

Yanchep Secondary College



Inspire, Achieve, Succeed.

Information Booklet 2018

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Welcome to Yanchep Secondary College

Yanchep Secondary College provides young people from Years 7 to 12 (in 2019) with a high quality, comprehensive education in the Yanchep area.

Our school has specialist teachers, a challenging curriculum that inspires excellence, and many options and pathways for students to succeed. Our courses prepare students for university, further training or employment.

We offer a broad, high level curriculum encompassing academic programs and vocational courses to provide students with opportunities to pursue learning interests that inspire and challenge them.

Our focus on the whole student ensures that the school, staff and community works together to develop young adults who engage meaningfully with their local community, are prepared for the challenges of working in the 21st century, and help to make Yanchep a great place to live. This will be achieved through a student centred approach in the teaching and learning, a comprehensive range of student support services, and a focus on students volunteering and engaging within the school and local community.

Dr James Kent
Principal

Administration Team

Principal	Dr James Kent
Deputy Principal	Ms Sharon Taylor
Deputy Principal	Mr Anthony Johnston
Manager Corporate Services	Mrs Jayne Dawson
Program Coordinator Student Services	Ms Julie Clarke (Yrs7-9)
Program Coordinator Student Services	Ms Brooke McFarlane (Yrs 10-12)
VET Coordinator	Mr Jason Lawniczak
Head of Learning Areas	
English:-	Ms Lee Gibson
Mathematics:-	Mr Craig Ventham
Science:-	Mr Adam Gatti
Humanities:-	Ms Amanda Fleming
Year Coordinators:-	
Year 7	Mrs Bev Heesters
Year 8	Miss Bec Genner
Year 9	Mr Adam Lewis
Year 10	Ms Tina Broughton
Year 11	Mr Jason Lawniczak
Psychologist	Mr Andrew Olson
Chaplain	

Parents wishing to make contact with Administration and teaching staff are asked to telephone the School on **9562 8000** (between 8.00am and 4.00pm) to make an appointment

Yanchep Secondary College Vision Statement

Yanchep Secondary College is committed to providing an inclusive learning environment that maximizes student engagement and achievement, encourages and develops a sense of community and prepares students to enter the world who are socially aware and ready to make their mark on the world.

SCHOOL TERMS FOR 2018

Semester 1

Term 1	Wednesday 31 January	Friday 13 April
School Holidays	Saturday 14 April	Sunday 29 April
Term 2	Tuesday 1 May	Friday 29 June
School Holidays	Saturday 30 June	Sunday 15 July

Staff Professional Development Days for Semester 1 are proposed for the following dates:-

Monday 29th January

Tuesday 30th January

Monday 30th April

Semester 2

Term 3	Monday 16 July	Friday 21 September
School Holidays	Saturday 22 September	Sunday 7 October
Term 4	Monday 8 October	Thursday 13 December

Staff Professional Development Days for Semester 2 are proposed for the following dates:-

Monday 20th August

Friday 26th October

Friday 14th December

Daily Timetable

Monday			Tuesday			Wednesday			Thursday			Friday		
8:15am	Gates unlocked		8:15am	Gates unlocked		8:15am	Gates unlocked		8:15am	Gates unlocked		8:15am	Gates unlocked	
8:40-9:00am	Form		8:40-9:00am	Form		8:30-9:30am	Staff/Faculty meeting Students will be supervised in Library		8:40-9:00am	Form		8:40-9:00am	Form	
9:00-10:00am	Period 1		9:00-10:00am	Period 1		9:30-10:00am	Form		9:00-10:00am	Period 1		9:00-10:00am	Period 1	
10:00-11:00am	Period 2		10:00-11:00am	Period 2		10:00-11:00am	Period 2		10:00-11:00am	Period 2		10:00-11:00am	Period 2	
11:00-11:25am	First Break		11:00-11:25am	First Break		11:00-11:25am	First Break		11:00-11:25am	First Break		11:00-11:25am	First Break	
11:25-12:25pm	Period 3		11:25-12:25pm	Period 3		11:25-12:25pm	Period 3		11:25-12:25pm	Period 3		11:25-12:25pm	Period 3	
12:25-1:25pm	Period 4		12:25-1:25pm	Period 4		12:25-1:25pm	Period 4		12:25-1:25pm	Period 4		12:25-1:25pm	Period 4	
1:25-1:50pm	Second Break		1:25-1:50pm	Second Break		1:25-1:50pm	Second Break		1:25-1:50pm	Second Break		1:25-1:50pm	Second Break	
1:50-2:50pm	Period 5		1:50-2:50pm	Period 5		1:50-2:50pm	Period 5		1:50-2:50pm	Period 5		1:50-2:50pm	Period 5	

