

WONGAN HILLS DISTRICT HIGH SCHOOL



PARENT INFORMATION BOOK

The Wongan Way:

Be Respectful

Be Safe

Be Positive

Be an Active Learner

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WELCOME

Welcome to Wongan Hills District High School. We hope that your association with our school will be a happy and rewarding one. Wongan Hills District High School provides a quality education to students from Kindergarten to Year 12.

We offer a comprehensive educational program delivered by a very dedicated and professional staff whose experience and expertise benefits all the students we teach.

The school prides itself on high expectations of behaviour, sporting pursuits and its ability to provide each student with the knowledge, skills and attitude required for life-long learning.

The students graduating from the school typically have been able to achieve other goals in careers, training or further education.

Included in this booklet is an array of information provided to familiarise you and your children with the procedures and structures which have been put in place to enhance educational outcomes for all students.

Please do not hesitate to make contact with relevant classroom teachers, or Deputies in order to closely monitor your child's educational achievements and to clarify any issues which may arise.

We welcome your involvement, participation and suggestions and look forward to working in partnership with you in order for your children to achieve to their potential in all areas.



LOCAL INFORMATION

Wongan Hills District High School a medium size district high school situated 170 kms north-east of Perth. The school caters for a range of students from Kindergarten to Year 12. There are opportunities for suitable students in Senior School (Years 11 & 12) to engage in a face to face delivery program of WACE (WA Certificate of Education) subjects for 3 days a week and a traineeship for 2 days a week OR study through the School of Isolated and Distant Education (SIDE) for an ATAR (Australian Tertiary Admission Rank) score. Five bus routes service primary and secondary students living on farms in our catchment area.

Wongan Hills District High School has well maintained grounds and play areas.

The school has maintained regular upgrades to buildings over the years. We have purpose specific buildings including 2 Early Learning Centres, Science Laboratory, Home Economics, Art/Craft and Music, Design and Technology Centre.

Additionally the school has a Technology and Enterprise facility and Information Technology Laboratory as well as general classrooms. Year 11 and 12 students have their own room with their own computer and headsets for Centra/SABA lessons via SIDE, fax and printer and telephone, and a fridge, microwave and water cooler for their use. A Library/Resource Centre provides research facilities for the whole school.

The school has excellent Information Technology facilities with a curriculum network that encompasses the school. The curriculum network is integrated with the administration network. All computers on the curriculum network run Windows 7 and Microsoft Office. Wireless and cabled Internet access is readily available and there is a remote service to assist trouble-shooting. Smart Boards are located in most classrooms throughout the school and staff members attend professional development to ensure students maximise learning opportunities from these.

Our school is air conditioned with funds having been raised by the P & C Association for this purpose. In recent years, the P & C raised funds for shade areas and playground equipment in addition to other learning resources. In 2011 the P&C raised over \$40,000 for a Mega Junior Playground. This caters for Kindy, PP and Year 1-3 students.

The town has excellent sporting facilities, which include a swimming pool and sports complex and a range of shops including a Butcher, Chemist and IGA which is open 7 days.

SCHOOL PURPOSE STATEMENT

To be an outstanding school community with a positive learning environment, encouraging everyone to reach their potential.

SCHOOL VALUES

“WE EXPECT THAT ALL MEMBERS OF THE SCHOOL COMMUNITY WILL ACT RESPECTFULLY, SAFELY, POSITIVELY AND ACTIVELY ENGAGE IN LEARNING.”

COMMUNITY RELATIONSHIPS

“We encourage positive partnerships in the development of a strong sense of connectedness between the school and the wider community”

DIVERSITY

“WE UPHOLD TOLERANCE AND RESPECT THE DIFFERENCES BETWEEN INDIVIDUALS”



THE WONGAN WAY

The School community has explicit expectations of behaviour of all members with a view to creating a school that is a safe, positive learning environment where our students are engaged and successful.

Our core expectations are **BE RESPECTFUL**
BE SAFE
BE POSITIVE
BE AN ACTIVE LEARNER

The premise for these expectations include:

- All students have a right to learn.
- All teachers have a right to teach.
- Each person is responsible for his/her own behaviour.
- Each person has the right to work out problems which arise.
- Each person has the right to have his/her property respected and work in a safe and attractive environment.

Parents are vitally interested, and rightly so, in the type of discipline which a school provides. The Education Department has laid down quite specific guidelines on the matter. Discipline is to be “firm but fair” and in no way humiliating to the child. Within this framework, each school works out its own policy. At Wongan Hills we believe that you, the parents, want us to ensure that your children are safe, work to the best of their ability, obey class and school rules and treat others with respect and courtesy.

The essence of our policy is our belief that all students and staff have a right to a learning and teaching environment free of distractions and disturbances caused by others.

