
Manager Student Services	Rhonda Kennedy	<a href="mailto:Rhonda.Kennedy@education.wa.edu.au">Rhonda.Kennedy@education.wa.edu.au</a>
Manager Career & Vocational Education	Hazel Snell	<a href="mailto:Hazel.Snell@education.wa.edu.au">Hazel.Snell@education.wa.edu.au</a>
Program Coordinator The Arts	Michael Thomas	<a href="mailto:Michael.Thomas@education.wa.edu.au">Michael.Thomas@education.wa.edu.au</a>
Program Coordinator English	Debra Stone	<a href="mailto:Debra.Stone@education.wa.edu.au">Debra.Stone@education.wa.edu.au</a>
Program Coordinator Health & Physical Education	Jay O'Sullivan	<a href="mailto:Jay.O'Sullivan@education.wa.edu.au">Jay.O'Sullivan@education.wa.edu.au</a>
Program Coordinator Humanities and Social Science	Claire Annison	<a href="mailto:Claire.Leitch@education.wa.edu.au">Claire.Leitch@education.wa.edu.au</a>
Program Coordinator Maths	James Heseltine	<a href="mailto:James.Heseltine@education.wa.edu.au">James.Heseltine@education.wa.edu.au</a>
Program Coordinator Science	Claire MacPherson	<a href="mailto:Claire.MacPherson@education.wa.edu.au">Claire.MacPherson@education.wa.edu.au</a>
Program Coordinator Technologies	Chris O'Neill	<a href="mailto:Christopher.O'Neill@education.wa.edu.au">Christopher.O'Neill@education.wa.edu.au</a>
Year Coordinator Year 7 & 8	Ben Puzzar	<a href="mailto:Ben.Puzzar@education.wa.edu.au">Ben.Puzzar@education.wa.edu.au</a>
Year Coordinator Year 10	Nick Swain	<a href="mailto:Nicholas.swain@education.wa.edu.au">Nicholas.swain@education.wa.edu.au</a>
Year Coordinator Year 11	Claire Parker	<a href="mailto:Claire.Parker2@education.wa.edu.au">Claire.Parker2@education.wa.edu.au</a>
Year Coordinator Year 12	Amanda Bassett-Scarfe	<a href="mailto:Amanda.Bassett-Scarfe@education.wa.edu.au">Amanda.Bassett-Scarfe@education.wa.edu.au</a>

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

---

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

- SMS 0407 081 344
- Email: [geraldton.shs.studentservices@education.wa.edu.au](mailto:geraldton.shs.studentservices@education.wa.edu.au)
- Phone Student Services directly on 9965 8415
- Provide a written explanation to student's 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>

## Leaving school during the day

---

- Student **must bring a note from a parent or guardian** if they need to leave the school grounds during school hours.
- Student must present the note to their form teacher at the beginning of the day.
- The form teacher will provide a green pass enabling the student to leave class at the specified time.
- Student must sign-out at Student Services and receive an official DoE Leave Pass.

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.

## 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 their teacher
- move 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.

## 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.

## 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 a Student Update 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.

## 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:

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

## 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 losing Good Standing

## **Geraldton Senior High School Good Standing Policy** (revised May 2020)

---

Geraldton Senior High School aims to develop in our students a sense of respect, responsibility and doing your best. These are the values embedded in the school culture.

We encourage students to make positive choices and aim to monitor this through a system of good standing. All students start the year with 'Good Standing.'

### **Good Standing**

---

Good Standing applies to all students. This can be maintained by meeting the school's expectations in terms of behaviour, attendance and dress. The aim of Good Standing is to encourage students to take a greater responsibility for their conduct at school. This includes the following:

- 90% attendance
- Meeting behavioural expectations of students at Geraldton Senior High School
- Wearing the correct uniform at all times

### **Loss of Good Standing**

---

This applies to students who have not adhered to the school's expectations. The Manager of Student Services and the Principal will make the decision as to who will lose their Good Standing.

