



QUAIRADING DISTRICT HIGH SCHOOL



Parent Handbook

2008

Purpose

The purpose of Quairading District High School is to provide experiences to develop resilient students with integrated learning skills which enable them to become life long learners, benefiting themselves, their community and the global environment.

Ethos

Students will be educated in an environment which fosters tolerance, achievement, co-operation and life long learning.

The school community will endeavour to promote a safe and caring environment where students, staff, parents and the wider community demonstrate respect and appreciation for all.

Our students will:

“...recognize that everyone has the right to feel valued and be safe, and, in this regard, understand their rights and obligations and behave responsibly.”

(Curriculum Framework – Overarching Learning Outcome Number 13)

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PRINCIPAL: Mrs Pauline Wray

SECONDARY DEPUTY PRINCIPAL: Mrs Elizabeth Sorrenson

PRIMARY DEPUTY PRINCIPAL: To be advised

It is recommended that parents keep this booklet as a reference to the school. Your suggestions on any matters are always welcome, whether directly to the Principal or through the School Council.

TERM DATES 2008

Term 1	Monday 4 th February	to	Friday 11 th April (Teaching Staff commence on Thursday 31 st January 2008).
Term 2	Tuesday 29 th April	to	Friday 4 th July
Term 3	Tuesday 22 nd July	to	Friday 26 th September
Term 4	Tuesday 14 th October	to	Thursday 18 th December

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ORGANISATION

1. ASSEMBLIES

A school assembly for Pre-Primary to Year 12 is usually held at least 3 times each term commencing at 12 noon, unless otherwise specified through the newsletter. The assemblies are held in the Undercover Area. Class items and merit awards are presented at each assembly. Parents are invited and encouraged to attend assemblies as often as possible.

2. SCHOOL CANTEEN

The canteen operates Monday and Thursday of each week commencing in the second week of first term and continuing through the year. If there is a Monday holiday whereby the students don't attend school that day, the canteen operates on Tuesday.

Students' orders are to be clearly written, along with name and class, on a brown paper bag and the money enclosed. Please note, the students will receive their lunches back in the same paper bag. Year 8 to Year 10 place orders in the box outside the canteen BEFORE SCHOOL. Pre-Primary to Year 7 place orders in their class box. Prices and menu appear via the newsletter.

P & C School Canteen – We need you

Our School Canteen runs on a volunteer basis and is a highly valued resource to our School Community. Money raised assists all children attending QDHS. Parents are requested to assist with canteen duties and a roster is published via the newsletter. A parent helper is rostered each canteen day from 10.00am to 12.45pm. If you are unable to help, please contact the Canteen Committee. The Canteen Supervisor and Helper **must** sign in at the Front Office prior to commencing their work at the Canteen. This is to ensure that in the event of any unforeseen evacuation procedure all persons are accounted for.



The purpose of the School Canteen is to provide a healthy lunch for those who want to take advantage of the service and to raise significant funds for the P & C.

The Canteen is a vital part of the P & C fundraising efforts – from which profits benefit all students who attend Quairading District High School. Money is donated to the school to support such things as computers, books and general classroom resources and equipment. The Canteen's funding assists in complimenting Government funds in improving all facilities.

We urge and encourage people to come forward and help out on canteen days. You may register your willingness to work at the Canteen by ringing the School Office on 96451208. Supervisors and experienced parents will always be rostered on to help new families. Without the continued support of parents, the canteen will find it difficult to remain open to provide our students and staff with this lunch facility and valuable fundraising avenue.

Staffing of the Canteen is entirely voluntary, requiring one turn a term. Without volunteered assistance, our profits would be minimal and funds would need to come from another source. All volunteers are very much appreciated and welcome. The children love to see their Mum/Dad helping at the Canteen and usually bring their friends to say "Hello". They are all smiles and very proud.

3. LUNCH ORDERS ON NON CANTEEN DAYS

Lunches are available from the BP Roadhouse on Wednesday and Friday. Café Cino provide lunches on Tuesday's. When Monday is a holiday the School Canteen will provide lunches on Tuesday. Ordering is the same as for canteen but the lunch box is in the front office. The term menu will appear in the newsletter. Only items listed on the BP and Café Cino menu will be provided by them.

4. LOST PROPERTY

Items found are stored at the Front Office in the sick bay area and may be viewed there. Unclaimed items are given to charitable organisations periodically. To avoid loss of property all items of clothing should be clearly named.

5. NEWSLETTER

A weekly newsletter is sent home each Tuesday. Every fortnight a comprehensive newsletter is sent home and a brief newsletter every other week with dates.

This is our main method of communicating with students, parents and community members; therefore, it is essential that each family receives and reads each newsletter. A newsletter is issued to the oldest child in each family. Additional copies are available from the front office.

Community groups may use the newsletter to publicise their activities. The deadline for material is **3.30pm Monday**.

6. SCHOOL BUSES

All matters relating to school bus services must be directed to the Principal. The Principal will call a school bus committee meeting if necessary.

The buses run to an official timetable. It is the responsibility of parents to ensure that their children are at the bus stop on time and that they are met off the bus after school on time. The driver must not leave before the official time and must not drop children off before the time set down. If a student will not be on the bus either in the morning or afternoon, please directly inform the driver.

Good behaviour on buses is paramount to ensure the safety of students. Parents are asked to give their full support to the school and bus contractors in encouraging responsible behaviour.

School Bus Rules (As required by the Department of Transport)

- Follow the instructions of your driver
- Let other students travel in peace
- Do not move around the bus
- Do not throw any object inside, or out of, the bus
- Do not put any part of your body out of the window
- Leave emergency exits and equipment alone
- Stay off the steps while the bus is moving
- Normal school rules apply at all times.
- Any child traveling as a complementary passenger to and/ or from their friend's homes for overnight stays or parties please inform the appropriate Bus Contractor prior to the event.

Please note: These rules apply to all students traveling on a school bus.

Bus Contractors

Badjaling	C & D Hayes	9645 1078
Wamenusking	C & D Hayes	9645 1078
Bulyee	VJ Robinson	9645 1173
Sth Quairading	VJ Robinson	9645 1173
Nth Quairading	C & D Hayes	9645 1078
Nth Dangin	K Swithenbank	9645 1164

Bus Committee

S. Powell
P. Groves
M. Cousins
G. Stone
B. Shenton
T. Hayes

ACCESSING A SCHOOL BUS AS A COMPLEMENTARY PASSENGER

From time to time students wish to catch a bus that they don't normally catch. It could be to visit a friend's house for a sleepover, a birthday party or some other reason. On most occasions this is acceptable practice providing that the following simple procedures are followed.

- Establish which bus service is required and when.
- The parent is to contact the relevant bus driver/ contractor to gain approval and out of courtesy.
- The parent obtains and completes a Bus Access Request Form which can be obtained from the school office (see below)

By following this simple procedure, the school knows exactly who is on what bus. Also, the driver is not caught "unawares" and has an opportunity to make any necessary seating arrangements before students get on the bus.

