



**YEAR 7 TO 10**  
**STUDENT**  
**INFORMATION**  
**BOOKLET 2024**

# Welcome

Dear Students, Parents and Guardians,

Welcome to Warnbro Community High School. This booklet is designed to give students and parents an overview of the school year and highlight some important school information and policies.

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| ⇒ <b>School Times and Term Dates</b> | ⇒ <b>Attendance Information</b> |
| ⇒ <b>Communicating with Staff</b>    | ⇒ <b>Good Standing Policy</b>   |
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| ⇒ <b>Compass</b>                     | ⇒ <b>Technology Policy</b>      |
| ⇒ <b>Connect</b>                     | ⇒ <b>Bullying Policy</b>        |
| ⇒ <b>Academic Progress Concerns</b>  | ⇒ <b>Uniform Policy</b>         |
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| ⇒ <b>Expected Behaviours</b>         | ⇒ <b>School Map</b>             |

## Contact Us...

**Street Address:** 2 Swallowtail Parade, Warnbro WA 6169

**Telephone:** 08 9528 9400

**Website:** [www.warnbro.wa.edu.au](http://www.warnbro.wa.edu.au)

**Email:** [warnbro.chs@education.wa.edu.au](mailto:warnbro.chs@education.wa.edu.au)

**Principal:** Mrs Debra Bright

## School Times

ATTENDANCE  
**MATTERS**

Monday to Friday	
8:26am	Warning Bell
8:30 – 9:34am	Session 1
9:34 – 10:38am	Session 2
10:38 – 11:03am	Recess
11:03 – 12:07pm	Session 3
12:07 – 1:11pm	Session 4
1:11 – 1:36pm	Lunch
1:36 – 2:40pm	Session 5
2:40pm	School Finish

## Term Dates 2024 -

	Start Date	Finish Date
Term 1	Wed 31 January	Thu 28 March
Break	Fri 29 March	Sun 14 April
Term 2	Mon 15 April	Fri 28 June
Break	Sat 29 June	Sun 14 July
Term 3	Tues 16 July	Fri 20 September
Break	Sat 21 September	Sun 6 October
Term 4	Mon 7 October	Thurs 12 December

## Pupil Free Days -

Labour Day Public Holiday	Monday 4 March
ANZAC Day Public Holiday	Thursday 25 April
WA Day Public Holiday	Monday 3 June
Staff Development Day	Monday 15 July
Staff Development Day	Friday 23 August
Staff Development Day	Friday 8 November
Staff Development Day	Friday 13 December

# COMMUNICATING WITH STAFF

Warnbro Community High School is a large school with over a thousand staff and students. We know as a Parent/ Guardian that you may wish to communicate with staff in a timely manner, and we will always endeavour to transfer you to a designated staff member according to its nature and priority.

## **If you would like to speak to a staff member, please contact us on 9528 9400**

- To avoid disappointment, it is beneficial that you organise an appointment with a staff member to visit and meet to discuss the issue. Staff are likely to be unavailable if you arrive without an appointment.
- We have designated staff for particular issues. For example, the Principal will not necessarily be the first point of contact.
- When visiting WCHS, you must always come to Administration to Sign In before going into school grounds. This is a security measure and you will be asked about the nature of your visit and who your appointment is with.
- At the start of 2020, we had a strict 'Off and Locked Away All Day' Policy on mobile phones, we ask that you DO NOT contact your child on their personal mobile and to contact the school.
- It is not always possible to speak with a specific staff member right away, but Administration and Student Services will always forward your request to the appropriate staff member, who will contact you at their earliest convenience.

## **For attendance and absentee issues:**

- Phone Student Services on 9528 9424 before 9.00am.
- Submit absentee note through Compass.
- Email: Warnbro.chs.absentees@education.wa.edu.au.

Please include your child's full name, the date and reason for absence.

If it is a prolonged absence please contact the Attendance officer by phoning 9528 9445.

## **For concerns relating to your child's academic progress and in class issues:**

- Contact class teacher in first instance – 9528 9400.
- Ongoing concerns contact Head of Learning Area.

## **For concerns about Social, Emotional, Mental Health and General Behaviour:**

- Contact the Student Services Manager – 9528 9400.

**Please ensure that your email address, home address and contact numbers are all up to date for communication purposes.**

# PARENT COMMUNICATION

<b>School Reports</b>	Reports are emailed home at the end of Term 2 and Term 4.
<b>Parent Teacher Nights</b>	There will be one in Term 1 and an Open Afternoon in Term 4 There will be an online booking for teacher appointments for the Term 1 evening, you will receive information on booking closer to the date.
<b>School Bulletin</b>	The school bulletin is uploaded to our website, Facebook page twice per term.
<b>School Facebook</b>	Please like Warnbro Community High School on Facebook for news and updates.
<b>Website</b>	The school website includes information, publications and links to policies and procedures. <a href="http://www.warnbro.wa.edu.au">www.warnbro.wa.edu.au</a> .
<b>Connect School Space</b>	We use <b>Connect</b> to keep you updated with important information going on within the school.
<b>Connect Classrooms</b>	Connect is an integrated online environment for use by staff, it gives our teachers a tool to deliver content and information to students via an online classroom
<b>Compass</b>	Compass allows you to see up-to-date information about your child's attendance, where you can also enter an explanation or if they are going to be late, you will be able to see your child's timetable and receive messages from the school. You will also receive messaging through Compass.

## Year 7 to 10 Contacts

Years 7 - 8 Student Support Officer	Jenny Hennighan	Jenny.Hennighan@education.wa.edu.au
Years 9 - 10 Student Support Officer	Michelle Mallett	Michelle.Mallett@education.wa.edu.au
Learning Support Coordinator	Sarah Mulhare	Sarah.Mulhare@education.wa.edu.au
Years 7 - 8 Student Services Manager	Nicole Parrella	Nicole.Parrella@education.wa.edu.au
Years 9 - 10 Student Services Manager	Dean Tyrrell	Dean.Tyrrell@education.wa.edu.au
Years 7 & 8 Associate Principal	Kelly Wetton	Kelly.Wetton@education.wa.edu.au
Years 9 & 10 Associate Principal	Anthony Pittman	Anthony.Pittman@education.wa.edu.au

# PARENT COMMUNICATION

## PARENT COMMUNICATION

Warnbro Community High School utilises two platforms for parent communication:

- Connect
- Compass

Overleaf you will find information regarding how to login in to each application.