Students will lose Good Standing for the following:

- Breach of the Student Mobile Phone Policy
- Leaving the school grounds during the school day as the driver or passenger of a vehicle
- Attendance below 90% (Unless authorised or for medical reasons)
- More than 3 detentions for being out of uniform
- Breaches of Student Behaviour Expectations (4 actioned SIS Reports)
- Suspension

Students who do not have a status of Good Standing will not be permitted to attend any special school events, such as:

- School Ball
- Extra-curricular carnivals – football, netball, surfing etc.
- Year Group Reward days
- Canberra Trip
- Ski Trip
- Cambodia Trip
- In school sports tournaments

### **Notification**

---

At the time of losing Good Standing, caregivers will be advised in writing via email of:

- Reason for the loss of Good Standing
- The period of time the student has lost their Good Standing for
- What is required for the student to regain their Good Standing

### **Reinstatement of Good Standing**

---

It is the student's responsibility to seek the reinstatement of Good Standing. After the period of loss of Good Standing has ceased, students must apply in writing to the Manager of Student

Services. If a student does not apply they will not regain their Good Standing. The student will only be able to regain Good Standing if the following has occurred:

- Improve attendance to 90% or above
- Provide medical evidence of absences
- Positive behaviours and no further negative reports

### **Time Frames**

---

<b>LOSS OF GOOD STANDING</b>	<b>TIME</b>
1 <sup>st</sup> offence	Minimum 4 weeks
2 <sup>nd</sup> offence	Minimum 8 weeks
3 <sup>rd</sup> offence	Minimum 10 weeks
4 <sup>th</sup> offence	Remainder of the school year



# 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

**GERALDTON**  
SENIOR HIGH SCHOOL



At Geraldton Senior High School,  
**'THE SEEKER FINDS'**  
success by giving respect,  
taking responsibility and always  
doing their best.

## Student Mobile Phone Policy (effective January 2020)

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

At Geraldton Senior High School Mobile phones are banned for all students from the time they arrive at school to the conclusion of the school day.

Students are only permitted to use a mobile phone during the school day to monitor a health condition as part of a school approved documented health care plan.

Students at Geraldton Senior High School are permitted to be in possession of their mobile phone during the school day, however, mobile phones must be turned off and neither seen nor heard; "Off and away all day" includes before school and at break times.

For the purposes of this policy, 'mobile phones' includes smart watches, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds.

Smart watches are required to be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.

All communication between parents and students, during school hours, should occur via the school's administration.

### Breaches of Mobile Phone Policy

First Offence	Policy is breached: <ul style="list-style-type: none"><li>• Device (phone, ear buds, headphones etc.) is in view of teacher</li><li>• Phone rings, vibrates, notification received</li><li>• Student is using phone</li></ul>	<ul style="list-style-type: none"><li>• Device (phone, ear buds, headphones etc.) is confiscated by teacher, delivered to Student Services and recorded as confiscated</li><li>• Parent required to collect from front office after 3.10pm</li><li>• Loss of Good Standing (minimum 4 weeks)</li></ul>
Second Offence	Policy is breached: <ul style="list-style-type: none"><li>• Device (phone, ear buds, headphones etc.) is in view of teacher</li><li>• Phone rings, vibrates, notification received</li><li>• Student is using phone</li></ul>	<ul style="list-style-type: none"><li>• Device (phone, ear buds, headphones etc.) is confiscated by teacher, delivered to Student Services and recorded as confiscated</li><li>• Parent required to collect from front office after 3.10pm</li><li>• Loss of Good Standing (minimum 8 weeks)</li></ul>
Third Offence	Policy is breached: <ul style="list-style-type: none"><li>• Device (phone, ear buds, headphones etc.) is in view of teacher</li><li>• Phone rings, vibrates, notification received</li><li>• Student is using phone</li></ul>	<ul style="list-style-type: none"><li>• Device (phone, ear buds, headphones etc.) is confiscated by teacher, delivered to Student Services and recorded as confiscated</li><li>• Parent required to collect from front office after 3.10pm</li><li>• Loss of Good Standing (minimum 10 weeks)</li><li>• Student is required to surrender device (phone, ear buds,</li></ul>