BUS ACCESS REQUEST FORM

Complementary Student: _____

Class/ Teacher: _____

Date access requested from School: _____ **and/or to school:** _____

Bus run/ contractor required to access: (please tick)

Badjaling (C&D Hayes) 96451078 _____

Wamenusking (C&D Hayes) 96451078 _____

Bulyee (VJ Robinson) 96451173 _____

Sth Quairading (VJ Robinson) 96451173 _____

Nth Quairading (C & D Hayes) 96451078 _____

Nth Dangin (K Swithenbank) 96451164 _____

Parent contact number: _____

Regular bus student being visited: _____

Bus driver contacted: Y / N

Parent's signature: _____ **Date:** _____

Please complete and return (when completed) to the school office at least 1 day prior to your child catching the bus.

Please refer any queries to the Principal.

7. THE SCHOOL DAY

School commences at 8.45am and finishes at 3.20pm, except for Tuesday, which closes at 2.15pm. This is to enable all staff a collaborative meeting time.

Lunch is between 12.30pm and 1.10pm Monday – Friday.

Children are not to be on school grounds before 8.30am.

Children should not be on the school grounds after 3.30pm except by special arrangement. e.g. homework classes.

8. SCHOOL SOCIAL

School Socials are seen as an important social event for students at Quairading District High School. The Student Council in conjunction with the Quairading PCYC Group and with assistance from the teachers will organize one of these events each year. Students and School Council have developed strict behaviour guidelines for these events.

QUAIRADING DISTRICT HIGH SCHOOL SOCIAL GUIDELINES

- Parents have ultimate responsibility for their child's/ren's behaviour at socials.
- No 'groping' or prolonged kissing.
- Appropriate lighting.
- Dress – smart casual.
- No leaving hall or venue during social.
- No alcohol, drugs or smoking before or during event.
- Parents are encouraged to attend socials.
- Student council must arrange supervision of socials at least one week in advance of the event.
- Supervisors must include both staff and parents with a 1:10 ratio of adults to students.
- If parents are in a supervising capacity, they must sign a School Visitor Declaration prior to the event.
- Parents or nominated guardian must 'hand-over' and collect students from supervisors.
- Parents/guardians will be required to sign in students and leave a contact number with the co-ordinator.
- Students without a parent/guardian will not be admitted.
- Co-ordinators reserve the right to eject students breaking guidelines and phone parents and/or police.
- Travelling to other socials – students in a group and on bus must be enrolled at QDHS and be accompanied by a staff member or responsible adult.
- Age limit – students to the age of 16 and/or enrolled to Year 12 may attend socials.



This set of guidelines may be revised any time.

9. STUDENT COUNCIL

In December of the previous year students nominate for Student Council. Students then present their speech to the student and staff body of the school. Nominees for School Captain must then present to School Council. School Council elect the School Captains. Student Council comprises of two school captains and two school councillors from Year 10, then two school councillors of years 7 to 9. The Student Council undertakes to:

- put students' views to the Principal,
- organise school socials
- liaise with the community in projects.

The School Captains have the extra responsibility of attending School Council and P & C meetings and contributing to the annual School Report.

Our Student Councillors are also our Student Leaders and as such are expected to comply with a Code of Conduct. The Student Councillors agree to the following standards of service to their fellow students, the staff and the general school community:

- Follow school rules and meet the dress code requirements of the school, and in doing so strive to be a positive role model for all other students;
- Help and support other school community members when the opportunity arises and do so in a courteous and positive manner;

- Show respect to all teaching staff, students and other members of the school community both inside and outside of the classroom and encourage others to do the same;
- Attend student council meetings and complete any allocated duties to the best of their ability.

The Student Councillors understand that if they fail to meet these standards, they may be asked to sit before a Standards Panel and may consequently be removed from the Student Council.

CURRICULUM

10. ABORIGINAL EDUCATION OPERATION PLAN. 2007/08

ACCESS AND PARTICIPATION

All Aboriginal students in Quairading will have full access to and be encouraged to fully participate in all aspects of the learning Programme and extra curricular activities at QDHS. The AIEO performs an important liaison role to ensure that all activities are culturally appropriate and through whom the students may raise any issues if required.

One particular area to monitor is attendance and reasons for non-attendance. Non-attendance in the past has been a significant statistic in the overall school absentee lists. Again, strong liaison through our AIEO ensures that we are constantly aware of home issues which may be affecting attendance and also in providing information to parents about the importance of regular attendance.

LITERACY AND NUMERACY

All students in the school will be tested in Reading, Spelling and Mathematics (Standardised) and information collated from report forms. Information will also be gleaned from teacher records, MSE and State-wide Literacy and Numeracy tests for Years 3, 5, 7 and 9.

Students will be given every opportunity and encouragement as a part of the whole school priorities and strategies listed in the School Development Plan. Where it is found necessary, students will work to a modified individual education plan, an IEP. Our AIEO is involved in developing these IEPs and assisting teachers in the delivery of these programs.

A culturally inclusive program is offered in each class, incorporating numerous strategies to cater for differing learning styles.

LEARNING ENVIRONMENT

The school will aim to make the learning environment culturally inclusive by:

- Having Noongar lessons.
- Aboriginal studies throughout the school (in many instances in small reference parts),
- Taking part in NAIDOC week activities;
- Hanging Aboriginal paintings;
- Constant reference to Aboriginal role models;
- Aboriginal stories in classes and Art lessons reflecting Aboriginal art styles;
- Having an AIEO as reference points for local Aboriginal culture and social activities that can possibly affect attendance and learning;
- Purchase of resources reflecting Aboriginal Culture.

11. QUAIRADING DHS BEHAVIOUR MANAGEMENT IN SCHOOLS POLICY

Purpose

The purpose of Quairading District High School is to provide experiences to develop resilient students with integrated learning skills which enable them to become life long learners, benefiting themselves, their community and the global environment.

Rights

- Everybody has a right to work in an environment, which enables them to learn.
- Everyone has the right to be treated respectfully and courteously.
- Everyone has the right to work in a safe and clean environment.
- Everyone has the right to demonstrate and promote pride in the school.
- Parents/Guardians have a right to share in their child's education.

Responsibilities

- Behaviour, which interferes with learning, is unacceptable in an educational environment.
- Everyone is to treat one another with respect and courtesy.
- Confrontation, vandalism, theft and littering are unacceptable throughout the school.
- Everyone is to act to promote the good name of the school.
- Parents and community members are encouraged to participate in the school

Quairading District High School

Code of Conduct

Basic Manners

1. Address adults correctly – “Yes, Mr/Mrs/Miss...”
2. Use Please and Thank you.
3. When you have not heard. Say “I beg your pardon...” Instead of “ay”, “what”, etc,
4. Use “Yes” or “No” correctly instead of “yeah” and “nah”.
5. Say, “Excuse me” when walking in front of someone possibly passing behind rather than crossing in front of people.
6. Stop, listen and answer when an adult speaks to you before continuing on your way
7. Speak to others (both adults and children) from a reasonable distance.
8. When making requests of adults, address by name – “Mrs..., may I...” (not can I).
9. Do not interrupt when others are talking. If you wish to speak to them, say “Excuse me” and wait.
10. Show consideration for other people’s feelings – remember, “treat others as you wish to be treated yourself”, eg talk in a courteous manner to each other.