The purpose of the applications is outlined below:

### CONNECT

Connect is the classroom facing platform. In this platform you will be able to access the following:

- Curriculum messaging from classroom teachers
- Academic results
- Assessment uploads
- Subject learning resources
- Assessment due dates



### COMPASS

Compass is the outward facing platform where whole school and cohort messaging takes place including:

- Attendance messaging: daily attendance
- Attendance messaging: follow up of unexplained absences
- School calendar
- Classroom teacher messaging: positive acknowledgements; teacher concerns, late attendance to class
- Pastoral care team messaging: good standing, school policy
- OLNA/NAPLAN information
- Excursion information
- Bookings for events
- Timetables

The logo for the Compass platform, featuring a white circular icon with a stylized 'C' inside, followed by the word 'Compass' in a white, sans-serif font, all set against a blue rectangular background.

# Get started with Compass



**Compass is a web-based system, which allows you to access up-to-date and meaningful information about our school and your child's progress.**

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's academic reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

*Our school will advise parents when each of these features becomes available for parent use.*



## 1. Download the app

Download the [Compass app](#) from Google Play or the App Store™ on a compatible phone or tablet. Then enter your school name and select it from the results. Enter your login details provided by your school to finish set up.

App Store is a service mark of Apple Inc, registered in the U.S. and other countries.



## 2. Access the Compass Parent guide

Visit [compass.education/guide](https://compass.education/guide) to access our online parent guide with step-by-step instructions on how to use Compass and the Compass app.

For any support inquiries, like password resetting, visit [compass.education/parent-support](https://compass.education/parent-support)

# CONNECT

Connect is a secure online environment developed by the Department of Education for staff, students and parents in public schools. It is a teaching, learning, collaboration and communication space. It will give our teachers a tool to deliver content to the students via an online classroom. This means your children will be able to share with you what they are learning about, submit assignments and discuss issues together online anywhere, anytime. For you, Connect provides easy access to information relevant to your child's classes and learning such as assessments, teacher feedback and attendance data.

Schools can use Connect to keep you updated with important information. Things like:

- Class Details
- Classroom learning activities
- Notifications from individual teachers
- Work children have completed
- Assessments and Marks

The Connect Now app can be downloaded from the [Apple App Store](#) or [Google Play](#).

If you have recently changed your email address, please let us know by phoning **9528 9400** or emailing [warnbro.chs@education.wa.edu.au](mailto:warnbro.chs@education.wa.edu.au) so we can update your details.

## How do I find out more?

- Check out the short video clip on Connect at <http://www.warnbro.wa.edu.au/connect/>
- Download the Connect flyers for you and your child from Connect.

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





# ACADEMIC PROGRESS CONCERNS

- Use the student diary or communicate via phone/email or Connect with the teacher.
- Discuss your issues first with the classroom teacher and then the Head of Learning Area (listed below) either via email or on 9528 9400.
- The Year Coordinator can help to facilitate communication between parties and organise progress checks from teachers.

LEARNING AREA	HEAD OF LEARNING AREA	EMAIL ADDRESS'
ARTS	Anna Lanza	<a href="mailto:Anna.Lanza@education.wa.edu.au">Anna.Lanza@education.wa.edu.au</a>
ENGLISH	Aleesha Mckenna Green	<a href="mailto:Aleesha.Green@education.wa.edu.au">Aleesha.Green@education.wa.edu.au</a>
HEALTH AND PHYSICAL EDUCATION	Ashley Snow	<a href="mailto:Ashley.Snow@education.wa.edu.au">Ashley.Snow@education.wa.edu.au</a>
HASS	Elizabeth Loo	<a href="mailto:Elizabeth.Loo@education.wa.edu.au">Elizabeth.Loo@education.wa.edu.au</a>
MATHS	Tere Taurima	<a href="mailto:Teresa.Taurima@education.wa.edu.au">Teresa.Taurima@education.wa.edu.au</a>
SCIENCE	Flavio Rett	<a href="mailto:Flavio.Rett@education.wa.edu.au">Flavio.Rett@education.wa.edu.au</a>
TECHNOLOGY	Ashlie Popperwell	<a href="mailto:Ashlie.Popperwell@education.wa.edu.au">Ashlie.Popperwell@education.wa.edu.au</a>

BE YOUR BEST™

# STUDENT SERVICES TEAM

## **Student Services Managers**

Lead the Student Services team and are responsible for their specific cohorts and creating a positive school culture. They liaise with school members, families and community to manage issues of wellbeing, attendance, behaviour and educational outcomes to ensure success for all students.

## **Learning Support Coordinator**

Their key focus is to ensure that students are supported in their learning through a tiered model of service delivery. Manages the Education Assistants. They liaise with teachers, key staff, families and the wider community to support students.

## **Student Support Officers**

Work closely with their cohorts Student Services Manager to support our students; through individual support, group interventions, liaison with families and community agencies and creates inclusive safe spaces for our students.

## **Year Coordinators**

They play a key part in creating a positive school culture their year group. Year Coordinators work with their cohorts to reinforce the school's Always behaviours and manage good standing.

## **Attendance Officer**

The Attendance Officer tracks and monitors attendance across all year groups. Working with students, families and staff to improve attendance and engagement.

## **School Psychologist**

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

## **Community Health Nurse**

Promotes health and well-being for students, staff and families and provides health education and prevention services within the school as well as the wider community. Liaises with students, families and allied services around health concerns and develops management and emergency plans for student health issues.

## **Defence School Mentor**

The Defence Force Mentor provides support to secondary students of Australian Defence Force (ADF) members and their families, particularly during their transition into and out of a school on posting or during parental absences due to deployment, exercises or courses.

## **Aboriginal Indigenous Education Officer**

Our AIEO is committed to focusing on improving the educational achievements and outcomes for all Aboriginal and Torres Strait Islander students, and providing support for families and teachers.

## **Student Wellbeing Officer**

Provides support to students that is strengths-based and solution focused. Provides individual support and group interventions. Knowledge of and linkages to community-based support services and programs, and identification of referral pathways for young people.

## **Triage Officer**

Responsible for managing the school's Triage process - taking calls, prioritising calls, monitoring responses and data. Point of contact for staff and students in the Triage office.

## **School Officers**

School Officers manage attendance, provide administrative support and are the first point of contact for students and parents in Student Services.