Teachers in conjunction with students, formulate a set of classroom rules that reflect the expectations of our school; to be safe, be respectful, be positive and be an active learner. Consequences for breaches of expectations are the same throughout the school. The significant aspect of all class rules is that students are entitled to an education free of distractions and disturbances caused by others.

POSITIVE ASPECTS OF THE PROCEDURE – SELF RESPECT/ RESILIENCY

As an integral part of the school’s Managing Student Behaviour Policy, the staff and Wongan Hills District High School recognise the importance and impact of a student’s resiliency on their performance and behaviour at school. There is a lot of evidence to suggest that a positive self concept and healthy self esteem are absolutely necessary for each child to develop intellectually, emotionally and socially.

As a means of developing positive resiliency for all students, each staff member is committed to implementing a positive approach to learning, behaviour and social interaction. For example, students displaying appropriate behaviour are rewarded through positives including – praise, merit certificates and special privileges. This allows other children to observe that appropriate behaviour is rewarded in some manner whilst inappropriate behaviour is either ignored or results in a consequence.

As well as rewarding correct behaviour all staff implement either a formal or informal program aimed at the enhancement of each student’s resiliency. We believe that the result of this positive approach will enable students to tolerate frustration realistically, assume responsibility for their own actions, experience successful friendships and feel proud of their achievements through all aspects.



Wongan Hills DHS Expectations

The Wongan Way

	Be Respectful	Be Safe	Be Positive	Be an Active Learner
All Settings	<ul style="list-style-type: none"> • Appropriate volume • Clean up after yourself • Ask permission before you use others' property • Use your manners • Be aware of personal space • Be appropriately attired 	<ul style="list-style-type: none"> • Stay in your designated areas at all times • Ask permission to leave school grounds • Keep hands feet and objects to self • Only use equipment and materials for its intended purpose 	<ul style="list-style-type: none"> • Greet people • Be supportive • Use kind words and actions 	<ul style="list-style-type: none"> • Hand in/collect electronic devices from the office before/after school <ul style="list-style-type: none"> • Be your best • Stay focussed • Be prepared and on time • Ask for help
Classroom/ Learning Areas	<ul style="list-style-type: none"> • Wait your turn to speak • Listen to others 	<ul style="list-style-type: none"> • Ask permission to leave the classroom/learning area <ul style="list-style-type: none"> • Walk • Use equipment appropriately and safely 	<ul style="list-style-type: none"> • Have a go at everything • Encourage others 	<ul style="list-style-type: none"> • Take ownership of actions <ul style="list-style-type: none"> • Listen • Participate • Complete work
Play areas	<ul style="list-style-type: none"> • Report issues to the duty teacher as needed. <ul style="list-style-type: none"> • Stay off the gardens • Take care not to damage the gardens 	<ul style="list-style-type: none"> • Walk on the stairs • Wear hats in the sun (Term1+4) 	<ul style="list-style-type: none"> • Help others • Share school equipment • Take turns • Include others • Be assertive • Use conflict resolution strategies 	<ul style="list-style-type: none"> • Problem solve – stop, think, act • Agree on game rules before starting and then follow them
Eating Times	<ul style="list-style-type: none"> • Stay where you are once you are seated • Finish your mouthful before you speak • Keep doorways & exit areas free • Keep hands off your sports equipment • Put your hands up and wait for the teacher to dismiss you 	<ul style="list-style-type: none"> • Only eat your own food <ul style="list-style-type: none"> • Sit to eat • Be hygienic 	<ul style="list-style-type: none"> • Ask others to join you 	<ul style="list-style-type: none"> • Wait for teacher instructions
Toilets	<ul style="list-style-type: none"> • Report any issues to office/staff immediately <ul style="list-style-type: none"> • Leave the area clean • Consider the privacy of others 	<ul style="list-style-type: none"> • Keep sports equipment, playing games and food out of the area <ul style="list-style-type: none"> • Walk only • Wash hands • Flush toilet 		<ul style="list-style-type: none"> • Be water wise • Return to class promptly
Water Fountains	<ul style="list-style-type: none"> • Be hygienic • Keep the area clean 	<ul style="list-style-type: none"> • Keep hands off the power switches 	<ul style="list-style-type: none"> • Take turns • Wait patiently in line 	<ul style="list-style-type: none"> • Be water wise • Return to class promptly
Veranda/ corridors	<ul style="list-style-type: none"> • Line up and wait patiently <ul style="list-style-type: none"> • Give way to others • Keep bags on shelf /hook and zipped up 	<ul style="list-style-type: none"> • Walk • Keep to the left • Hold onto sports equipment 		
Formal Occasions	<ul style="list-style-type: none"> • Sit quietly and correctly 	<ul style="list-style-type: none"> • Be sensible on stage • Use eye contact • Carry chairs with care • Accept rewards graciously and with pride 	<ul style="list-style-type: none"> • Applaud and celebrate the successes of others 	<ul style="list-style-type: none"> • Pay attention • Sing the National Anthem • Respond appropriately on each occasion