Group Courtesies

1. Wait to speak when in a group, rather than shouting down other members.
2. After speaking, it is courteous to listen to ideas and opinions that others have to say.
3. Appreciate others’ ideas – don’t put anyone down.

Classroom Courtesies

1. Visitors to be greeted correctly – “Good morning Mr...”
2. Put your hand up instead of calling out.
3. Give close attention to a speaker addressing the class.
4. When speaking, do so at an appropriate volume.
5. Eye contact is important – look at the person you are talking to.

Respect For Property

1. Students are expected to care for personal belongings: eg clothing, classroom items, lunch boxes, bags hanging up or placed under seats, etc.
2. All students are expected to show responsibility for items belonging to school or to others: eg returning lost items, correct disposal of litter.

Movement Around The School

1. When lining up students will do so patiently – no pushing or shoving.
2. Children are expected to walk quietly and orderly when moving from one part of the school to the other,
3. Upon entering classrooms, office, etc., knock, and, say, “Excuse me, Mr/Mrs/Miss...”
4. Running is dangerous. Always walk on the left hand side of steps, ramps, corridors and walkways.

Student Interactions Policy

All students have the right to feel safe and happy at school.

Some examples of Bullying are:

1. Physical eg hitting
2. Verbal eg name calling
3. Continually doing something you know will upset the other person, like
 - Hiding their belongings
 - Calling them names
 - Giving them small pushes
 - Making certain noises
 - Excluding them from a group
 - Whispering about a person etc...
 - Continually "putting then down"

Some "bullying" is considered a bit of fun but when it causes the victim to be upset then it needs to be stopped.

Identifying bullies is often difficult. Therefore it is often difficult to impose the consequences because victims should not be punished for defending themselves but they should try to find other means to stop the bullying.

The number of times a person is implicated gives us an opportunity to identify the person as a bully and thereby impose appropriate consequences. At Level 1 the person will be identified as displaying bullying behaviors. At level 2, the students will face appropriate consequences.

We encourage parents and students to help us reduce the incidence of bullying so all students can feel safe and happy. If you know of a person being bullied and you believe you know who the bullies are then please come and talk to us. If the bully comes back at you for informing us or continues to bully we need to know so we can impose the next level of consequence on the bully.

The whole school community works together to make sure we have a safe and happy environment at school.

If you inform a member of staff about an incident, they will act, and they will write a brief report to the appropriate Deputy.

This whole process is built on a system of counselling for the victim and those students who are identified as bullies.

STRATEGIES TO PROMOTE POSITIVE BEHAVIOURS

Q.D.H.S. encourages positive behaviour through:

- Positive Inter-personal Relationships – staff develop positive relationships with students
- Modelling of Appropriate Behaviours – staff provide modelling of appropriate behaviours and verbally encourage and acknowledge positive student behaviour on a daily basis
- Class Reward systems – class teachers develop individual systems to extrinsically reward positive behaviours on a daily basis
- Nike Award – Teachers award ‘Nike Award’ for positive displays of effort, behaviour or work. At each assembly these awards are used for a raffle, and prizes are awarded accordingly.
- Pride Awards – presented fortnightly at each assembly by the Student Council, eg tidy Bag Award
- Merit Certificates – presented at each assembly to inform the student’s family of positive behaviour and/or work habits
- Code of conduct – a list of desirable behaviours to be adopted by all school community members
- B.M.I.S. Policy and Procedure – staff ensuring all students clearly understand this at the commencement of each year and apply it consistently and have it on display.
- Mentor Pursuit – Mixed groups of Secondary Students, Yrs 8 – 10 competing in a cross-curricular quiz.
- BOSS Programme