### Student Services Managers

Learning Support  
Coordinator



Sarah Mulhare

Year 7-8



Nicole Parrella

Year 9-10



Dean Tyrrell

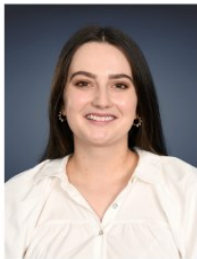
Year 11-12



Craig Thompson

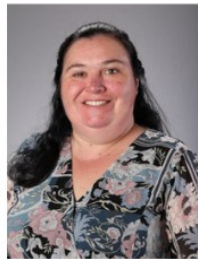
### Positive Support Coordinators

Yr 7 Coordinator



Michelle Bertschi

Yr 8 Coordinator



Julianne Sayers

Yr 9 Coordinator



Adam Nalapraya

Yr 10 Coordinator



Bianca Pedri

Yr 11 Coordinator



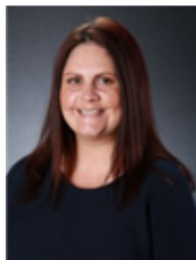
Eleanor Lambert

Community Health  
Nurse



Katrina Farmer

AIEO



Kirsten  
Mulholland

Psychologist



Traci Boyes

Psychologist



Sarah-Ann Lee

Student Support  
Officer Year 7-8



Jenny  
Hennighan

Student Support  
Officer Year 9-10



Michelle Mallett

Student Support  
Officer Year 11-12



Jill Safe

Student Wellbeing  
Officer



Georgina Bradley

Triage Officer/  
Compass



Alina Moulder

Defence Force Mentor/  
Attendance



Rebecca Vance

School Officer



Nicola  
Simmonds

School Officer



Mel Turner

School Officer



Kirsty Hallmark

# WCHS PBS Expected Behaviours Matrix

## OUR 5 ALWAYS BEHAVIOURS

Follow fair and reasonable instructions from all staff

Wear full school uniform

Be punctual and prepared

Use polite language, tone and voice

Have phone / device and headphones off and locked away all day

### HOW WE SHOW THE 5 ALWAYS BEHAVIOURS AT WCHS IN OUR

	Be Respectful	Be Responsible	Be Your Best
<b>CLASSROOMS</b>	<ul style="list-style-type: none"> <li>We let others learn.</li> <li>We use appropriate and respectful language in all classrooms.</li> <li>We are active listeners.</li> <li>We treat resources and equipment with care</li> </ul>	<ul style="list-style-type: none"> <li>We are punctual to all classes</li> <li>We eat during break times</li> <li>We follow technology policies</li> <li>We remain in timetabled classes unless you have a red pass given to you by your teacher</li> </ul>	<ul style="list-style-type: none"> <li>We move to class on first siren</li> <li>We remain on task</li> <li>We complete tasks on time</li> <li>We are prepared and bring all necessary equipment and resources</li> </ul>
<b>SCHOOL COMMUNITY</b>	<ul style="list-style-type: none"> <li>We build positive relationships</li> <li>We treat others how we would like to be treated</li> <li>We respect all school property including technology</li> <li>We are respectful of classes and learning around us</li> </ul>	<ul style="list-style-type: none"> <li>We keep our school a smoke and vape free zone</li> <li>We make responsible choices and think before we act</li> <li>We keep hands, feet and objects to yourself</li> <li>We dispose of rubbish in bins</li> </ul>	<ul style="list-style-type: none"> <li>We use toilets for intended purposes during recess and lunch</li> <li>We report any damage of property</li> <li>We stay within appropriate areas</li> <li>We report inappropriate behaviours – bullying/ violence</li> <li>We are upstanders</li> </ul>
<b>WIDER COMMUNITY</b>	<ul style="list-style-type: none"> <li>We are kind and considerate to community members</li> <li>We use community facilities with consideration</li> <li>We are inclusive</li> </ul>	<ul style="list-style-type: none"> <li>We are road safe by using crosswalks and traffic lights</li> <li>We are a responsible community members</li> </ul>	<ul style="list-style-type: none"> <li>We are positive about our school</li> <li>We represent our school with pride</li> <li>We encourage others to be their best</li> </ul>

# ATTENDANCE

Students are expected to be on site at 8:15am to allow time to get to their first period for 8:30am. All students are expected to attend school regularly and attend their classes on time. Timeliness is important as the beginning of each lesson is important for their learning. Being on time demonstrates respectfulness and shows the development of skills required in the workplace.

**Email and SMS are our preferred methods for attendance and absentee issues:**

**Email:** warnbro.chs.absentees@education.wa.edu.au

**SMS:** 0437 058 675

All absences and late arrivals to school are required to have a signed letter or explanation from a parent or guardian. Missed time in class accumulates to having significant impact on student learning. The Department of Education states that any student whose attendance is below 90% will be considered at risk of not achieving. Parents will receive letters from the school if their child is considered at risk due to attendance.

When making plans for 2024 please note that vacations during school time are not acceptable absences, and will affect your child's attendance % and therefore their Advanced Standing. This may mean your child is unable to attend non-curriculum events such as reward days, sports carnival, interschool activities etc. Continued lateness to school without explanation may result in a loss of Good Standing.

## **Monitoring of Attendance**

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

## **Why should my child attend school on a regular basis?**

- From day one, attending school can prevent experiences with learning difficulties.
- Regular attendance ensures that learning across all areas can occur without any gaps in knowledge.
- Regular attendance assists students in building friendships, as well as social and communication skills and improves self-esteem.

## **What can the school help with?**

We can check individual students attendance and view any problems or progress on a weekly basis. We can give you strategies to help your child attend school regularly.

# MOBILE PHONE POLICY

*For the purposes of this policy, 'mobile phone' includes iPads, tablets, smart watches and associated listening accessories, such as, but not limited to, headphones and ear buds.*

The Department of Education does not permit student use of 'mobile phones' in public schools unless for medical or special circumstances as outlined in the policy.

It is important to note that it is not a requirement at Warnbro CHS for students to have a mobile phone or other personal electronic devices at school except in the case where students have to monitor a health condition as part of a school approved documented health care plan.

Warnbro CHS recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with 'mobile phones'. This policy details the conditions under which 'mobile phones' are permitted at Warnbro CHS.

This policy supports the school to provide a safe, nurturing and productive learning environment for students reducing the potential for learning distractions. It also seeks to protect the privacy of staff and students, improve social connections at school and improve the health and wellbeing of students.

Students will not be permitted to have 'mobile phones' or similar devices at school and if a student is seen with a 'mobile phone' or similar device during any part of the school day, the device will be confiscated. Failure to comply with the school rules surrounding 'mobile phones' and other devices may result in disciplinary action in accordance with the Department's Student Behaviour Policy and Student Behaviour Procedures.

WCHS takes no responsibility for lost, stolen or damaged 'mobile phones' or other devices.

## Conditions of Use

- The use of 'mobile phones' for all students will be banned from the time they arrive at school to the conclusion of the school day. This includes before school and at break times (off and locked away all day).
- Students who bring their '**mobile phones**' /device to school are required to switch off, and hand their phone into the designated phone drop in area in student services. The student owner of the phone will be recorded, and the phones securely stored until collected from student services by the student at the conclusion of the school day.