SCHOOL PROGRAMS

- 🌊 PEAC (for Year 5,6,7 students) – *Primary Extension and Challenge*
- 🌊 Emergency Services Cadets for year 7-12 students
- 🌊 In-Term Swimming program for primary school students
- 🌊 Kindergarten to Pre-Primary Transition Program
- 🌊 Specialist learning area access for Year 4 -10 students
- 🌊 Occupational Therapy Support Program
- 🌊 Speech Therapy Support Program
- 🌊 Year 10 Work Experience Program
- 🌊 VET & SIDE Programs for Yr 11 & 12 students – *Vocational Education and Training*

School of Isolated and Distance Education

- 🌊 Traineeship Programs for Year 11 and 12 students
- 🌊 Integrated Program for Year 11 and 12 students
- 🌊 Chaplaincy Program
- 🌊 Some TAFE programs offered to High School Students include:
 - Certificate I in Industrial Skills
 - Certificate II in Building and Construction
 - Certificate II in Business Studies (SIDE)
 - Certificate II in Information, Digital Media and Technology (SIDE) *School of Isolated and Distance Education*
 - Language Studies –Japanese- (SIDE)

- 🌊 Therapy Group (Ace)
- 🌊 One On One Therapy Group
- 🌊 Music specialist



REPORTING

Comprehensive written reports are provided for parents each semester. Summative Government School Report will be issued at the end of term 2 and 4 as consistent with department policy.

Other forms of reporting include: interim reports, parent interviews and case conferences.

STUDENT COUNCIL

A Student Council is elected annually with students from Yr 6 to 12 represented on council. Student Council meet regularly and are involved in co-ordinating assemblies, school socials and other events. Student Councillors are leaders in the school, and the Leadership Camp assists in the development of leadership skills. To be elected on Student Council is a privilege and there is high expectations of behaviour and conduct of Councillors.

SCHOOL ASSOCIATIONS AND COMMITTEES

PARENTS AND CITIZENS ASSOCIATION (P & C)

This very valuable group of people meet at the school on a regular basis. All parents are most welcome.

The Wongan Hills P & C Association meets once a term. Parents are notified of the dates and times through the school calendar and newsletter. All other parent committees come under the auspices of the P & C Association. Parents and interested community members are welcome to attend. The purpose and function of the Wongan Hills Parents and Citizens Association is to:

- Encourage parent participation and involvement in the school;
- Provide a forum to discuss issues pertaining to the school and its community;
- Provide extra amenities for the benefit of students through fund raising and monitor all other parent committees.

All parents and citizens can be members of the above association. Only financial members (a annual fee of \$1 per person) are entitled to vote. All positions become vacant at the Annual General Meeting held early in the year and all positions are re-elected.

Secretary Contact: wonganpc@gmail.com

WONGAN HILLS DISTRICT HIGH SCHOOL – SCHOOL COUNCIL

The School Council is the Decision Making Group for the school and meets regularly to monitor school performance. Parents are notified of the dates and times through the term planner.

A P&C representative on the school council is chosen to report back to P&C.

The Function of the Council is to take part in:

- a) establishing and reviewing the School's objectives, priorities and general policy direction
 - i. the planning of financial arrangement necessary to fund those objectives, priorities and directions and
 - ii. evaluating the school's performance in achieving them.
- b) to promote the school in the community
- c) to take part in the formulating of codes of conduct for students
- d) to determine in consultation with parents the dress code for students
- e) to carry designated functions in relation to Religious Instruction, approval of charges and contributions, approval of booklists, advertising and sponsorship.

GENERAL INFORMATION

SCHOOL CONTRIBUTIONS AND CHARGES

The Department of Education authorise schools to request funds to support the educational program. The amount varies between primary and high school students. Charges are included but are not exclusive to: incursions, excursions, camps etc. A Contributions and Charges schedule is available from the front office. We greatly appreciate your fees being paid as this money assists in the provision of programs for your child.

PAYMENT BY ELECTRONIC BANKING

We prefer payment by electronic banking, account numbers will be provided with Statements at the start of each year.

MONEY AT SCHOOL

Kindergarten – Year 6: All payments for collection by teachers should be brought to school in a sealed envelope. Stated on the envelope should be the child's name and the purpose for the payment. These payments will be collected by the classroom teacher who will enter them in the classroom money book. The teacher will then hand this money and the class money book to the office for receipting and banking.

High School: All money is paid at the front office.

BUSES

Parents are requested to directly notify the bus driver/contractor in writing or verbally of any changes to student daily travel routine.

Only as a last resort should the office be asked to run messages regarding changes to student's bus travel arrangements. This minimises mixed messages and confusion.