SCHOOL UNIFORM REQUIREMENTS

The Yanchep Secondary College uniform aims to reflect student pride in appearance and recognition of belonging to the School community and for Secondary students, the development of understanding life skills of appropriate dress within a future place of work. An expectation of enrolment at the School is the adherence to Yanchep Secondary College Uniform Policy which has been endorsed by the community.

Year 7-10 Boys and Girls: Everyday Wear

Plain navy blue shorts, plain navy blue pants/trousers (no logo, stripes or wording)

School polo shirt with School Logo

School jacket with School Logo

School dress with School Logo

Closed in shoes

Plain socks

Year 7-10 Boys and Girls: Physical Education

School Sports Shirt with School Logo

Plain Navy Shorts (no logo, stripes or wording)

Suitable pair of trainers/sports shoes



Year 7-10 Uniform

Sport Representative Uniform:-

Will be supplied by the school for the event and must be returned to the Physical Education department

*Students in Year 10 who need to purchase a new uniform may purchase the Year 11/12 uniform in preparation for Senior School.

Senior School Uniform Year 11 and 12

Plain navy blue shorts or navy blue pants (no logo, stripes or wording)

Senior button up chambray shirt with School Logo

School jacket with School Logo

Closed in shoes

Plain socks

Formal Events:-

A school blazer and tie will be loaned by the school for formal representative events.



Senior Uniform

ATTENDANCE

The Education Act requires that all students must attend school daily until the end of the year the student turns 17 and ½ years or be involved in training or full time employment. A record of attendance must be kept by all teaching staff. This is a legal document and may be required to be produced in court.

All students need to attend school on a regular basis to gain maximum benefit from schooling in order to optimise their life opportunities. The School Education Act 1999 requires “compulsory aged students, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction unless an arrangement in writing has been entered into for a school”. While there is no legal requirement in the School Education Act 1999 for pre and post-compulsory aged students to enrol in a school, there is an expectation that once enrolled students will attend on a regular basis, and positive attendance patterns should be fostered by all students. Students who are absent without a reason will have an SMS sent to their parent/guardian mobile telephone.

The table below outlines the equivalent amount of school missed if absence is maintained over many years.

Period of Absence (Years 1-10)	Rate of Attendance	Equivalent Amount of School Missed if the Percentage Rate is Maintained between Yr 1-10
0 – 2.5 days missed per term	95% – 100%	0 – 6 months
Ave 5 days missed per term	90%	1 Year
1 day missed per week	80%	2 Years
1.5 days missed per week	70%	3 Years
2 days missed per week	60%	4 Years
2.5 days missed per week	50%	5 Years
3 days missed per week	40%	6 years

Absences for part of, all day, or for many days, must be covered by a written explanation or a phone call to school. These notes must be dated and specify the reasons for the absence/s. They should be brought to school by the student when they return after their absence and provided to their Form teacher or the Front Office.

LEAVING THE SCHOOL GROUNDS

Students who need to leave the school grounds during the day must report to Student Services Reception, before school with a note of authorization from their parent/guardian. The student will be provided with a "Permission to Leave School Ground" slip which can be presented to their class teacher at the appropriate time. Students should then report to Student Services Reception again to sign out prior to leaving the school grounds. Students must also sign in if they return to school.

Students are not permitted to leave the school grounds for any reason during school hours without parent permission.

SECONDARY ASSISTANCE

The Western Australian Department of Education provides an allowance to assist eligible families with secondary schooling costs.