## Exemptions and Communication

Exemptions to this policy include where a student requires a '**mobile phones**':

- to monitor a health condition as part of a school approved documented health care plan in which case the student will be issued with a purple pass as part of their Health Care Plan.
- Smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day. Smart watches do not need to be stored in student services.
- While at Warnbro WCHS, students are the responsibility of the school. All communication between parents and students, during school hours, should occur via the school's Administration or Student Services. Students will always be permitted to use a WCHS phone for important matters.

## Breaches of this Policy

- Students who breach this policy will have their 'mobile phone' confiscated and held at Administration.
- **First offence:** The confiscated item will be logged and stored at Administration, the parent/carer will be informed, and the 'mobile phone'/device can be collected by the student after the end of the school day.
- **Second Offence and Subsequent Offences:** If a student breaches the WCHS Student '**mobile phones**' In School Policy for a second time, the phone will be confiscated and held at Administration. Parent/carer will be informed and requested to collect the 'mobile phone' from the school at their earliest convenience.
- Students will lose their Good Standing status.
- In the case of repeated inappropriate '**mobile phone**' use by a student, the principal may direct the withdrawing of the student's '**mobile phones**' from the school for a determined period or permanently.
- Further disciplinary action, in accordance with Warnbro CHS Student Behaviour Policy and Procedures may be a result of repeated breaches and or depending on the circumstances of the breach.

**NOTE:** At any time, a student's refusal to follow a staff member's request to hand their 'mobile phone'/device to the staff member will be treated as a serious breach of the school's behaviour code. Sanctions will include loss of Good Standing and detention or may involve suspension from school.

**Breaches of this policy will be managed in accordance with the WCHS School Behaviour Management Policy and Procedures.**

# MOBILE PHONE FLOW CHART

Warnbro Community High School – Student Mobile Phone Policy

## OFF & LOCKED AWAY ALL DAY

For the purposes of this policy; “mobile phone” includes iPads, tablets, smart watches and associated listening devices, such as, but not limited to, headphones and earbuds  
Smart watches must be on aeroplane mode

### Student leaves phone at home

Student checks in “mobile phone” at Student Services drop windows prior to the first bell (8.26am)  
Student Owner recorded and “mobile phone” securely locked away, ticket given and they collect after 2.40 at drop window in Student Services

Student has “mobile phone” out in class  
Student becoming defiant

Student has Mobile Device out at recess or lunch

Teacher calls Triage as Student is not following fair and reasonable instructions to check in phone, phone collected and checked in at Admin with Associate Principal

Duty Teacher calls Triage as Student is not following fair and reasonable instructions to check in phone, Triage may attend / SS will use CCTV to identify and phone checked into Admin with Associate Principal

#### First Offence

Phone will need to be collected at end of day from Associate Principal  
Name logged and entered onto SIS as a behavioural issue  
Parent / Guardian informed  
Email re 1<sup>st</sup> offence sent

#### Second Offence

Phone will need to be collected from Associate Principal by Parent / Guardian  
Name logged and entered onto SIS as a behavioural issue. Students will lose Good Standing  
Associate calls parent / guardian  
Email re 2<sup>nd</sup> offence sent

#### Third Offence

Associate will contact parent / guardian re offence.  
Name logged and entered onto SIS as a behavioural issue – Intention to suspend  
Meeting with Principal set re phone policy.  
Phone will need to be collected by parent

#### Repeated

#### Inappropriate Use

Phone will need to be collected by parent / guardian  
The Principal may direct the withdrawing of a student’s mobile phones from school for a determined period or permanently. Further disciplinary action may result.  
Interview required with Principal

Exemptions to the policy includes where a student requires a mobile device  
- Monitor a health condition as part of a school approved health care plan developed through Case Management Process with SSM  
Students will have a PURPLE MOBILE PASS

# TECHNOLOGY POLICY

## Internet Safety and Appropriate Use

Students must **be responsible** when using devices and not:  
Deliberately enter or remain in any site that has any of the following content:

- Nudity, obscene language or discussion intended to provoke a sexual response
- Violence
- Information about committing any illegal activities
- Information about making or using weapons, booby traps, dangerous practical jokes or "revenge" activities
- Chat or social networks (Instagram, Twitter, Facebook) unless directed by a teacher
- Or any site deemed objectionable by a staff member

Students must **be their best** and not:

- Use material from other web sites unless they have permission from the person who created the material. If unsure, they should check with their teacher
- Bring or download unauthorised programs, including games, to the school or run them on school computers. Online internet games are banned.
- Delete, add or alter any configuration files or network settings.
- Break software copyright. Copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on school equipment.
- Deliberately introduce any virus or programs that reduce system security or effectiveness.
- Attempt to log into the network with any username or password that is not their own or change any other person's password.
- Reveal their network password to anyone except the system administrator. Students are responsible for everything done using their accounts. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause school rules to be broken.
- Use or possess any program designed to reduce network security.
- Enter any other person's file directory or do anything whatsoever to any other person's files.
- Attempt to alter any person's access rights; or
- Store the following types of files in their home drive, without permission from their teacher:
  - Program files
  - Compressed files
  - Picture, music or video files, unless they are required by a subject
  - Obscene material – pictures or text
  - Obscene filenames
  - Insulting material
  - Password-protected files
  - Copyright material.



# TECHNOLOGY POLICY

## Students must:

- Make frequent back-ups of their work and assignments using a thumb-drive or any other approved storage device. Staff will not accept data loss as an excuse for not handing in work on time.
- Minimise printing at all times by print-previewing, editing on screen rather than on printouts and spell-checking before printing.
- Follow instructions and not access sites or activities that do not have anything to do with the lesson.

## Sanctions

Sanctions for violations of this policy may include, but not be limited to, detention, withdrawal of the student from the Network and for major breaches suspension.

Note: Staff have the right to monitor student's usage of the internet, monitor their IT usage, regularly check their home drives, remove unnecessary files and report any breaches of this policy to the appropriate Student Services Manager or Associate Principal.