Route	Bus Driver	Phone
East	Mr Teresa MacPherson	96 711 517
Lake Hinds	Mrs Shirley Lee	96 711 106
Konnongorring	Mr Peter Kelly	96 711 982
Kondut-Ballidu	Mr Teresa Macpherson	96 711 339
Calingiri	Mrs Di Westlake	96 287 011

Applications for transport assistance can be applied for through School Bus Services www.schoolbuses.wa.gov.au.

Any issues should be reported to the Contractor.

School Bus Regulations – Students must obey these rules for bus travel:

- Do not change seats while the bus is in motion.
- Do not lean out of the window or against the door at any time.
- Do not cause any disturbance or interfere with other pupils.
- You must obey the instructions of your bus driver.
- After alighting from the bus children must stand back until the bus has moved away and not cross the road until they can see that the road is clear.

A very serious view will be taken of misbehaviour and bus drivers will deal with offenders and/or work with the Public Transport Authority.

SCHOOL SIREN TIMES

School commences:	8.45 am (High School TAG) and 8.50 am (K – Year 6)
Morning recess:	10.50 am – 11.10 am
Lunch:	1.10 pm – 1.45 pm
School closes:	3.00 pm
<u>Wednesday</u> Early Close	2.30 pm

SCHOOL OFFICE

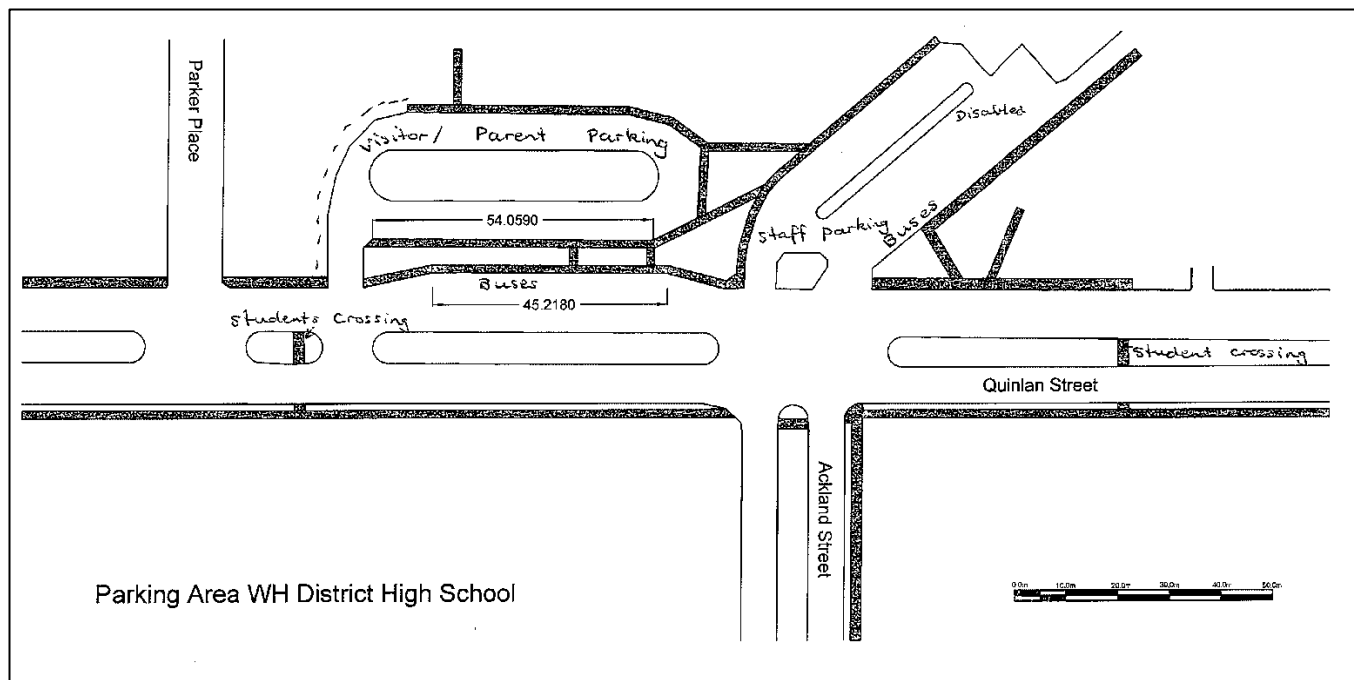
The school office is attended during the week prior to school opening at the beginning of the year. The office is not attended during other school vacations. Office Staff are in attendance between 8.30 am and 3.30 pm each school day.

PARENT PARKING & ROAD CROSSINGS

Street parking is available along Quinlan Street and there is a designated parent car park off Quinlan street, there is also a “Kiss & Drop” bay located there.

Parking is available to parents at both the Kindy (off Parker Place) and PrePrimary (off Johnston Street) Buildings for those parents. Parents are asked not to pick up or drop off students in the staff car park at the front of the school.