		headphones etc.) at Student Services every morning
Fourth Offence	<p>Policy is breached:</p> <ul style="list-style-type: none"> <li>• Device (phone, ear buds, headphones etc.) is in view of teacher</li> <li>• Phone rings, vibrates, notification received</li> <li>• Student is using phone</li> </ul>	<ul style="list-style-type: none"> <li>• Device (phone, ear buds, headphones etc.) is confiscated by teacher, delivered to Student Services and recorded as confiscated</li> <li>• Parent required to collect from front office after 3.10pm</li> <li>• Loss of Good Standing (remainder of year)</li> <li>• Individual Behaviour Management Plan to be developed, which will include requirement for student to surrender device (phone, ear buds, headphones etc.) at Student Services every morning</li> </ul>
Student refuses to hand over their device (phone, ear buds, headphones etc.) when requested by a teacher		<ul style="list-style-type: none"> <li>• Student Services Deputy informed</li> <li>• 1-day suspension</li> <li>• Re-entry meeting with parent required</li> </ul>
Student uses mobile phone to video a fight		<ul style="list-style-type: none"> <li>• Suspension</li> </ul>
<p>Loss of Good Standing will make students ineligible for any non-curricular event, until the period of loss has been served and the student has applied to have Good Standing restored.</p>		

# GSHS Plan for the Prevention and Management of Bullying

## Rationale

---

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. Our processes and activities promote the development of the values and behaviours that create and maintain inclusive, safe and supportive environments.

## Vision

---

Staff, parents and students at this school are committed to treating each other with care and respect and accepting individual differences.

## Definitions

---

The national definition of bullying for Australian schools is as follows:

*Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons who feel unable to stop it from happening.*

*Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).*

*Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.*

*Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying*

Confirming whether the behaviours were intentional is not required to implement the strategies for responding effectively. Young people involved in bullying are not always fully aware of the impact of their actions on others. It is more important to act as a result of the effects on the targeted individual, immaterial of the determination of intent.

*defined as bullying.*

Bullying can include:

- **Verbal bullying:** The repeated use of words to hurt or humiliate another individual or group. Verbal bullying includes using put-downs, name-calling, insulting someone about the way they look or behave, spreading rumours, and homophobic, racist or sexist comments.
- **Social/relational bullying:** Involves repeatedly ostracising others by ignoring someone or keeping them out of conversations, convincing others to dislike or exclude an individual or group, spreading rumours, and sharing information or images that will have a harmful effect on the other person.
- **Physical bullying:** Includes violent actions towards another person that involves hitting, pinching, biting, pushing, pulling, shoving, damaging or stealing someone's belongings, and unwanted touching.
- **Cyberbullying:** Involves the use of technology to bully a person or group with the intent to hurt them socially, psychologically or even physically. Cyberbullying includes abusive texts and

emails, hurtful messages, images or videos, imitating, excluding or humiliating others online, nasty online gossip and chat.

- **Bystanders:** Bystanders are those who are aware of, or witnesses to, the bullying situation. A supportive bystander will use words and/or actions to support someone who is being bullied by intervening, getting teacher support or comforting them. All members of a school community need to know how to support those who are being bullied and how to discourage bullying behaviours.

**Note:**

*The Department of Education promotes the use of affirmative language that supports the values of the Western Australian Curriculum (i.e. Health and Physical Education curriculum). The terms 'bullies' and 'victims' are not recommended as appropriate terminology to use when identifying, reporting, recording and responding to bullying incidents. It is important that bullying is seen as a behaviour. It is more appropriate to identify and label the unacceptable behaviour such as 'students who are bullied', 'students who bully others' and 'students who engage in bullying behaviour'. This will ensure that the unacceptable behaviours are addressed in a manner that supports the individuals involved to learn and demonstrate more acceptable social behaviours without the impact of enduring labels.*