## WCHS PBS Expected Behaviours Matrix – Use of Technology

### AT WCHS OUR ALWAYS EXPECTED BEHAVIOURS WHEN WE USE TECHNOLOGY ARE

- Respect all equipment and devices
- Use in a way that is safe and appropriate
- Follow all staff instructions around the use of ICT
- We follow school technology policies

### HOW WE SHOW THE 3 ALWAYS TECHNOLOGY BEHAVIOURS AT WCHS

	Be Respectful	Be Responsible	Be Your Best
USING OUR LAPTOPS / IPADS and IN OUR COMPUTER LABS	<ul style="list-style-type: none"> <li>• We look after the ICT equipment</li> <li>• We keep our classmates safe by respecting their privacy</li> <li>• We listen to all staff fair and reasonable instructions</li> <li>• We wait patiently to check in and out Laptops or iPads</li> <li>• We ensure our ICT use is not disruptive to other students</li> <li>• We leave devices as we found them</li> </ul>	<ul style="list-style-type: none"> <li>• We support other students learning by staying on our own device</li> <li>• We produce and complete work that is classroom appropriate</li> <li>• We ensure all food and drink is kept away from ICT</li> <li>• We only access teacher approved websites/apps</li> <li>• We ensure all portable devices remain on desks</li> </ul>	<ul style="list-style-type: none"> <li>• We report any unsafe content, behaviours, or damage to the classroom teacher</li> <li>• We remain on task</li> <li>• We are prepared to use ICT equipment appropriately</li> <li>• We do not save images or download content onto devices</li> <li>• We log in and out of our devices using our won log in</li> <li>• We return portable equipment to its appropriate location</li> </ul>

# BULLYING POLICY

Warnbro CHS students are encouraged to be respectful, be responsible and be their best. Our expectations are that students manage conflict responsibly, are kind and considerate of others, and report bullying, harassment to staff in a timely manner so that it may be dealt with effectively.

Warnbro CHS does not tolerate bullying, violence, harassment or discrimination. Everyone in our school community has a responsibility to prevent bullying behaviours and uphold others' rights to feel safe and be treated with respect at all times.

## **What is bullying?**

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

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records). Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

## **What is not bullying?**

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying, however these conflicts still do need to be addressed and resolved.

## **Roles students may play in bullying:**

Students may play different roles in bullying behaviour in different circumstances including:

- As the person being bullied.
- As the person bullying someone else.
- A bystander to bullying behaviour – someone who sees or knows someone is being bullied.

Students can be seen to promote bullying by being an active bystander

- assisting the student doing the bullying
- actively joins in bullying
- just watching, encouraging bullying
- knowing about bullying but are passive and do nothing about it.

Students can be upstanders by

- defending or supporting the student who is being bullied by intervening
- getting teacher or staff support before or during

The actions of an 'upstander' can prevent and reduce an incident and help a student recover from bullying.

# BULLYING POLICY

## How does Warnbro CHS deter bullying?

Effective change needs to focus on the prevention of bullying and cyberbullying (including culture change), being responsive to all types of bullying and cyberbullying behaviour and supporting individuals and the community. These strategies constitute a multifaceted whole-school approach to bullying prevention and include the following:

- Effective Positive behaviour Support (PBS) expectations and a positive school environment which promotes safety, consistency and responsibility.
- Explicit teaching of what is bullying, active bystanders, promoting violence and upstander behaviours
- Support of students who are persistently involved in bullying incidents including (but not limited to) restorative practices, appropriate consequences and ongoing student support
- Consistent classroom practices
- Increased student awareness of bullying prevention in the school community through education.
- Utilization of Friendly Schools Program and Health Curriculum Resources
- Actively encourage students to seek support.
- Promotion of upstander behaviour through education and acknowledgement

## What to do if you are a student who is being bullied or know that bullying is taking place:

- As soon as possible, get teacher or Student Services support so they can help address the problem [especially if threats have been made]. *Remember is it always okay to talk about bullying.*
- Fill in a Bullying Incident Report Form at Student Services
- Talk to someone at home or someone you trust about what is happening - they can contact the school
- Make your own commitment to upholding others' rights to always feel safe.
- Be an upstander.
- If the bullying is occurring online or via text message, record or screen capture the bullying. Speak with a staff member or guardian immediately, especially if threats are made. Visit the e-Safety Commissioner website for further ideas and support or contact the police if there is an immediate threat to a person's safety.

## What to do if you become aware that your child or another student is being bullied

- Listen to the young person, offer support and contact Student Services immediately. This ensures the situation is addressed quickly and appropriately.
- Research shows that students who become emotionally distressed and aggressive in response to bullying can be further targeted as "provocative victims"
- Parents/guardians who want to support their young person are encouraged to access: <http://bullyingnoway.gov.au>. Parents/guardians who are concerned about online safety are encouraged to access: <https://www.esafety.gov.au/>

*Encourage your child to uphold the expectations of Warnbro CHS and be a supportive and respectful member of the school community.*

# WCHS: GOOD STANDING POLICY

WCHS aims to create and maintain a positive, safe, inclusive and connected community for all students. Our expectation for each student is that they will maintain a consistent focus on their educational outcomes and positively contribute to our school community whilst demonstrating our 3 B's:

**Be Responsible, Be Respectful, Be Your Best.**

## GOOD STANDING IS AN ACKNOWLEDGEMENT OF A STUDENT'S ENGAGEMENT IN LEARNING, ATTENDANCE AND POSITIVE BEHAVIOURS

### GOOD STANDING

Good Standing is an acknowledgement of a student's engagement in learning, attendance and displaying positive behaviours. A student with Good Standing can participate in school events throughout the year.

**All students in 7-10 start the year with their good standing.**

*Having Good Standing enables students to take part in school activities such as excursions, camps, student leadership opportunities and social events.*

### ADVANCED STANDING

Advanced Standing is awarded to students who show an ongoing commitment to their education through our 3 Bes. Students earn their advanced standing when they have: An attendance rate above 95% and maintain their good standing, positively contributing to their learning and school community.

*Students who have Advanced Standing will be given access to end of term rewards /activities*

## WE VIEW THE STUDENTS WHO HAVE ADVANCED STANDING AS ROLE MODELS WITHIN OUR SCHOOL COMMUNITY.

**LOSS OF GOOD STANDING:** This occurs when student behaviour does not align with our expectations. Students may have their good standing removed immediately following a serious breach, such as suspension, engaging in, sharing or supporting violence, or after repeated cycles to support minor behaviour concerns such as: ongoing class disruptions, attendance issues and including mobile device and uniform breaches.

## GOOD STANDING CAN BE REINSTATED AFTER A STUDENT HAS DEMONSTRATED POSITIVE BEHAVIOURAL CHANGE

# WCHS UNIFORM EXPECTATIONS



WCHS Polo Shirt

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WCHS White Shirt  
(Year 10-12)

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WCHS Faction Shirt

---

WCHS Jacket

---

WCHS Crew Jumper

---

WCHS Navy or black  
shorts/ pants/ mid-length  
skirt

---

Closed-In Footwear

---

Backpack - No Graffiti



Leggings/ Jeggings/  
Denim Jeans/ Short

---

Hoodies/ Non-School  
Jumpers, Jackets and Tops

---

Clothing/ Caps with  
inappropriate logos

---

UGG Boots/ Thongs/  
Slides/Heels

---

Caps/ Beanies on in class

---

No Bag

**'DRESSING TO BUILD  
UNITY AND COMMUNITY'**

# UNIFORM POLICY

Warnbro Community High School's uniform policy was developed by the School Board in consultation with students, their parents and staff of our school. The range of uniform pieces are varied enough for students to individualise their look, cater for WA's climate and accommodates Warnbro Community High School activities.