Students walking to School and crossing the Quinlan Street road are to follow the walk paths and yellow railings. Please be vigilant in this area during the busy pick up and drop off times, in 2013 we conducted a road safety audit of which the below map was recommended and has been implemented. We appreciate this may be hard to follow so please feel free to ask at the Office for more information.



(Black areas are the walk paths)

DUTY AND SUPERVISION

Students are expected to cooperate with all others during play. Teachers are on duty to supervise students during recess and lunch breaks and before school from 8.30 am. Before 8.30 am we cannot guarantee adequate duty of care so please do not allow your child to be at the school until this time. School sporting equipment is available to students, for this reason bringing equipment from home is discouraged.

LUNCH EATING

So that children eat the bulk of their lunch they spend the first ten minutes eating their lunch supervised; in the undercover area, covered seating area can be used by Year 6 and High School students sit on their verandah. Due to the possibility of an allergic reaction we ask that no nuts are packed for consumption at school.

LOST PROPERTY/PERSONAL ITEMS

All lost property is located in a box outside Room 3 (in alcove). Parents can assist in the identification of lost property by clearly marking all articles of clothing with the student's name. Parents are invited to reclaim items at any time from the lost property box. Students who bring to school items of a personal nature such as toys etc do so at their own risk. The school assumes no responsibility for lost or broken items.

LUNCHES

Students are able to order their lunch from school only Monday and Fridays only. Lunch orders must be made **before school** by the students or parents.

A box for lunch orders (with money) is located in the main corridor. Wongan Hills Bakery provides a menu. This is placed in an early school newsletter in Term One and is also available on the website.

BICYCLES

For safety reasons, bikes are not to be ridden in the school car parks. They should be wheeled to and from the bike racks. Students can choose to lock their bikes to the bike rack.

Please remember that students are required to wear a bicycle helmet.

KINDERGARTEN

In 2015 Kindergarten students will attend 2.5 days a week. These are full days Tuesday and Thursday, half day Wednesday (11.30am end of ½ day).

PRE-PRIMARY (full time)

Attendance at Pre-Primary is compulsory, five days a week, from the start of the school year. The Pre-primary is located adjacent to the school building, with access from Johnston Street. If children are finding attendance tiring parents should contact the Pre-Primary teacher.

BOOK CLUB

Book order forms from a commercial company (Scholastic) are sent home with students on a regular basis. Purchases can be made by returning the order form to school with the money (or cheque made out to WHDHS). The school library benefits from sale commissions.

BOOKFAIR

A Bookfair is held once a year, in the school library. Purchases may be made over a period of a week usually Book Week. The library benefits from a sales commission.

LIBRARY

The school library plays an important and vital role in our school. It contains a varied selection of fiction, non-fiction, reference books. Parents are asked to check that books borrowed by their children are returned by the due date and that any damage to books is reported to the school. Please remember that students require a library bag. Lost books are to be paid for by the person responsible for losing them. All books should be returned at least a week before the holidays start and no new books taken out until school resumes.

CHAPLAIN

WHDHS is fortunate enough to have the services of a Chaplain who is employed through YouthCARE and the NSSCF Programme. The Chaplain's role includes:

- Being available to work with students at risk, providing a person to listen, help them to establish networks, support groups, educational programs and other appropriate activities
- Available to be involved in school programs such as camps, excursions
- Participate in classroom activities at the invitation of the teacher.
- Liaising between local youth groups and school staff regarding church-based programs
- Able to listen without judgement or condemnation.
- Provide pastoral support and care for staff, students and their families
- Assist school psychologist and staff in the delivery of student welfare services through targeted programs.
- Be a liaison/referral person for support services, both secular and church based, in the community
- Be a support person in grief, family breakdown and other crisis situations for staff, students and parents

- Working with school staff to provide input into the Values component of the school curriculum
- Being available to guide staff and students in matters of Christian faith and practice

SCHOOL PHOTOS

A commercial photographer attends once a year. The date is advised through the school newsletter. Class and individual photos are taken. Family photos can be taken if arranged by completing the Family Photo section of the order form sent home. Payment and forms need to be given to the photographers on the day of photos.

PERSONAL USE ITEMS

The Department of Education and Training will supply some text materials and workbooks. However, parents are asked to provide items for personal use by the student. A list of these requirements for each year level will be issued at the end of the year. Please ensure that all items are marked with your student's name.

The school urges parents to purchase the items listed and not to purchase inadequate or inappropriate materials (such as oversized biros, pencils and the like). Please assist the school by purchasing the standard equipment list. Some items (such as pencils, biros, etc) will need to be replaced on a regular basis and it would be appreciated if parents check to see that their child has all the suggested equipment throughout the school year.

COMMUNICATION

The school staff welcomes your active involvement in the partnership of education.