## Rights and Responsibilities of School Community Members

MEMBERS	RIGHTS	RESPONSIBILITIES
<b>All students, teachers, parents, wider school community</b>	<ul style="list-style-type: none"> <li>• are safe and supported in the school environment</li> <li>• are included</li> <li>• are treated with respect</li> </ul>	<ul style="list-style-type: none"> <li>• positive role modelling and demonstrate respect for all people</li> <li>• participate and contribute to school positive behaviour programs</li> <li>• build positive relationships</li> <li>• demonstrate respect and tolerance towards others</li> </ul>
<b>School leadership</b>	<ul style="list-style-type: none"> <li>• is supported by the school community in developing the school's plan to prevent and effectively manage bullying</li> <li>• is supported by the school community in implementing the strategies and programs under the school's plan</li> </ul>	<ul style="list-style-type: none"> <li>• fosters a safe and supportive climate across the school</li> <li>• provides leadership in resourcing the school's plan</li> <li>• ensures plans are clear and publicly available to the school community</li> <li>• ensures the school community is informed of the plan</li> <li>• implements the plan</li> <li>• supports staff to implement the strategies and programs under the plan</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• feel safe and supported in the workplace</li> <li>• are informed by school leadership of the school's plan on bullying</li> <li>• have access to professional learning in preventing and effectively managing bullying</li> </ul>	<ul style="list-style-type: none"> <li>• promote and model positive relationships</li> <li>• participate in developing the school plan</li> <li>• identify and respond to bullying incidents</li> <li>• deliver the strategies and programs to students in responding to bullying effectively</li> <li>• promote effective bystander behaviour</li> <li>• promote social problem-solving</li> <li>• use appropriate terminology when referring to bullying and the students involved</li> </ul>

	<ul style="list-style-type: none"> <li>• have access to curriculum resources suitable for supporting students in building positive relationships, resiliency, safety and bullying prevention (including social/ emotional learning)</li> </ul>	
<b>Students</b>	<ul style="list-style-type: none"> <li>• have access to curriculum that supports the building of resiliency and social skills</li> <li>• are informed by staff of the school's plan on bullying</li> <li>• are provided with supports by staff to stop bullying</li> </ul>	<ul style="list-style-type: none"> <li>• understand and value the concepts of inclusion and tolerance</li> <li>• identify and respond effectively to bullying</li> <li>• are aware of themselves as bystanders</li> <li>• seek help for themselves and others as needed</li> </ul>
<b>Parents</b>	<ul style="list-style-type: none"> <li>• are treated with respect</li> <li>• are confident their children are provided with a safe and supportive school environment</li> <li>• are provided with access to information on the prevention and management of bullying by the principal</li> <li>• are informed by the principal of the school's plan and opportunities to participate</li> </ul>	<ul style="list-style-type: none"> <li>• support and encourage children to treat others with respect and tolerance</li> <li>• model appropriate behaviours and teach children appropriate social skills including conflict resolution</li> <li>• act in accordance with the school plan if they observe/ know about bullying</li> <li>• encourage children to report bullying incidents</li> <li>• work effectively with the school in responding to bullying</li> </ul>
<b>Wider community: including other professionals</b>	<ul style="list-style-type: none"> <li>• are strategically included in bullying prevention and management</li> </ul>	<ul style="list-style-type: none"> <li>• provide support and input into the school's approach to preventing and managing bullying</li> <li>• strengthen the school's anti-bullying messages</li> </ul>

## Whole School Prevention Strategies

- Positive Behaviour Support framework underpins student well-being and behavioural programs within the school
- Student Services is resourced with skilled staff to support teachers and students' wellbeing
- UR Strong social and emotional learning program will be delivered in Year 7 Health Education classes to build student capacity in managing friendship issues. Pre and post assessment data will be used to measure program effectiveness
- Geraldton Senior High School will partner with families and external agencies, including Ngala, Headspace, CAMHS, GRAMS, Desert Blue Connect, Department Child Protection Family Services, 360 Health, Helping Minds to support student wellbeing
- Student Services will promote opportunities for students to lead programs which foster positive student relationships (e.g. Year 11 Buddy Program, Be a Buddy, Not a Bully, RUOK? Day)

- Refer to nationally recognized current initiatives to support resilience, mental, social and emotional health (BeYou) in school planning and program delivery
- ❖ This Preventing and Managing Bullying Plan will be reviewed in Term 4 of each school year

#### Preventative classroom strategies include:

- developing supportive and inclusive classroom environments;
- implementing teaching and classroom management strategies that teach and encourage positive behaviours, and address negative behaviours effectively
- implementing teaching and learning programs to develop positive communication, empathy, tolerance, assertiveness, social and coping skills
- promoting the use of cooperative learning strategies (small group learning)
- encouraging and support help-seeking and positive bystander behaviour
- using restorative justice approaches to resolve peer-based conflicts
- implementing strategies from resources such as *Cyber Savvy* and the *Office of the eSafety Commissioner* to promote cyber safety and positive digital citizenship.