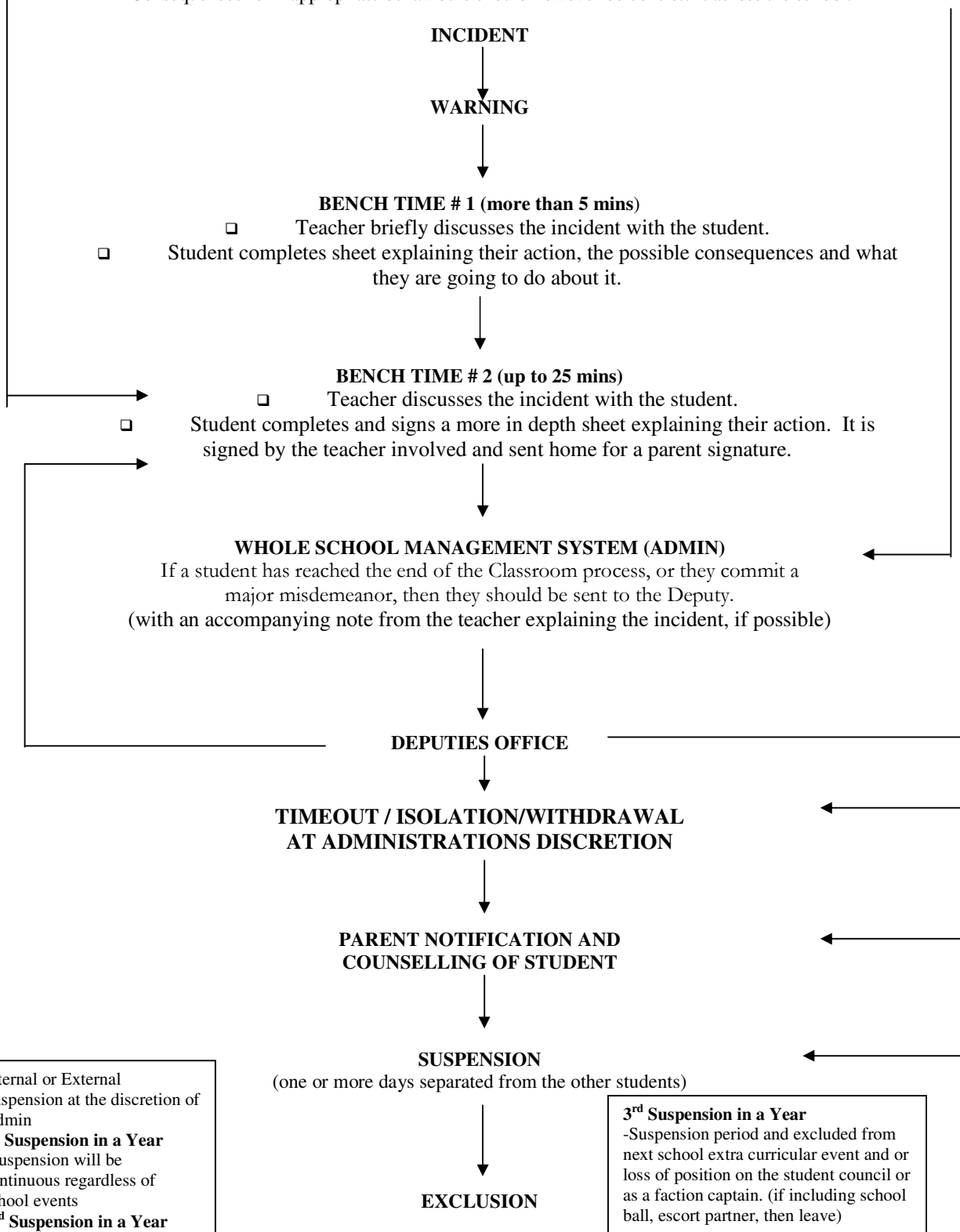
QUAIRADING DHS BEHAVIOUR & LANGUAGE MANAGEMENT POLICY

It is to be acknowledged that subtle verbal taunting/assault is often the instigating factor and must be dealt with in similar veins to the more obvious swearing and physical actions.

Classroom Student Management System

Each teacher should develop a classroom management system based on their personality and experience. This needs to be clearly outlined to the students and displayed in the classroom.

Consequences for inappropriate behaviours should however be consistent across the school.



Internal or External Suspension at the discretion of Admin
1st Suspension in a Year
 -Suspension will be continuous regardless of school events
2nd Suspension in a Year
 - Minimum of 3 days

3rd Suspension in a Year
 -Suspension period and excluded from next school extra curricular event and or loss of position on the student council or as a faction captain. (if including school ball, escort partner, then leave)

12. B.O.S.S.

Building Our School Spirit

We run a program across the school, addressing our school priority: **“Students recognise that everyone has the right to feel valued and be safe, and, in this regard, understand their rights and obligations and behave responsibly.”** The BOSS (Building Our School Spirit) program assists students to learn to work co-operatively and communicate effectively with peers across the whole school.

Short Term goals for the program

Through the BOSS program and within their group, the students achieve a sense of cohesiveness and demonstrate appropriate communication and leadership strategies to build meaningful and purposeful relationships that are used to achieve a target outcome.

Long Term goals for the program

The BOSS program fosters in each student positive self-esteem and interpersonal attributes which enable effective leadership, collaboration and teamwork skills to flourish, creating a harmonious, supportive and productive school environment, both in the playground and the classroom.

To achieve these goals, we split the school into groups of 12 to 14 students. Each group has a range of students from Years 1-10. Terms 1 and 2, on a Wednesday morning each group will have one half hour sessions with a different staff member each week, undertaking an activity, which will require the students to work together to achieve a particular goal. During the activity, the necessary team skills required to achieve this goal will be highlighted. At the end of each activity there will be a debrief about how the activity went, how the team could have improved their performance, what the required key skills were and how these skills could be transferred to the classroom or playground. See Terms 3 and 4 below.

Timetable

On Wednesday mornings students assemble in their groups according to a timetable given to them in Form Room or Home Room Class. Secondary students are given the responsibility of fetching and accompanying younger students from the junior primary classes to ensure they arrive at their timetabled spot safely and on time.

The activities begin at 9.30am and last for half an hour.

During Athletics season and in the lead up to the Presentation Ball in Term 4, BOSS activities may take other forms.

13. DAILY FITNESS

Each day all Primary classes participate in exercises designed to improve their general level of fitness and to foster in students, a positive attitude towards regular exercise. Students do not require special clothing for this session.

14. QUAIRADING DISTRICT HIGH SCHOOLS EXCURSION POLICY

DEFINITION

An excursion is any school-based activity conducted off school premises which is organised and supervised by teacher(s) employed by the Department of Education and Training (DOET) and which has gained the appropriate approval and is managed in accordance with DOET policies and procedures.

RATIONALE

Experiences of students outside the normal learning environment can considerably contribute to the understandings, skills and attitudes developed by students. As such, excursions can form an integral part of a learning program to reinforce learning experiences.

Teachers and the Principal are required to ensure the safety of students at all times. This task requires particular care and careful planning to manage all possible risk factors when taking students outside of their regular learning environment.

OUTCOMES

Students' understandings and skills of classroom work will be reinforced and enhanced through excursions.

It is expected that each student will have the opportunity to participate in at least one class based excursion each year.

Students will have the opportunity to be involved in additional sporting excursions.

ROLES AND RESPONSIBILITIES

The Principal Must;

- approve all proposed excursions prior to parents and students being notified.
- sight and approve all required documentation (as outlined in checklist)
- be satisfied that the planning for the excursion meets all school based and DOET policies and procedures and that the '*Teacher in Charge*' is capable of conducting such an event.

Teacher in Charge must;

- develop an excursion, which is relevant to the needs, experiences and abilities of the students.
- complete the *Application for Excursion* form and submit to Principal **well prior** to the excursion and **before** students and parents have been notified.
- discuss with the Principal the possibility of any student being excluded from the excursion.
- Once the excursion has been agreed to "in principle" by the Principal, the teacher in charge must complete the *Excursion Planning Sheet*, and submit to the Principal with all relevant documentation attached at least one week prior to the excursion.
- be familiar with the DOET's Excursion Policy and (if applicable) Water Based Excursion Policy found on the Regulatory Framework.
- ensure that students not attending the excursion are appropriately catered for at school.

Students will;

- be expected that all students will attend excursions. If this is not the case, students will be provided with appropriate learning activities at school during the excursion time.
- wear School Uniform while on the excursion.
- demonstrate appropriate standards of behaviour and remain with their group at all times.

Parents must;

- be aware of the nature and purpose of the excursion and ensure that students are prepared for the day.
- complete the Consent form and Medical details accurately and return the form, with required money, promptly to the class teacher.
- reinforce the school's standards of behaviour and dress expectations and understand that poor student behaviour may result in exclusion from the excursion.
- provide written confirmation of any parent initiated alterations to planned activities.

14. HOMWORK

Homework is a means of consolidating work undertaken at school. It is important that parents ask children whether they have homework to do and see that it is done. Every child in Years 5 – 10 requires a School Diary, Homework for each evening should be listed in the diary. Parents are welcome to use the diary as a means of communicating with teachers.

SUGGESTED TIME ALLOCATION

Yr 1 – 3 students	10 minutes for 4 nights/week
Yr 4 – 5 students	15 minutes for 4 nights/week
Yr 6 – 7 students	30 minutes for 4 nights/week
Yr 8 students	1 – 1½ hours for 5 nights/week
Yr 9 students	1½ - 2 hours for 5 nights/week
Yr 10 students	2 – 2½ hours for 5 nights/week

If the child appears to need help, please do not hesitate to contact teachers at school. Should children find homework is too difficult to complete in reasonable time, they should ask their parents to indicate this in a note to be given to the class teacher, before the homework is due.