The Department's Dress Codes for Students Policy, states that all Public Schools are required to have a dress code and students are required to comply with the code, unless they have been granted an exemption. Exemptions and sanctions will be managed in accordance with the School Education

Regulations 2000 and requirements in the Dress Code for Student Procedures.

- The dress requirement applies at all times when attending school or school excursions,
- Students wearing the uniform outside of the school are expected to behave in a manner that promotes a positive school image,
- All uniform items can be purchased from the store, Hot Klobba in Port Kennedy,
- Appropriate footwear must be worn by all students.

## Personal Presentation

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It is important that students take pride in themselves, the school and the community.

- Uniform items are to be neat and clean,
- Uniform items are to be worn to size and design,
- We encourage students to be sun smart.

## Aim

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A school uniform reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community and assists in developing pride in representing their school. Issues of equality, health and safety are factors that contribute to the establishment of the uniform.

*At Warnbro Community High School, we aim to develop a strong sense of belonging and school pride. Our dress requirements help us to:*

- *Enables teachers to quickly identify our own students from others,*
- *Encourages equity among students,*
- *Caters for all seasons,*
- *Assist in building school pride,*
- *Foster and enhance the public image of the school,*
- *Looks good and easy to care for.*

# UNIFORM POLICY

## Uniform Management

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All students, parents and staff have a role to play in uniform management.

### STUDENTS

All students who attend Warnbro Community High School are required to wear full school uniform. The uniform enables students to be clearly identified as members of the school community and encourages a sense of positive identity. Students are required to wear their school uniform when travelling to and from school, on all excursions and when attending exams.

### PARENTS

Are asked to support the school uniform policy and dress requirements by checking students at home and responding to school communications regarding uniform concerns. Where a student cannot comply with the dress requirements, a note is required from the parent/guardian.

### STAFF

All school staff share co-responsibility to encourage compliance with the school dress requirements.

Procedure for students without uniform:

- If students are having uniform difficulties, they need to see Student Services before school to have a discussion regarding this.
- If students arrive at class completely out of uniform without a note from Student Services, their Year Coordinator/ Manager will contact home and follow set procedures.
- Class teachers will mark students that have incorrect uniform on Academy.
- Year Coordinators will monitor uniform status and students may lose their Good Standing if they continue to not follow school uniform policy and procedure.

### UNIFORM CAN'S

- ⇒ School Shirt or Polo
- ⇒ School Jacket or Fleece Jumper (including Specialist and Leavers)
- ⇒ Navy blue or black shorts, skirts and pants
- ⇒ Navy blue or White long sleeved shirt/jumper **UNDER** the school shirt
- ⇒ Navy blue or black tights/leggings **UNDER** navy blue or black shorts or skirts
- ⇒ Enclosed sturdy shoes

### UNIFORM CAN'TS

- ⇒ Hoody's
- ⇒ Items containing logos
- ⇒ Items with stripes
- ⇒ Tights/Leggings
- ⇒ Jeans
- ⇒ Bike Shorts
- ⇒ Ugg boots
- ⇒ Thongs or Sandals

### SUPPORT AND ASSISTANCE

Parents who qualify can apply for the Secondary Assistance Scheme (SAS), which includes a \$115 Clothing Allowance and \$235 Education Program Allowance. Applications are available during Term 1 of each school year, see Accounts for an application.

Note: Applications for the Secondary Assistance Scheme (SAS) close on the 8th April, 2022.

The school retains some spare uniforms, which are available from Student Services.

## Uniform Price List






### PORT KENNEDY STORE

Shop 1, 5 Fielden Way, PORT KENNEDY WA 6172  
Email: portkennedy@hippocketworkwear.com.au  
Phone: 9535 1900 (Option 2)

### OPERATING HOURS

Mon-Fri 8.30am to 5pm  
Thurs 8.30 to 5pm  
Saturdays 8.30am to 3pm  
Closed Sundays & Public Holidays









www.hotklobba.shop

Uniform Item	Size	Sell Price (Ind. GST)
<b>Unisex Uniform</b>		
<b>School Polo</b> Includes School Logo Polyester Navy/White Unisex Adult Sizing HK-WCP 	08K/4XS S 2XL 10K/3XS M 3XL 12K/2XS L 4XL 14K/XS XL 5XL	\$32.00
<b>Softshell Jacket</b> Includes School Logo Polyester Navy HK-WCLJ 	Kids Mens 10 12 S 2XL 14 16 M 3XL Ladies L 5XL XS L XL S XL M 2XL	\$58.00
<b>FLEECY JUMPER</b> Includes School Logo 80% Cotton, 20% Polyester Navy HK-WCFSJ 	2XS XL XS 2XL S 3XL M 4XL L 5XL	\$42.00
<b>Sports T-Shirt</b> Includes School Logo Polyester Navy/Blue - Stirling Navy/Green - Collins Navy/Red - ANZAC Navy/Gold - Darwin Unisex Adult Sizing HK-WCFP 	08K/4XS S XL 10K/3XS M 2XL 12K/2XS L 3XL 14K/XS	\$35.00
<b>Microfibre Sports Shorts</b> No Logo Polyester Black Unisex Adult Sizing PD-7NSS 	6K S XL 8K M 2XL 10K L 3XL 12K 4XL 14K	From \$20.95 Kids \$24.95 Adults
<b>Track Pants</b> No Logo Polyester Black PD-7WUZP PD-7WUZP-K 	Kids Adults 06 12 S 2XL 08 14 M 3XL 10 L 4XL XL 5XL	From \$31.95 Kids \$35.95 Adults

*At Warnbro Community High School, we aim to develop a strong sense of belonging and school pride.*

A school uniform reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community and assists in developing pride in representing their school. Issues of equality, health and safety are factors that contribute to the establishment of the uniform.