To be eligible for the allowance the parent/guardian must hold a current Centrelink or Veterans' Affairs card that represents a statement of income for the family.

The allowance consists of two components:

- \$115 Clothing Allowance
- \$235 Educational Program Allowance which is paid directly to the school.

Application is made by the parent or guardian for students enrolled in Years 7-12.

Eligibility Criteria

Parent must hold one of the following cards:-

- Centrelink *Family Health Care Card*
- Centrelink Pensioner Concession Card
- Veterans Affairs Pensioner Concession Card (blue card- this card is income means tested)

Cards must be current in Term 1 and application must be made at the school.

Applications close on **Friday 13 April 2018**

PHOTO SHARING AND INFORMATION

The Department of Education's Information Privacy and Security Policy requires schools to gain Parent/Guardian permission before using visual images of students.

All students attending Yanchep Secondary College will, from time to time, have their photo taken at school events to recognise achievement, inform parents and the community and to promote the School.

We request your permission to use media images of your child in the contacts listed below:

- School Website
- DVD's
- Newsletters or Magazine articles
- Promotional material for the Department of Education
- Articles or West Australian or Community Newspapers
- Year Book
- Facebook

ELECTRONIC DEVICE AND MOBILE PHONE USE

While we do not support the use of mobile phones at Yanchep Secondary College, we accept that parents give their children mobile phones to enable them to be in contact for safety reasons before and after school. The increased ownership of mobile phones require that school administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly.

Parents and students recognise that the school has a duty of care in relation to students. Mobiles **MUST NOT** be used to notify parents during the day. In all cases students wishing to contact parents during the day must report to the Student Services Office. We also request that parents wishing to contact their children do so by phoning the school office, NOT the child. The school cannot accept responsibility for the security of mobile phones etc.

In order to carry mobile phones during school hours, all students must abide by the Acceptable Use of Mobile Phones. This policy applies during school time, including on excursion, camps and extra-curricular activities unless otherwise specified.

Acceptable Use of Mobile Phone Policy

- Mobile phones should not be brought to school without parent/carer's knowledge
- Mobile phones will be turned off at all times while at school or on school based activities
- Under no circumstances are mobile phones to be taken into examinations or tests
- The school cannot accept responsibility for the security of mobile phones
- Inappropriate Conduct It is accepted that there will be strong sanctions applied to those who breach the above conditions.

HOW TO ASSIST YOUR CHILD- Who to call

In order to assist your child at school, we encourage all students and parent/guardians to contact a member of the Student Services team if you have any concerns.

If something is going wrong, then don't leave it. It is easier to fix a problem in the early stages. Parent/ guardians are encouraged to phone the Year Coordinators who will help you to sort out what the problem is and/or refer you to someone else for help.

If your child is having difficulties in a subject please phone the relevant teacher and tell them your concern. You can also speak to the Head of Learning area or the Year Coordinator if your concerns relate to more than one subject.

If you believe your child is unhappy or experiencing difficulties, don't leave it. Please phone the Year Coordinator who will help your child. You can also contact the Program Coordinators, Deputy Principal or the School Psychologist and School Chaplain.

STUDENT DIARIES

Students are required to have their school diaries with them at all times. Teachers will be conducting regular checks to ensure students are making use of it. Parents are encouraged to support their child and use this diary to communicate with staff.

STUDENT LEADERSHIP TEAM

Students are elected from Years 8, 9, 10, 11 and 12 groups to form a School Leadership Team. Responsibilities include:- coordinating school assemblies, arranging fund raising activities, School Ball, liaising with staff and students and participating in community events.

PERSONAL PROPERTY

Students are responsible for their personal property and all belongings, including clothing, should be labeled with their name. Valuables and large sums of money should not be brought to school. During class time, bags are brought into classrooms except for the library. Lost property enquires should be made at the Student Services office.

BICYCLES/ SKATEBOARDS

A compound is provided for student's bicycles on the southern side of the school near the Technologies block. It is strongly recommended that students secure their bicycles with a padlock and chain. If students choose to bring a skateboard to school, they are to lock it in the bicycle compound.