Secondary Students whose homework habits cause a concern to teachers will receive a note home for Parents to acknowledge incomplete homework. Students may be required to complete their homework in the Library during their lunch break.

15. KINDERGARTEN

Classes for Kindergarten children, who turn four before June 30th 2008, are held at the Murphy Street Centre. A separate handbook covering matters of concern to parents of Kindergarten students is available.

16. PRE- PRIMARY

Full time schooling is provided for Pre-Primary students. While attendance in Pre-Primary is non-compulsory, it is strongly advised that students attend regularly. Once a child is enrolled attendance is recorded. The Pre Primary is run in a purpose built facility on the school site

17. RELIGIOUS INSTRUCTION

Year 1-3 students attend non-denominational (Composite Mode SRI) religious instruction classes on Tuesday for forty minutes provided by the various Ministers/Lay people who hold an accredited card from the Department of Education and the Churches Commission on Education. This card enables the holders to teach composite mode. The Catholic Church continues to teach denominational mode SRI. The Catholic Scripture Teachers (who also hold an accredited card) collect the children from each primary class and take them to a separate learning area.

At the commencement of Term 1 a permission slip is sent home. Parents should indicate whether their primary child/children should remain in class for the non-denominational lesson or attend the Catholic denominational lesson or be withdrawn from these lessons.

18. CENTRE FOR INCLUSIVE SCHOOLING

The Centre for Inclusive Schooling visits the school to assist in a program development in curriculum delivery for Ed Support students. Please see Deputies for further information.

19. DENTAL THERAPY

The school is visited during the year by a mobile dental therapy unit. This is a free general and preventative dental care for all enrolled students up to Year 12. When here, the unit operates its own phone – 9645 1321.

20. OCCUPATIONAL THERAPIST

An Occupational Therapist is made available to the school who may be able to assist some students with their motor development (co-ordination, fine & gross motor skills etc....) Contact the Deputy for further details and referrals.

21. SCHOOL PSYCHOLOGIST

The school has access, through the Midlands District Education Office in Northam, to a School Psychologist, who can assist parents and teachers in the pinpointing of learning and behavioral problems in students. Contact class teachers or Deputies to arrange an appointment.

22. SPEECH THERAPIST

The school also has access to this service through Avon Central Primary Health Service. The speech therapist assists with the identification and development of problems such as stuttering, sound/letter confusions and incorrect pronunciation. Contact the Deputy for information and referrals.

23. WEST AUSTRALIAN INSTITUTE OF DEAF EDUCATION

Once a term a member from the West Australian Institute of Deaf Education may visit the school to assist in program development and curriculum delivery for hearing impaired students. Please see Deputies for further information.

PARENT INTERACTION

24. ABORIGINAL COMMUNITY PARTICIPATION

The Aboriginal Community is always welcome at QDHS.

The school strongly supports the Aboriginal Community and always tries to respect their beliefs and activities when culturally appropriate. The PSPI (Parenting Schools Partnership Initiative) committee provides the opportunity for a strong voice for the Aboriginal parents.

The organization and running of the NAIDOC week activities encourages many parents to become involved in the school. Parents are welcome to become parent helpers in many classrooms.

DECISION MAKING

The Aboriginal Community is invited to take part in the PSPI committee and to bring a level of decision and advice to the school. PSPI homework classes have been organised by this committee using school staff. PSPI also organises tutors for students identified as having learning difficulties.

Decision making in the school is taken in consultation with the AIEO. This process is either initiated by staff members with concerns about Aboriginal students or by the AIEO who has concerns with particular programmes or processes involving Aboriginal students.

It is encouraged under the 1999 Education Act – that the PSPI Chairperson be an automatic member of the school council.

EMPLOYMENT.

The school has an AIEO on staff.

25. PARENT CONCERN PROCEDURE SUMMARY

Quairading District High School is a large and vibrant facility with many staff and students actively learning and interacting with one another on a daily basis. From time to time, it is natural for parents to develop concerns about what is happening to their children in the school. It is very important to the school that parents feel they can be listened to and have their concerns addressed in a timely and appropriate manner. To help parents deal with these concerns, below is a summary of our Parent Concern Procedure.

- Step 1: Parents should discuss the issue with their child, ensuring that they have as much information as possible. Once you have done this, you may be able to solve the problem by simply providing the child with appropriate advice or direction.
- Step 2: Where parents have an ongoing class concern regarding their child, you should always discuss this with the teacher concerned. This can be done through a letter or phone call, or if more information is required, an appointment can be made. This is done by phoning the school office.
- Step 3: If an interview with the teacher does not successfully resolve the problem, or the issue does not involve a particular classroom, parents should contact a Deputy Principal.
- Step 4: If the issue is not able to be resolved with the Deputy Principal, or it is a matter concerning school policy or organisation, contact should then be made with the Principal, again either by phone or appointment.

Step 5: If the concern is still unresolved, a parent may lodge a formal concern through the school. This is done by requesting, completing and submitting a “Parent Concern” form that is readily available from the school office. At this point, an independent committee will be formed to investigate the concern and will then report back to the school and parent with a recommended action.

Step 6: If the issue is still unable to be resolved, further action can be sought from the Manager, District Operations, Midlands District Education Office, phone 96220200.

For good negotiations of solutions the school and parents always work together in a strong and supportive partnership in order to support the best interests of the individual student. When this partnership breaks down, children often become confused about the behaviours and attitudes expected of them.

Parents are encouraged to take a proactive and supportive role in the school. This can be done in several ways including:

- Attending P&C and /or PSPI meetings
- Supporting the P&C and PSPI committees
- Volunteering for canteen duty
- Attending assemblies
- Helping out at carnivals

Parents who support the school in one or more of these ways often have greater understanding of what goes on in the school and are better able to support their children.

It is essential that parents make appointments to see staff members at school. While we would like to be available to everyone all the time, this is not possible. This can result in frustration for parents who may perceive they are not being given the time and attention they rightfully deserve. Our office has procedures in place to assist in making appointments when parents phone.

26. PARENT/TEACHER INTERVIEWS

The school is very keen, in the interest of education, for a close liaison to exist between parents and teachers. Parents are encouraged to discuss the progress of their child with their teacher/s at any time in the year – please don’t think that you need to wait for a problem to develop before contacting the school. Requests for a formal interview with your child’s teacher should be made through the Principal or Deputies thus ensuring that your child’s teacher is available and able to prepare for the interview. Please phone 96451208 to arrange a convenient time.

If a parent wishes to discuss issues of school policy, or has a concern that has not been resolved with the appropriate staff member, an appointment can be made to see the Principal. The office is open from 8.00am until 4.00pm each day.

Contacting the School:

Phone	08 9645 1208
Fax	08 9645 1131
Email	quairading.dhs@det.wa.edu.au

27. PARENT HELP IN LEARNING PROGRAMMES

Teachers have found that the children and parents derive great pleasure and benefit from this program. Parents are able to assist by hearing children read, making charts and other aids, helping children who need practice in a particular area, helping in the library, assisting with art/craft work etc....If you are able to assist in any way, please contact the school, or the teacher of your child. Please note all volunteers working with children other than their own will need to apply for a Working With Children Card.