Early in the year each class teacher will contact parents with relevant information regarding that year group. Additionally, each teacher will provide parents/carers with their email contact details and ask that parents also provide email contact details to them, as this facilitates ease of communication for the whole class and at an individual level.

SCHOOL NEWSLETTER – WONGARETTE

This is uploaded to the schools webpage (<http://wonganhillsdhs.wa.edu.au/>) each fortnight on a Wednesday afternoon. A hard copy is also given to families who are unable to access the internet. It contains items of information about school activities, programs, class events and P & C information. Community notices are welcome and these must be presented in writing to the office by Tuesday 2pm. The link to newsletters are emailed to each families registered email address.

SICK CHILDREN

The school does not have adequate facilities to cater for children who are taken ill during the day. Parents will be contacted in the event of their child becoming ill at school.

UPDATING INFORMATION

The information which you provide on the Application for Enrolment is important in helping us look after your child and should be kept up to date. In particular we need to know: change of address, change of telephone & mobile numbers, fax number at home or work, change of parent's work arrangements, change of student's health/medical status.

ATTENDANCE

The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs. The School Education Act 1999 requires compulsory aged students to attend school.

Record of daily attendance must be kept by the student's teacher in the class register. This register is a legal document and may be produced in court.

Absences – Absences must be for a legitimate reason. Any absence for part or all of a day, or many days, must be covered by a written explanation or phone message from a parent/guardian. Notes should be dated and specify the actual date(s) and reasons for such absences (if a note or phone call is not received, follow up contact will be made).

When a note is supplied, it needs to be acceptable by law. For example a note which states "John was absent with my permission" does not give a legitimate reason for absence. A parent is not entitled to keep a child from school without good reason. Such a reason is usually sickness or urgent family business.

If you have appointments in Perth or know in advance that your child needs a "day off", the school needs to be informed.

Punctuality – Lateness to class is disruptive. There is an obligation on parents to ensure that their children are generally punctual in attendance, and are properly equipped for their studies that day. It is expected that the student be punctual and prepared for each lesson.

High School students who are late must report to the front office. Lateness which is not supported by a note from home will warrant further investigation. A text message to mobiles is sent home to all High School students with unexplained absence on the day of the absence.

SCHOOL DRESS CODE





SCHOOL UNIFORMS

The wide acceptance by the students and parents is the result of the uniform being sensible, practical and attractive. Students are expected to wear school uniforms to school.

STUDENT DRESS CODE POLICY

The Wongan Hills District High School Council has established dress code guidelines for all students attending this school.

The School Council believes that the school dress code:

-  Enhances the public image of the school.
-  Assists in building school and team spirit.
-  Encourages equality among students.
-  Prepared students for work – many work places have dress and safety codes.

Whenever students are representing the school in sporting or cultural activities or excursions they will be strongly encouraged to wear the school uniform of a blue school t-shirt (white trim) and blue “bottoms”. This will also apply for school photographs and the presentation assembly in Term Four.

Denim is not acceptable unless for particular TAFE courses where it is recommended for safety reasons.

Dress Code Requirements – Blue Polo shirt with white trim and logo (boys/girls); Navy shorts/skirts (boys/girls); Navy Jumper/Jacket with logo (boys/girls); Navy pants/skirts (boys/girls). A full list and order form is available from front office staff on behalf of the P&C.

Please note blue short length should be mid- thigh length.

Students are encouraged to come to school dressed neatly and tidily. Long hair is to be tied back for health and safety reasons. Appropriate clothing is essential for special activities, such as physical education and sport. It is strongly recommended that students wear the school uniform at all times when on educational visits and excursions.

A soft brimmed hat is recommended (school hats available through the P & C).

Blue (Hinds), gold (Mocardy) and green (Ninan) house t-shirts are also available with Hinds, Mocardy, Ninan logo. These are recommended for house carnivals and are available through the P & C.

The blue with white trim white school shirt should be worn with navy shorts or sports skirt for interschool events/carnivals.

We discourage the wearing of t-shirts with messages and other inappropriate clothing or footwear (thongs, etc) and we ask for parent support in maintaining our high standards. On occasion the Student Council will conduct Free Dress Days. On these days we ask that the clothes worn adhere to what is considered appropriate as part of the Dress Code – no singlet tops, inappropriate slogans etc.

Thongs are not appropriate footwear for our school. A written note must be sent to school if the student is required to wear thongs for a period of time.

Hat Policy:

All students are encouraged to wear a wide brimmed hat or cap during Terms 1 and 4. Students not wearing a hat during Terms 1 and 4 will be asked to remain in a designated area for the duration of playtime.

Students are encouraged to wear a hat for Physical Education lessons and outdoor incursions and excursions all year round.

Students are expected to take responsibility for the application of sunscreen in conjunction with wearing a hat during outside activities.

GENERAL SCHOOL ACTIVITIES

SWIMMING LESSONS (PP – YR 6)

Swimming lessons will be conducted in the first half of Term 1.