Uniform Item	Size	Sell Price To Students (Ind. GST)
<b>Girls/Ladies Uniform</b>		
<b>Ladies Senior School Shirt</b> <b>Years 10-12 Only</b> Includes School Logo Polyester/Cotton White HK-WCSL 	06 12 18 08 14 20 10 16 22	\$45.00
<b>Girls Skirt</b> No Logo Polyester/Rayon/Spandex Black SPA-SOR09TEP 	04 14 S 06 08 10 12	\$33.95
<b>Girls Skirt</b> No Logo Polyester/Rayon/Spandex Black PP-SKT070 	Ladies 02 10 18 04 12 20 06 14 08 16	\$39.95
<b>Girls Shorts</b> No Logo Polyester/Rayon/Spandex Black MI-7004G MI-7004L 	Girls Ladies 08 08 16 10 10 18 12 12 20 14 14	\$44.00 Girls \$49.00 Ladies
<b>Girls/Ladies Dress Pants</b> No Logo Polyester/Viscose Black MI-PAN7401 	Girls Ladies 04 08 16 06 10 18 08 12 20 10 14	\$59.95 Girls \$62.95 Ladies
<b>Boys/Mens Uniform</b>		
<b>Mens Senior School Shirt</b> <b>Years 10-12 Only</b> Includes School Logo Polyester/Cotton White HK-WCSM 	13/33 16/41 13.5/34 16.5/42 14/36 17/43 14.5/37 17.5/45 15/38 18/46 15.5/39	\$45.00
<b>Boys Cargo Shorts</b> No Logo Polyester/Cotton No Logo. Black LW-B586CS 	Kids Adults 04 12 S XL 06 14 M 2XL 08 16 L 10	Kids \$32.95 Adults \$48.95
<b>Boys/Mens Dress Pants</b> No Logo Polyester/Viscose Black LW-B585CP-C LW-B585CP-A 	Kids Adults 04 12 S XL 06 14 M 2XL 08 16 L 10	Kids \$40.95 Adults \$61.95

# CANTEEN

Warnbro Community High Schools canteen is managed by Kingston's Kitchen. They are a family owned and operated canteen provider, committed to delivering fresh, tasty and healthy food at an affordable price. Kingston's have partnered with Spriggy Schools making it easy for students to pre order items on their app or order at the canteen before class. Facilities will include cash, EFTPOS and in line with the schools policy EFTPOS by card only during school and not via phone stored card.

You're welcome to follow Kingston Kitchen on Facebook for special events and pop up food specials.



**DAILY SPECIALS**

**Monday**  
Teriyaki Chicken Bowl \$6.00

**Tuesday**  
Nachos/Tacos GF \$5.00  
Nacho Dippers GF \$6.00

**Hump Day Special**  
Kingston's Special \$6.00

**Thursday**  
Butter Chicken & Rice \$5.00  
Butter Chicken & Rice GF \$6.00

**Friday – Pie Day!** – All come with sauce  
Large Pie \$5.50  
GF \$7.00  
Giant Sausage Rolls \$5.00  
GF \$7.00

**SNACKS**

Fruit Salad (GF) \$5.00  
- Add Yogurt \$6.00  
Hash Brown \$1.50  
Toasty- Cheese \$2.50/GF \$3.50  
Toasty- Vegemite \$2.00/GF \$3.00  
Toasty- Ham & Cheese \$4.50/GF \$5.50  
Toasty- Chicken, Cheese & Mayo \$6.00/GF \$7.00  
Sliders- Sweet Chilli / Plain \$4.50  
Egg, Bacon & Cheese Muffin \$5.00  
Breakfast Wrap- Egg, Bacon & Hash Brown \$6.00  
Croissants \$5.00  
- Ham & Cheese  
- Cheese & Tomato  
Fresh Baked Muffins \$3.50  
Yogo \$2.50

**DRINKS**

Chill Range 300ml \$3.00  
Chill Range 600ml \$4.50  
Orange C 300ml \$2.50  
Orange C 600ml \$4.00  
Fresh Juice Pouch \$3.00  
Water \$2.50

**COFFEE**

Small \$4.50  
Large \$5.00  
Alternative Milk \$0.50

**DAILY ITEMS**

**Chicken Wraps**  
• Sweet Chilli \$6.00  
• Plain \$6.00  
• Caesar \$6.00

**Sushi**  
• Tuna & Cucumber (GF) \$5.00  
• Crispy Chicken \$5.00

**Burgers**  
• Beef \$5.00  
• Cheese \$5.00  
• Fish \$5.00  
• Chicken

**Pizza**  
Gluten Free Base \$6.00  
• Ham \$7.00  
• Meat Lovers  
• Cheese

**Green Light Gluten Free Meals**  
• Mac & Cheese \$6.00  
• Lasagne \$6.00  
• Nacho Dippers \$6.00  
• Traditional Fried Rice \$6.00  
• Vegetarian Fried Rice \$6.00  
• Meat Pies & Sausage Rolls \$7.00  
• Chocolate Chip Cookies \$4.00

**Filled Rolls** \$6.00  
**Sandwiches** \$5.00 /GF \$6.00  
• Ham & Salad  
• Chicken & Salad  
• Cheese & Salad

**VARIOUS ICE CREAMS & TREATS**  
**AVAILABLE FROM \$1.00**

We aim to cater for all food allergies and intolerances,  
Please let us know when ordering online or  
pop in and see us!



Download the app  
To order online!

# Spriggy Schools

## The canteen has partnered with Spriggy Schools for online lunch orders!

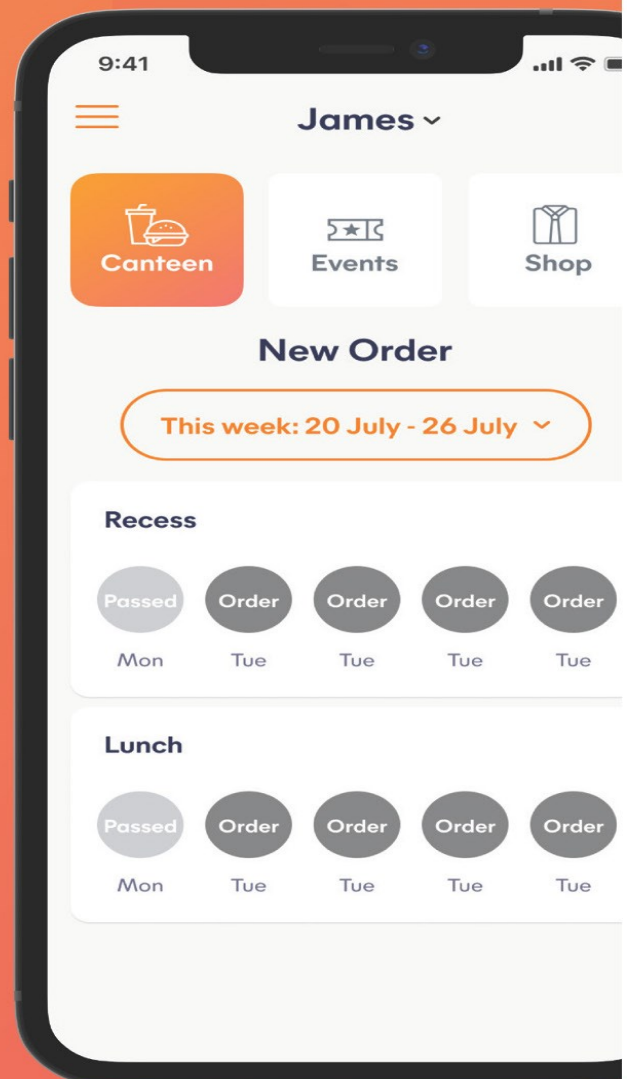
### Creating your account

- Download the app
- Register your details
- Create a profile for each child

### Placing your first order

- View the canteen menu on the home screen
- Browse the menu and tap 'Add to Cart' on any item
- Go to cart and tap 'Place Order' to confirm
- You can edit or cancel your order before the cut-off time

Download the app now!