28. PARENTS AND CITIZENS ASSOCIATION

The P & C plays a major role in the school, with committees responsible for Canteen, Pre-Primary/Kindergarten; Fundraising; School Uniform, School Buses, Grounds and Sport matters. The P&C is also represented on the School Council and Finance Committee.

The P&C AGM is held in February, another three general meetings and four executive meetings are held throughout the year. Meetings are usually conducted on a Thursday evening in the Library.

All parents are encouraged to join the P&C. There is an annual subscription of \$1.00. Parents and/or Community members must pay their annual subscription of \$1.00 in order to be eligible to vote at P & C Meetings.

All parents are encouraged to attend the busy bees and fundraising activities throughout the year.

29. PSPI

The Parent School Partnership Initiatives (PSPI) group aims to increase the involvement that parents of Aboriginal students have in decisions, which affect their children's schooling.

The Commonwealth Department of Education Science & Training fund PSPI. With this funding PSPI can support a number of educational projects at the school that aim to improve the educational outcomes for Aboriginal students. ASSPA encourages the school to create a more supportive and welcoming environment for Aboriginal students and their parents.

30. SCHOOL COUNCIL

The School Council consists of the Principal and 4 staff members elected by the school staff, 4 parents, 1 member elected by the P&C at their AGM and one nominated by the PSPI Committee. The Council meets approximately four times a year to discuss pertinent issues relating to Department of Education and Training directives, finances and whole school decision-making.

Parents & Citizens & School Council

Two integral and prominent organisations in Our School. How do they help us?

Our Parents & Citizens (P&C) and School Council are two important and integral groups who support our School. In an effort to promote and highlight them, the following is information about the differing but complimentary roles these bodies have.

SCHOOL COUNCIL

School Council will:

- a) Take part in school planning including financial arrangements and evaluation of school performance;
- b) Promote the school in the community;
- c) Take part in formulating codes of conduct for students;
- d) Determine, in consultation, a student dress code;
- e) Approve arrangements for religious education
- f) Approve school charges and contributions, charges for extra cost options and items for personal use;
- g) Approve advertising and sponsorship arrangements
- h) Develop school policy in numerous ways.

P & C

The role of our Parents and Citizens Association is:

- a. To act as a forum for discussion and formulation of the parents' view on issues concerned with Department of Education policies and the well being of :
 1. Our school and the students;
 2. The whole system;
- b. To convey parent views to the individual school decision-making bodies;
- c. To elect Parent & Citizens' Association representatives to the School Council;
- d. To use and promote democratic practices that enable all parents to participate in school structures;
- e. To receive and raise funds either by themselves or in conjunction with other bodies associated with the school;
- f. To promote public schooling within the local community.

REQUIREMENTS

31. PARENTS & VISITORS ARRIVING AT AND LEAVING SCHOOL GROUNDS

Parents & visitors should go directly to sign in and out at the front office when arriving and leaving. The procedure of visitors informing the front office staff of their arrival is to ensure the safety and welfare of our students and for any unforeseen evacuation procedure that could take place.

To ensure the safety and welfare of our students, in line with the Department of Education Policy, any person working near or with students is to complete a Confidential Declaration Form. These are available at the front office. All parent helpers to complete the Confidential Declaration Forms and parents may be required to provide Police Clearances.

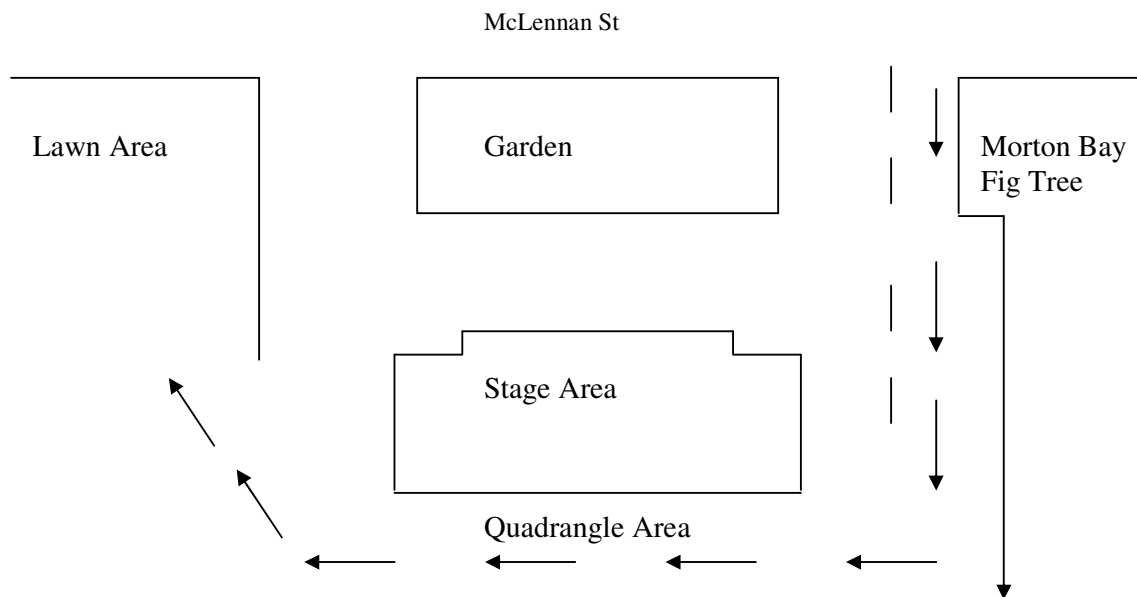
Working with Children (Criminal Record Checking) Act 2004 requires compulsory criminal record checking. The Act aims to protect children from harm. The high standard of compulsory national criminal record checking for people wishing to do paid or volunteer work with children in Western Australia. Ministers of religion, other religious leaders and those people engaged in child-related work for the 'religious' purposes of a religious organisation (eg religious services or instruction of children) must have applied for clearance in Working With Children.

THE SAFETY OF LUNCH TIME PICK-UPS

Parents, Staff and Students safety in the car park is a genuine concern. Parents are asked to park by the white line at the entry gate, to drop off or pick up students. Everyone is asked to move in and out with extreme caution.

LUNCH TIME

Students are asked to wait by the large Morton Bay Fig Tree on the lawn. When parents arrive, students are to collect the lunches and walk directly to the undercover area or to the secondary lawn area. When moving to the lawn area, students are to walk down to the quadrangle, past the stage, up the stairs and onto the lawn. There should be **no movement of students in the car park.**



32. YEAR ONE ATTENDANCE

Year One is the first year of compulsory schooling. Full time schooling is available from the first day of Year One. If you have concerns regarding your child attending 5 full days, please discuss this with the teacher.