Classes go to the Wongan Hills pool by bus with their teacher. There is a cost for bus travel and pool entry. Children must come equipped with bathers, towel, hat, sunscreen and money. All swimming details are included in the school newsletter.

INTERHOUSE AND INTERSCHOOL SPORTING COMPETITION

Interhouse competitions are conducted annually in swimming and athletics in Term 1 and 3 respectively. At these carnivals wearing of coloured House shirts is recommended.

In addition, Carnivals may be arranged annually between Wongan Hills and the near neighbouring schools in team sports such as football, netball, cricket, softball and cross-country.

HOUSE SYSTEM AND SHIELD

A three House system operates at Wongan Hills District High School to encourage healthy competition. Students are appointed to a specific House, either Hinds (Blue), Mocardy (Yellow) or Ninan (Green).

Points are awarded for school work, good behaviour and sporting competition.

EMERGENCY SERVICES CADETS

The school also has a Cadet Corp that operates in the High School. Through being involved students are given the opportunity to attend various camps and excursions throughout the year. Students are taught various skills in the area of; First Aid, Water Safety, Navigation, Bush Survival, Camp Cooking, Search & Rescue, Knot Tying, Fire Safety and expedition planning. The Cadets also liaise with local Fire, Ambulance and Police Service to gain valuable knowledge and establish important community links. The notion of community service is paramount in this valuable program.

EXCURSIONS

By DoE policy, for any student to attend an excursion, a form containing parental permission and up to date medical information must be held by the school. To make this process easier a A Local Excursion Form will be sent home at the start of the year. Once completed a copy will be sent home for parents simply to correct details or simply sign to give permission for the student to attend an excursion in the local community e.g. sports carnivals.

From time to time, in order to enhance their educational program, our students visit places of interest in the community. Sometimes parent help may be required to assist with these

excursions. Your assistance will be greatly appreciated. School uniform is required when students are attending school excursions.

Consent forms must be signed and returned to school before a student may join an excursion.

INCURSIONS

During the year a number of educational, sporting and social programs are held at school and taken by visiting personnel or artists. Participation will incur a cost but we try to keep costs to attend incursions low.

CAMPS

The school has a yearly camp for Year 6 students and with the Cadet Corp providing a camp for Yr 7– 12 students. Students may also attend Countryweek and SIDE camps.

Camps are a privilege, not a right, and are planned to be educational and recreational. If a student has not consistently demonstrated the expected standards of behaviour, achievement and attendance they will not be eligible to attend camp. An alternative program will be provided at school for the duration of the camp. Information on camps will be provided to parents via meetings and written letters and notes. Students not participating in camps will continue an educational program at school.

ASSEMBLIES

During assemblies, the school acknowledges students' achievements in the social, sporting, cultural, academic and citizenship areas. The Student Council takes on the responsibility to organise and host the assembly. Classes take turns to perform items. Parents are encouraged and welcome to attend. Assemblies are generally held on Thursdays and are advertised through the school newsletter. In Terms 1 & 4 Assemblies are held in the morning and in Terms 2 & 3 in the afternoon.

HEALTH AND SAFETY

Medication

No medications will be administered at school without the permission of a parent or caregiver.

If the Principal is to approve school staff administering, or supervising the administration of, medication to a student, the following requirements must be met:

- The doctor prescribing the drug must be aware that the school will supervise, or carry out administration of medications, on the instructions provided. It is therefore desirable that the doctor provides instructions – as per Medication Instructions Form Prescribing Doctor. These instructions are a mandatory requirement if special arrangements are necessary for the school staff to administer the drug, or monitor the student after drug administration.

- Drugs for administration should be delivered to the school's Principal or designated staff member, who will prepare a student medication record and store the drugs in a locked cupboard.
- All drugs should be contained in properly labelled containers, showing the name of the drug, the name of the student and appropriate dose and frequency.
- Unlabelled drugs will not be administered.

Analgesics are non-prescribed pain suppressants (eg aspirin and paracetamol) and can have undesirable side-effects. Aspirin will not be administered to students without a medical practitioner's written instruction. Non prescribed medication will not be administered by the school without parent/caregiver permission, preferably in writing.

The school has the following support staff to assist in providing additional service for its students.

School Nurse – A trained school Health Nurse visits the school at regular intervals during the year to carry out routine health checks. Parents are advised if a student appears to require attention. In some cases teachers may refer a child to the trained nurse if there appears to be a problem. All Kindy students are routinely screened for sight and hearing. If a problem is detected parents will be notified by the school nurse.

School Psychologist – A School Psychologist visits the school regularly. The School Psychologist's role is to assist students who have academic, behavioural or emotional concerns which are affecting their learning. Students may be referred by the school after consultation with parents/caregivers. To action a referral to the school psychologist parents/caregivers will be asked to meet with the class teacher, school psychologist and deputy to discuss reasons for concerns and plan any required interventions. Review meetings are scheduled to keep parents/caregivers informed of actions.