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# SUPPORT CONTACTS

## Coping Techniques in 5-4-3-2-1

Ease your mind in stressful situations.

Identify 5 things that you can see around you.



Identify 4 things that you can feel around you.



Identify 3 things that you can hear around you.



Identify 2 things that you can smell around you.



Identify 1 thing that you can taste.



### Emergency and consultation contacts for parent/guardian/student support

#### Contact numbers

Urgent mental health telephone support for children and families (CAMHS) (Under 18 years - 24 hours - 7 days)

1800 048 636

Crisis Care (24 hours)

9223 1111

Headspace

1800 650 890

Kids Help Line

1800 551 800

Lifeline

13 11 14

Mental Health Emergency Response Line (MHERL Metropolitan)

1300 555 788

Beyond Blue Help Line

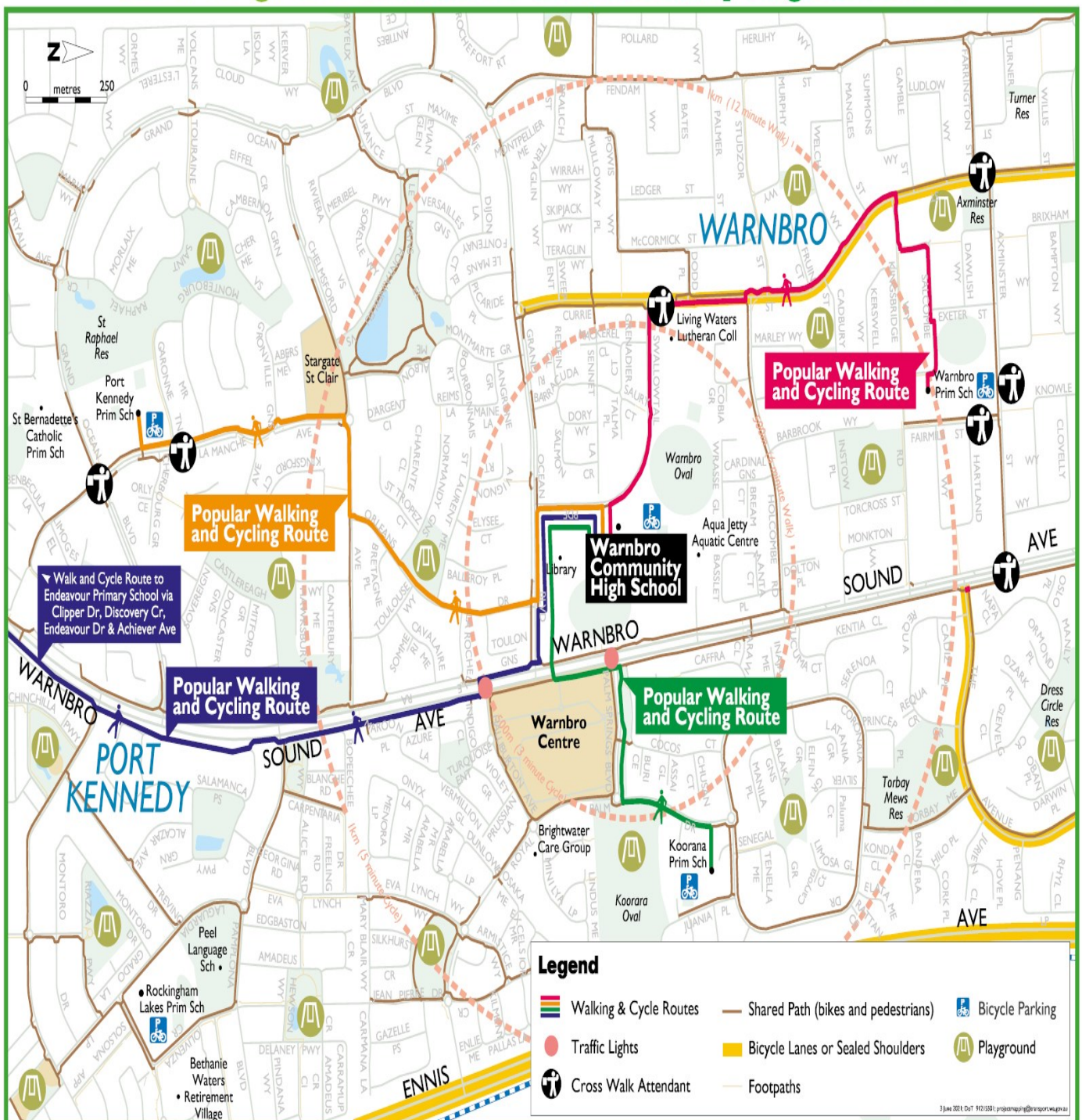
1300 224 636

# YOUR MOVE

Your Move Schools is a community-focused program that support schools and students to use active and sustainable transport options to and from school. Your move offers teaching resources, access to funding and rewards to encourage the school community to use bikes, walking, public transport and scooters to school safely. Warnbro Community High School is a Your Move School and from time to time we ask the school community to complete surveys for feedback to improve these services.

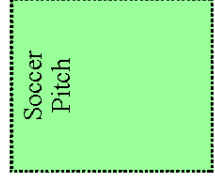
This map below makes it easy to plan the best route to walk or ride to Warnbro Community High School.

## How to get to Warnbro Community High School



**GYM** Y12 Y11 Y10 Y8/9 Y7 **ALL** Student Toilets

**Oval** **OVAL ASSEMBLY AREA**



**Evacuation Procedure**  
 On hearing the standby signal... WOOP Sound

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

**On hearing the evacuation signal... WOOP WOOP BLASTS**

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

**In the event of an evacuation at recess or lunchtime move quickly**