33. ATTENDANCE

Students are required by law to attend school up until the end of the year that they turn 17 years of age. Parents are obligated to indicate to the school the reason for any student's absence. Letters requesting an explanation of an absence will be sent home by class/form teachers or Administration if an explanation for a child's absence has not been provided. Where a student has had more than 30 half-day absences, District Office and Central Office receive notification on a semester basis. The Attendance Officer may also be called to discuss unexplained frequent absences.

Leave Passes:

All government schools across Western Australia use a standard Leave Pass for students. You should always let the school know when your child will be away. There are times when your child will come to school and then need to leave for a part of the school day, for example to attend an appointment, music tuition. Again, you should provide notification either the day before, or on the day that your child needs to leave the school. Leave Pass forms are available at the front office of the school.

Hot Weather:

Schools will not be closed in periods of prolonged high temperature. Classroom activities will be modified to suit the weather conditions. Classrooms are air-conditioned.

34. DRESS CODE

PLEASE ENSURE ALL CLOTHES ARE MARKED

The P&C operates a Uniform Exchange at the school. This facility is open at the end of each school year, during the start of each new year and, at times, advertised in the school newsletter. The exchange can supply new and second-hand uniforms.

SUMMER:	GIRLS	-	Red check dress of recommended fabric Red polo shirt Black uniform shorts, black uniform skirt, or drop waisted box pleat skirt Black School Hat
	BOYS	-	Red polo shirt Black uniform shorts Black School Hat
WINTER:	GIRLS	-	Red polo shirt Red pullover or
	BOYS	-	School secondary rugby top Black track pants Black School Hat Red polo shirt Red pullover or School secondary rugby top Black track pants Black School Hat
SPORTS:	GIRLS	-	Red polo shirt Black wrap around pleated sports skirt or shorts Black sports brief Black School Hat
	BOYS	-	Red polo shirt Black shorts Black School Hat
SECONDARY STUDENTS:		-	Rugby top

BROAD BRIMMED HATS ARE TO BE WORN DURING ALL OUTDOOR ACTIVITIES- ALL YEAR

Denim is not an acceptable part of uniform. The uniform has been designed to fall in line with town colours, which are red, black, green and white.

35. LEAVING THE SCHOOL GROUNDS

During school hours students **may not** leave the school grounds unless they have written authorisation from the parents. Requests to remove a child from school during school hours should be directed through the Deputy Principals. Persons other than parents or legal guardians wishing to remove children from school must have a Leave Pass from the parent or legal guardian, and **must** sign the child out during the day through the front office.

36. STUDENT REQUIREMENTS / PERSONAL ITEMS LIST

Details are provided on a separate sheet. The Quairading Farmers Co-Operative also has a copy of the Personal Items List for each year group, and stocks all items listed. Please endeavour to have all items marked with the student's name.

VALUABLES

Students should be discouraged from bringing valuables to school as these can easily be lost or damaged. Students are not permitted to bring mobile phones or electronic equipment to school. For special events/occasions valuables will be cared for at the Front Office. Please endeavour to have all items marked with the student's name.

37. VOLUNTARY CONTRIBUTIONS

The school makes every endeavour to keep contributions to a minimum and consequently it is important that all contributions are paid. Contributions are used to purchase teaching aids, duplicating paper, art and craft materials, photocopying, sports equipment and workbooks etc. All parents are urged and encouraged to pay these contributions as soon as possible.

Kindy	\$40.00
PP - 7	\$50.00
Secondary	\$235.00

A \$100 subsidy will be provided for all Secondary students in 2008 by the State Government resulting in parents paying \$135.00 towards Secondary Voluntary Contributions

Parents on a Pension/Health Card are entitled to receive assistance towards payment of charges. Please contact the Registrar for application forms if you are in this situation. It is also possible to arrange with the Registrar alternative methods of payment if required.

HEALTH

38. ACCIDENT AND ILLNESS

If students are injured or fall ill during the day, the Deputy Principals will assess the seriousness of the situation and either have the child rest in their classroom, or the sick bay (near the main office) or will notify parents and/or seek medical advice. In an emergency situation students will be taken directly to the hospital. Front Office staff will notify parents. Duty of care will be with the Hospital.

It is important that parents notify the school of any changes to the medical or emergency contact information given when the students are admitted to the school, particularly phone numbers for home and emergency contact.

Where any medication is required to be administered to students during school hours, parents must complete a medical permission form at the front office. Detailed instructions from your doctor must be included on this form. The Deputy Principals will discuss the medical procedures with each individual. This applies to on-going medication as well as one off events. Students bringing medication on to school grounds for self administration must bring a note to the class teacher and have this medicine held by the classroom teacher during the day.

At the beginning of each year a list of students with particular medical needs is drawn up and circulated amongst the teachers.

39. ASTHMA POLICY

Medications

- Students are able to bring appropriate asthma medications to school provided:
 - Parent/carer has completed and returned the standard notification forms
 - Medications are properly labelled
- Students should carry their blue reliever (Airomir, EPAQ, Bricanyl or Ventolin) at all times
- Students shall be encouraged to take their blue reliever (Airomir, EPAQ, Bricanyl or Ventolin) immediately should symptoms develop.
- Parents/carer will be notified of their responsibility to ensure that their child has adequate supply of appropriate medication.
- In addition to the medication they carry with them, students are able to keep a blue reliever puffer (Airomir, EPAQ, Bricanyl or Ventolin) in the sick room, provided:
 - It is properly labelled with the name of the student, name of medication and the dose and frequency required
 - The school nurse or authorised staff member checks expiry dates
 - The school nurse or authorised staff member notifies parent/carer when the medication needs replacing

A large volume spacer (to assist with the deliver of blue reliever puffer (Airomir, EPAQ, Bricanyl or Ventolin) during an acute asthma attack), and blue reliever puffer shall be kept in the school First Aid Kit/Asthma First Aid Kit, sick room and physical education department.

School Health Environment

Excursions

For every school sporting day, excursion or camp:

A minimum of one staff member capable of managing an acute asthma attack shall be present.

Parents/carers will be notified of their responsibility to ensure that their child has an adequate supply of appropriate medication.

Students shall be encouraged to continue taking their usual medications and to always carry their blue reliever (Airomir, EPAQ, Bricanyl or Ventolin).

A large volume spacer and blue reliever puffer shall be carried in the offsite school First Aid Kit/Asthma First Aid Kit.

A copy of the Asthma First Aid steps will be carried in the offsite school First Aid Kit/Asthma First Aid Kit.

In addition, for every school camp:

Parents/carers will be requested to update their child's Student Asthma Records.

A copy of Student Asthma Records will be kept in a central location and this information will be known and easily accessible to the staff responsible for each student with asthma.

Catering staff will be provided with a record of students known to have food allergies or have their asthma triggered by food or food additives.

40. SCHOOL INSURANCE

Students attending camps or excursions that involve an overnight stay are provided with limited insurance cover by the Department of Education & Training for personal injury, accident and sickness to a maximum value of \$20,000. This cover includes medical and home tuition expenses but does not include property or student belongings. Students attending day excursions, not involving an overnight stay, are not insured by the DET.