#### Playground strategies include:

- coordinating a highly visible and active approach to playground supervision (duty staff are on time, mobile and visible)
- implementing identification of and supervision adjustments to high-risk situations and settings
- offering a range of organised activities during break times that encourage positive peer relations and networks
- recognising and reinforcing positive playground and pro-social behaviour
- developing and communicating whole-school processes for responding to playground issues.

### Targeted Early Intervention Strategies

---

- All staff are provided with the "Bullying. No Way!" School response flow chart to support students who report bullying behaviour
- Targeted groups are supported with additional school resources, including Girls Academy/Clontarf Academy/ Student Services Team/ Special Education Needs Team
- Year Coordinators identify students at risk and engage strategies to support students
- Provide high supervision areas for students with higher support needs
- Safe zones are explicitly taught to students who require them and plans are established for students experiencing safety issues
- Students at risk of being targeted or those who demonstrate bullying behaviour are supported by specialist/pastoral care staff and through case-management
- Triple P Parenting course engages parents and community members

### Procedures and Actions to Respond to Bullying Behaviours

---

- All HOLAs and key student services staff have received restorative practice professional learning
- Information about responding to bullying and restorative practice are provided to staff during staff meetings as well as links to relevant resources
- The Parent Information Booklet provides parents with contact information for key staff and the school's plan for Preventing and Managing Bullying

- Parents and/or students are encouraged to contact the Form teacher or Year Coordinator to reporting incidents of bullying or when they become aware that a student needs support because of bullying
- Intervention practices that resolve conflicts, restore relationships, and promote tolerance and social problem-solving are used for responding to bullying incidents
- When bullying behaviour is reported, staff will use a restorative approach to help all the students involved with the incident to understand what has caused the bullying, the effects on all students involved and how the relationship can be repaired
- Staff will record incidences of bullying on SIS. Follow-up with students involved are completed in a timely manner by either teaching staff, student services staff or the administration team
- Students who are being bullied are provided with support by staff to promote recovery and resilience – access to Student Services and possible external agencies via referrals
- Case management, which includes the parent of students involved in persistent bullying is implemented
- ❖ The School psychologist works with staff to implement whole-school approaches in preventing and managing bullying.
- ❖ The Student Behaviour Plan and procedures will be applied in situations that have resulted in significant harm or where violence has occurred.
- ❖ This Preventing and Managing Bullying Plan will be reviewed in Term 4 of each school year

## Resources

---

The following websites provide useful resources.

The [Australian Student Wellbeing Framework and Hub](#) promotes the collaborative development of policies to protect the safety and wellbeing of all students from violence, bullying and abuse.

- Resources for schools: [primary](#) and [secondary](#)
- Resources for parents: [primary](#) and [secondary](#)
- Resources for students: [primary](#) and [secondary](#)

[Be You](#) is the national mental health initiative for educators in schools and early childhood centres.

- [Resources](#)
- [Program Directory](#)

[Bullying No Way!](#) provides practical information and resources to schools, families and students regarding bullying prevention, identification and response.

- [Resources for school leaders](#)
- [Resources for teachers](#)
- [Resources for parents](#)

The [Office of the eSafety Commissioner](#) leads the online safety efforts across government, industry and the not-for profit community.

**Resources for students:** [primary](#) and [secondary](#)

[Cyber Savvy](#) helps young people prevent and address problems associated with online behaviour, particularly image-sharing.





## Bring Your Own Device (BYOD) Student Agreement 2020

---

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

I agree that I will abide by the school's BYOD policy and that:

- I will use my device during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I understand that I am not to use cellular (mobile data) or 'tethering' connections whilst on the school site.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is offensive, pornographic, threatening, abusive, defamatory or considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have reviewed the BYOD Device Requirements and Student Responsibilities documents and have ensured my device meets the minimum outlined specifications.
- I have read and understand the requirements of the Personal Electronic Device Policy at Geraldton Senior High School and will only use my device in the classroom for a specific educational purpose as directed by a teacher.
- I understand that the High School has the right to perform periodic and random inspections of BYOD devices for inappropriate and copyright material
- I acknowledge that devices must not be used to take photographs or record and activity at school without the direction or permission from a member of staff.
- I have completed and returned the Geraldton Senior High School BYOD Request form to Student Services

## Bring Your Own Device (BYOD) Request Form 2020

---

Please complete the following:

The name of the device must be changed to fit in with our guidelines. **You must change the device's name to your username as per your school account <firstname.lastname>**. There are plenty of online instructions how to do this.