Student Sickness or Accidents – Minor injuries or illness during the day are attended by the school. With more serious injuries, or continuing illness, every attempt is made to contact the parents/caregivers to arrange for the child to be collected from school. If contact cannot be made, it may sometimes be necessary for the child to be taken to a doctor at the school's initiative. Parents/caregivers are urged to up-date school records regarding current address and telephone numbers.

It is recommended that you join St John Ambulance service to avoid any charges should an ambulance ever be required.

Infectious Diseases – Children suffering from infectious diseases are to be excluded from school under the Public Health Department Regulations. Please note the following details, especially with reference to the exclusion period:

Chicken Pox:

- Transmission – contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection.
- Incubation Period – from 13 to 17 days. Period of communicability: From 5 days before rash to 5 days after onset of first crop of vesicles.

- Exclusion from School – exclude until fully recovered, or until at least 5 days after eruption first appears. Some remaining scabs do not justify continued exclusion.
- Contacts – Any children with immune deficiencies (eg Leukemia) or receiving chemotherapy should be excluded for their own protection. Otherwise do not exclude.

German Measles (Rubella)

- Transmission – spray or droplet infection; or indirectly through articles freshly soiled by discharge from nose or throat of infected person.
- Incubation Period – 14 to 23 days.
- Period of communicability – from 7 days before to at least 14 days after the onset of symptoms or rash.
- Exclusion from school – exclude; readmit on recovery or 4 days after onset of rash.
- Contacts – not excluded.
- **Immunisation** – measles/mumps/rubella vaccine from 12 months of age and between 10 to 16 years of age. All females of child-bearing age should make sure they are adequately immunised.

Head Lice

- Transmission – contact with infected persons.
- Incubation period – 1 to 7 days.
- Period of communicability – until lice and nits (eggs) are destroyed.
- Exclusion from school – exclude until day after treatment has commenced.
- Contact – Do not exclude. Family contacts will probably be infected and should be treated. Other close contacts should be checked regularly for signs of infestation.

Measles

- Transmission – spray or droplet infection; or indirectly through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period – 7 to 18 days (usually 10 days).
- Period of communicability – From 5 days before to 4 days after the appearance of the rash.
- Exclusion from school – exclude; readmit on medical certificate of recovery, or at least 4 days after appearances of the rash if well.
- Contacts – unimmunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

Mumps

- Transmission – spray or droplet infection; or indirectly through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period – 12 to 25 days.
- Period of communicability – from 6 days before to 9 days after the swelling.
- Exclusion from school – exclude for at least 9 days after onset of symptoms.

- Contacts – do not exclude. Recommend immunisation if not vaccinated.

School Sores (Impetigo)

- Transmission – contact with infected person.
- Incubation period – 1 to 3 days.
- Period of communicability – until sores are healed.
- Exclusion from school – exclude until 24 hours after antibiotic treatment commences.
Cover sores/lesions with a waterproof dressing.

Whooping Cough (Pertussis)

- Transmission – spray or droplet infection; or indirectly, through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period – 4 to 21 days (usually 7).
- Period of communicability – from onset of respiratory symptoms to 3 weeks after onset of 'whoop'.
- Exclusion from school – exclude for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.
- Exclusion from school – exclude for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.
- Contacts – exclude family contacts aged less than 7 years for 14 days after the last exposure to infection, or until they have received 5 days of a 14 day course of antibiotics.

SMOKE FREE CAMPUS

The school would like to remind all parents and community members that it has a smoke free zone policy. It would be expected that all parents, community members and visitors consider the school's policy and refrain from smoking on the school grounds.

PARENTS' CONCERNS

Parents who have concerns regarding their children's educational or behavioural progress should initially consult the class teacher through an interview. Interviews can be arranged by a note or email to the teacher directly or by contacting the office on 9671 1155. Teachers have some time in school hours and are usually available after school. If at any time you feel you need to discuss other matters of concern, please contact the Principal. In some cases, people discuss what they feel are problems with others and neglect to notify the school. Please remember that concerns can only be solved if everyone (including the school) is given the opportunity or courtesy to be part of the communication process.



Wongan Hills District High School

Staff Carpark

Pre-Voc

Gardener's Shed

PE

PP Carpark
(Johnston St)

Home Economics

Industrial Arts

School Cante

Utility Rm

SIDE ATP Office

Rm 10 S&E

Rm 11 English

Room 12 SIDE

Pre Primary

Steps

Lunch Area

Mega Play Area

Girls JUNIOR TOILETS Boys

Boys Girls SENIOR TOILETS

Room 5

Room 6

Room 7

Room 8a

Room 9 Maths

Room 10

Room 11

Room 12

Room 13

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Room 15

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