SCHOOL LIBRARY

The Library is open to students to borrow books during breaks, before and after school. Students in the library are to behave appropriately and work in a respectful manner at all times being aware not to disrupt other students.

SMART RIDER

Each student can apply for a SmartRider card which entitles them to reduced cost on public transport. The forms can be collected from Student Services and need to be signed by a parent.

When travelling on a bus, students from Yanchep Secondary College are expected to:-

- Respect other travelers
- Wait for the bus in an orderly manner
- Behave appropriately at all times
- Follow the instructions of the driver
- Use approved bus stops

In case of an emergency or breakdown, follow the instructions of the driver.

CURRICULUM

Students in Years 7-10 will have the opportunity to demonstrate achievement in all learning areas.

- Arts (Visual and Performing)
- English
- Health and Physical Education
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Technology and Enterprise (including Woodwork, Metalwork, Food, Textiles and Information Technology)

In Years 9 and 10 students will be able to select from a list of specialist subjects to support their future plans. Some courses may incur additional charges which will be outlined on the selection sheet.

See our Curriculum handbook for further information.

MEDICAL CENTRE

If a student feels unwell during the day they should ask their class teacher for a referral to Student Services. Parents will then be contacted to collect their child from school. It is important that all emergency details and medical information is kept up to date to ensure prompt response. Students are not to contact parents to collect them.

If your child is unwell please do not send them to school.

At enrolment, details of student health issues will be collected. If a health plan needs to be established, you will be contacted to set up the plan. For eg, If a student requires medication during the day, appropriate paperwork will need to be completed.

In an emergency, if an ambulance is required, every attempt will be made to contact the parents first. However, it will be the parent's responsibility to cover the cost of the ambulance.

HOMEWORK

Developing a good study routine at home will assist students to develop positive habits which will enhance their opportunities in the future. It is recommended that students revise their work daily and complete any unfinished work at home. They can prepare ahead, revise their notes and read extensively including newspapers, novels and magazines.

Staff may set specific homework to be completed and parents are encouraged to check your child's diary regularly. Check with your class teacher for any specific homework or assignment requirements.

CAFÉ

A full cafeteria service will be available to students in their break times.

Further details will be provided on opening times and menu when available.

REPORTING TO PARENTS

All students will receive two formal reports each year and regular contact by class teachers will inform parents of their child's progress. Yanchep Secondary College will also conduct two parent reporting evenings during the year.

SCHOOL BALL

The School Ball is a formal event acknowledging the successful completion of a student's education and will be held annually. Attendance at the School Ball is a privilege and students will be invited to attend based on demonstration of exemplary behaviour.

Any student who has lost Good Standing at the time of the Ball will not be invited to attend.

Guests will be permitted to accompany students but will be required to attend an interview with the Principal, or delegate and be prepared to have a referee check completed.

There are expectations of students while at the School Ball. These are:-

- Dress standards are to be formal.
- Students will not be permitted to leave the venue until the end of the function, unless a prior arrangement has been made in writing. Students who leave the venue without permission will not be readmitted.
- Once students have left the venue the school's duty of care for them ceases and no responsibility will be taken for their behavior or personal safety once they have left the premises.
- Any student who is sent home as a result of poor conduct will not have their ticket price refunded.
- No student will be permitted to enter the venue if they are in possession or use alcohol or any controlled substance at or before the function. If a student is removed as a result of this conduct they will be excluded from the Ball and have additional school sanctions applied, including possible suspension/exclusion.
- Smoking is not permitted. Student will be asked to leave the premises and be sent home.

SCHOOL EXPECTATIONS

Students are expected to comply with the School Expectations at all times. These include:-

- Following the teacher direction at all times.
- Following the school dress expectations by wearing the school uniform at all times.
- Being respectful of staff and other students
- Not engaging in anti-social behavior (such as fighting or bullying)
- Respecting yourself (students under the influence or in the possession of illicit substances will be suspended)

VISITORS

All visitors' to the school must sign in at the front office and will be issued with a visitor's badge.

NOTES