Parents are advised that they are responsible for providing private personal accident insurance cover for their children. You should investigate whether you need to take out an additional policy or whether your current insurance policies will suffice in the event of an accident.

41. COMMUNITY NURSE/HEALTH CARDS

A Community Nurse visits the School regularly. In 2007 this service includes health appraisals of students in Kindergarten and/or Pre-Primary, vision and hearing assessments of individuals on referral, individual counselling on request, health education in the classroom, co-ordination of school based immunisation program(s) and liaison with parents and teaching staff regarding any matters pertaining to health.

Students are not seen by the Community Nurse on an individual basis without consent from a parent. Parents have the option of providing health details/history of their child on commencement at the School and at the beginning of the year. Notification of any changes in your child's healthcare status throughout their schooling are appreciated. This includes an up to date immunisation record. If you have any concerns you would like to discuss with our Community Nurse, please phone the School for an appointment or phone her directly on 96901600.

Parents are required to provide a copy of their child's immunisation record at enrolment. Children are recommended booster immunisations at four years of age. If your child has not been immunised against Measles, in the event of a case at school, your child will be excluded.

Currently a School based immunisation program is conducted for students in Year 7. Immunisations may be obtained by appointment at the immunisation clinic held monthly at the Quairading Hospital (1st Monday of the month, 9.30am – 11.00am), or at your GP.

42. ILLNESSES

If your child is unwell with rash or other symptoms of unknown origin please take your child to a General Practitioner prior to sending them back to school.

(a) CHICKEN POX

- Incubation period: 13 to 17 days
- Symptoms: Fever, fatigue and a generalized rash characterized by small vesicles (blisters) that rupture to form crusts
- Exclusion period: Exclude until well and for at least 5 days after the rash appears and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion
- Contacts: Do not exclude other contacts

(b) CONJUNCTIVITIS

- Incubation period: 1 to 3 days
- Symptoms: Sore, itchy eyes, discharge
- Exclusion period: Until discharge from eyes has ceased or until 3 days after beginning antibiotic treatment
- Contacts: Do not exclude

(c) DIARRHOEA

- Incubation period: Hours to days
- Exclusion: Exclude until well and diarrhoea has ceased
- Contacts: Do not exclude

(d) HAND FOOT AND MOUTH DISEASE

- Incubation period: 3 to 7 days
- Symptoms: Fever, vesicles (blisters) in the mouth and on hands and feet
- Exclusion period: Exclude until vesicles have formed crusts
- Contacts: Do not exclude

(e) HEAD LICE

- Incubation period: 7 to 10 days
- Symptoms: Scratching and the presence of “nits” (eggs) and lice in the scalp hair
- Exclusion period: Exclude until the day after treatment has commenced
- Contacts: Do not exclude

(f) IMPETIGO (School Sores)

- Incubation period: Usually 4 to 10 days
- Symptoms: Itchy pustules and scabs

Exclusion period: Exclude until day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing

Contacts: Do not exclude

(g) INFLUENZA (flu)

Incubation period: Usually 1 to 3 days

Symptoms: Fever, malaise, headache, muscle pain, sore throat, cough

Exclusion period: Do not exclude

Contacts: Do not exclude

(h) MEASLES

Incubation period: 8 to 14 days (usually 10 days)

Symptoms: Lethargy, malaise, cough, sore and swollen eyes and nasal passages, fever, rash

Exclusion period: Exclude until well and for at least 4 days after the onset of the rash

Contacts: Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated with 72 hours of their first contact with the first case they may return to school following vaccination. Contact management will be coordinated by Department of Health staff

(i) MUMPS

Incubation period: About 12 to 25 days (usually 16 to 18 days)

Symptoms: Painful, swollen salivary glands, fever, headache, painful testicles or ovaries

Exclusion period: Exclude until well and for at least 9 days after onset of symptoms

Contacts: Do not exclude

(j) PERTUSSIS

Incubation period: About 7 to 10 days

Exclusion: Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.

Contacts: Contact management will be coordinated by Department of Health staff

(k) RINGWORM

Incubation Period: Varies with the site of infection

Exclusion period: Exclude until 24 hours after treatment has commenced.

Contacts: Do not exclude

(l) RUBELLA (German Measles)

Incubation period: 14 to 21 days. Usually 17 days

Symptoms: Fever, sore eyes, swollen glands (especially behind the ears), generalized rash

Exclusion period: Exclude until at least 4 days after onset of rash

Contacts: Do not exclude. Refer pregnant contacts to their doctor

(m) SCABIES

Incubation period: 2 to 6 weeks before onset of itching if not previously infested. People who have been previously infested may develop an itch 1 to 4 days after re-exposure

Symptoms: Intense itching between the fingers or on the wrists, elbows, armpits, buttocks

Exclusion Period: Exclude until the day after treatment has commenced.

Contacts: Do not exclude. Family contact should be treated.

43. SUN PROTECTION POLICY

Our Sunsmart policy has been adopted to ensure that all staff and students attending Quairading DHS are protected from skin damage caused by harmful UV rays of the sun. It is to be implemented throughout the year, but with particular emphasis during the months of September through to May. The sun protection practices outlined in this policy will be applied to all school activities, including sports carnivals, excursions and camps. The policy has been developed in consultation with the community (school) nurse, through P and C and School Council.

BEHAVIOUR

- The school strongly advocates students to wear broad-brimmed hats whenever they are outside. Caps and visors are not considered broad brimmed hats.
- The school strongly advocates staff to wear broad-brimmed hats whenever outside.
- Ensure that children without broad-brimmed hats are directed to play in an area that is protected from the sun.
- Encourage positive role modelling of sun protective behaviour by all school staff, parents and guests when visiting the school.
- Encourage the daily application of sunscreen before school, and prior to lunch or any outdoor activity.
- Encourage students to use available shade for outdoor activities and play.
- Students will be encouraged to wear clothing that is sun protective, eg. Shirts with collars and longer sleeves and rash vest for swimming.

CURRICULUM

- Incorporate sun protection and skin cancer prevention programs into the school curriculum at all year levels.
- Promote sun protection throughout the year via the school newsletter, assemblies, parent and staff meeting and whole school activities.
- Staff and parents will be provided with sun educational material on sun protection.

ENVIRONMENT

- Ensure there is adequate provision of shade within the school grounds for students and staff, by planting trees and building shade structures.
- Timetable as many outdoor activities as possible away from the peak sun periods.
- Ensure that adequate shade for all children and staff is provided at sporting carnivals and outdoor events.

EVALUATION

Administration will review the effectiveness of this policy each year. They will:

1. Review the Sunsmart behaviour of students, staff, parents and visitors and make recommendations for improvement.
2. Assess shade provision and usage and make recommendations for increases in shade provision.
3. Update and promote curriculum material relevant to Sunsmart activities.