Fill in the information below and submit the completed details to Student Services who will forward it to IT staff. Alternatively, Electronic copies can be submitted by email to:

[Geraldton.SHS.Technician@education.wa.edu.au](mailto:Geraldton.SHS.Technician@education.wa.edu.au)

**Please note that incomplete forms are unable to be processed.** If your device does not connect to the Wi-Fi approximately 2 days after submitting this form, please see the Technician.

Your device name: \_\_\_\_\_

Year group: \_\_\_\_\_

MAC ADDRESS of the device: \_\_\_\_\_

Type of device (Brand and Model) \_\_\_\_\_

If you need assistance with the getting the above information from your device, please see the staff in the Technician office or perform a web search.

**I agree to the conditions outlined in the Geraldton Senior High School BYOD Student Agreement 2020:**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Signed in Presence of:**

Parent/Carer: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## BYOD Device Requirements

---

### Wireless connectivity:

*High schools:* The department's Wi-Fi network installed in high schools operates on the **802.11n 5Ghz standard**. Devices that do not support this standard will not be able to connect.

### Approved Devices:

Laptops that meet the operating system requirements. Only tablets that support Apple IOS and Windows 10 will be allowed access.

### Operating system:

The current or prior version of any operating system. **Windows 10 or higher and MAC OSX 10.7 or higher**. For mobile devices **Apple IOS 9.7 or higher**

### Software and apps:

School-based requirements. All software and apps should be fully updated.

### Battery life:

A minimum of 5hrs battery life to last the school day.

### Ergonomics:

Reasonable sized screen and a sturdy keyboard *to enable continuous use throughout the day.*

### Other considerations

*Casing:* Tough and sturdy to avoid breakage.

*Weight:* Lightweight for ease of carrying.

*Durability:* Durable and strong.

## BYOD Student Responsibilities

---

### **Operating system and anti-virus:**

Students must ensure they have a legal and licensed version of a supported operating system and of software. If applicable, students' devices must be equipped with **anti-virus software**.

### **Geraldton Senior High School Wi-Fi network connection only:**

Student devices are only permitted to connect to the department's (GSHS) Wi-Fi network while at school. There is no cost for this service.

### **Battery life and charging:**

Students must ensure they bring their device to school fully charged for the entire school day. *No charging equipment will be supplied by the school.*

### **Theft and damage:**

Students are responsible for securing and protecting their devices at school. *Any loss or damage to a device is not the responsibility of the school or the Department.*

### **Confiscation:**

Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement including **use of communication apps during the school day and use outside of direction from a member of staff**

Please refer to the Geraldton Senior High School Mobile Phone Policy.

### **Maintenance and support:**

Students are solely responsible for the maintenance and upkeep of their devices.

### **Ergonomics:**

*Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc.*

### **Data back-up:**

*Students are responsible for backing-up their own data and should ensure this is done regularly.*

### **Insurance/warranty:**

*Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.*

## **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.

## 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:

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](http://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.



## 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

## 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.

## P&C at Geraldton Senior High School

---

The Geraldton Senior High School P&C manages the school Canteen – the main source of fund-raising along with contributions from parents when they pay volunteer Charges and Contributions.

At the P&C meeting, we receive a 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 your 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 SACSSO activities and conferences

We need your presence at two meeting per Term to sustain a quorum of 10 members.

Membership is only \$1.00.

The first meeting for 202 will be the Annual General Meeting on 24 February @ 6.00pm. This will be held in the school staffroom. We encourage you to come along to meet other committed parents, to show your support and to hear all the school news, first hand.

Request P&C notices by emailing [pandc@geraldtonshs.wa.edu.au](mailto:pandc@geraldtonshs.wa.edu.au).

## 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 Plans

---

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 for 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) - Applications close 9 April 2020

---

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.

The allowance consists of two components:

- \$115 Clothing Allowance paid directly to the parent/guardian or the school.
- \$235 Educational Program Allowance paid directly to the school. Application is made by the parent or guardian for student/s

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.

## 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 Senior High 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](mailto:connect.det.wa.edu.au)

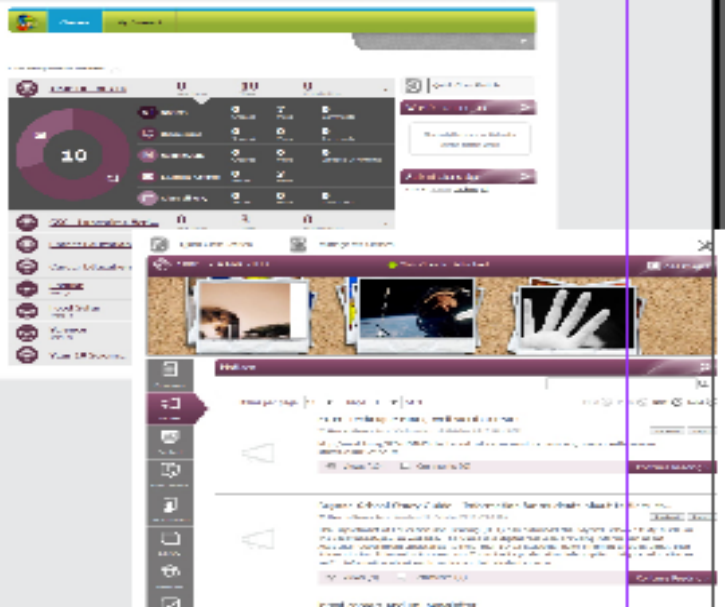
- Parents need a log-in to participate. Please ensure we have your current email address and one will be sent to you. Otherwise, please email the school and we can organise one for you.
- Please check your email regularly as important school communications are sent throughout the year

## How to find Connect

On a computer, visit [connect.det.wa.edu.au](http://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.*

## Key Dates

---

Wednesday 12 February	Year 12 ATAR Launch (6pm @ CAVE)
Monday 24 February	P&C AGM (6pm @ GSHS Staff Room)
Monday 2 March	Labour Day (Public Holiday)
Tuesday 3 March	OLNA Testing begins
Tuesday 10 March	Swimming Carnival
Thursday 19 March	Year 7 Immunisation Day
Saturday 4 April	School Ball
Thursday 9 April	Staff Development Day (No classes)
Friday 10 April	Good Friday (Public Holiday)
Monday 27 April	ANZAC Day (Public Holiday)
Monday 4 May	Externally Set Tasks begin
Tuesday 5 May	Parent-Teacher Evening
Tuesday 12 - 22 May	NAPLAN
Monday 25 - 29 May	Year 12 Exams
Monday 1 June	WA Day (Public Holiday)
Monday 8 - 12 June	Year 11 Exams
Monday 29 June - 3 July	Country Week
Monday 20 July	Staff Development Day (No classes)
Friday 24 July	Founders Day Assembly & Games
Tuesday 28 July	Parent-Teacher Evening
Wednesday 5 August	Arts Extravaganza Year 10 / 11 / 12
Tuesday 11 August	School Photo Day
Wednesday 12 August	School Photo Catch up day
Monday 24 August	NAIDOC Assembly / NAIDOC Week
Tuesday 25 August	Athletics Carnival
Monday 31 August	OLNA (Round 2) Testing begins
Thursday 17 September	Year 7 Immunisation Day
Friday 25 September	Last day for non-ATAR Year 12 Students
Monday 28 September – 2 October	WACE Practical Exams
Monday 5 - 9 October	WACE Mock Exams
Monday 12 October	Staff Development Day (No classes)
Friday 23 October	Year 12 Leavers Assembly / Valedictory Rehearsal
Monday 26 October	Valedictory
Mon 2 November	Year 12 WACE Exams begin
Friday 20 November	Final day for Year 11 students
Monday 23 - 27 November	Year 11 Exams
Tuesday 1 December	Parent Open Night
Thursday 17 December	Assembly and Reward Activity Years 7 / 8 / 10 Last day Year 7 & 10 students

**Please note: Dates are subject to change**