OUR SCHOOL VISION:

In unity, nurturing learning for life for the future.

Principal: Mr Norm Ireland
Deputy Principal: Mr Peter Hall

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Beverley District High School
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Wheatbelt Education Office: (08) 9622 0200
Dear Parents and Guardians,

Welcome to Beverley District High School.

Beverley District High School staff has always had at the heart of its endeavours, the development of the WHOLE child - both the academic and social aspects. We believe children, at any age, are learning and growing at their own rate and in their own special way. Our role is to provide the opportunities for each child to maximise their development. It is a great challenge to prepare students for adulthood in the 21st century and parents are invited to help us, as partners, to achieve this most worthwhile goal.

We encourage all parents and caregivers to play an active role in the children's development and welcome you to join with us in making our school a caring, enthusiastic, fun loving, learning centre in which we all feel a sense of ownership and pride.

Please feel welcome to phone me personally if you have any concerns or issues you would like to discuss. I'm here to help and no problem is too minor to assist you and your children to make the most of the experiences we offer.

Norm Ireland
Principal
Beverley District High School
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1. 2014 SEMESTER AND TERM DATES

Dates gazetted for primary and secondary students in public schools in Western Australia (all dates inclusive).

<table>
<thead>
<tr>
<th>Semester 1</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Students</td>
<td>Teachers</td>
</tr>
<tr>
<td></td>
<td>Monday 3 February - Friday 11 April</td>
<td>Thursday 30 January - Friday 11 April</td>
</tr>
<tr>
<td>Break</td>
<td>Saturday 12 April – Tuesday 29 April</td>
<td>Saturday 12 April – Sunday 27 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>Students</td>
<td>Teachers</td>
</tr>
<tr>
<td></td>
<td>Wednesday 30 April – Friday 4 July</td>
<td>Monday 28 April – Friday 4 July</td>
</tr>
<tr>
<td>Break</td>
<td>Saturday 5 July – Monday 21 July</td>
<td>Saturday 5 July – Sunday 20 July</td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Students</td>
<td>Teachers</td>
</tr>
<tr>
<td></td>
<td>Tuesday 22 July - Friday 26 September</td>
<td>Monday 21 July - Friday 26 September</td>
</tr>
<tr>
<td>Break</td>
<td>Saturday 28 September - Monday 13 October</td>
<td>Saturday 27 September - Sunday 12 October</td>
</tr>
<tr>
<td>Term 4</td>
<td>Students</td>
<td>Teachers</td>
</tr>
<tr>
<td></td>
<td>Tuesday 14 October - Thursday 18 December</td>
<td>Monday 13 October - Friday 19 December</td>
</tr>
</tbody>
</table>

1. All students start the school year on Monday 3 February and end the school year on Thursday 18 December.
2. There are seven school development days during the year where students do not attend.
3. Two of these days are before the school year starts for students and one day is after the school year ends for students.
4. Each school schedules another four days throughout the year in consultation with its school council/board and school community.

**MONDAY TIMETABLE – Primary & Secondary**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8.40am – 9.40am</td>
<td>(60 minutes)</td>
</tr>
<tr>
<td>2</td>
<td>9.40am – 10.40am</td>
<td>(60 minutes)</td>
</tr>
<tr>
<td><strong>Recess</strong></td>
<td><strong>10.40am – 11.00am</strong></td>
<td>(20 minutes)</td>
</tr>
<tr>
<td>3</td>
<td>11.00am – 12.00pm</td>
<td>(60 minutes)</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td><strong>12.00pm – 12.40pm</strong></td>
<td>(40 minutes)</td>
</tr>
<tr>
<td>4</td>
<td>12.40pm – 1.35pm</td>
<td>(55 minutes)</td>
</tr>
<tr>
<td>5</td>
<td>1.35pm – 2.30pm</td>
<td>(55 minutes)</td>
</tr>
</tbody>
</table>

**TUESDAY – FRIDAY DAILY SCHOOL TIMETABLE – Primary & Secondary**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8.40am – 9.40am</td>
<td>(60 minutes)</td>
</tr>
<tr>
<td>2</td>
<td>9.40am – 10.40am</td>
<td>(60 minutes)</td>
</tr>
<tr>
<td><strong>Recess</strong></td>
<td><strong>10.40am – 11.05am</strong></td>
<td>(25 minutes)</td>
</tr>
<tr>
<td>Skills session</td>
<td>11.00am – 11.20am</td>
<td>(20 minutes)</td>
</tr>
<tr>
<td>3</td>
<td>11.20am – 12.20pm</td>
<td>(60 minutes)</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td><strong>12.20pm – 1.00pm</strong></td>
<td>(40 minutes)</td>
</tr>
<tr>
<td>4</td>
<td>1.00pm – 2.00pm</td>
<td>(60 minutes)</td>
</tr>
<tr>
<td>5</td>
<td>2.00pm – 3.00pm</td>
<td>(60 minutes)</td>
</tr>
</tbody>
</table>

Students **should not** arrive at school before **8.20am**.
2. PRE-PRIMARY TIMETABLE 2014:

Beverley District High School offers a full time Pre-Primary program run in a purpose built facility on the school site from the first day of the School year, starting on 3rd February.

3. KINDY TIMETABLE 2014:

Each of the 4 school terms during the year has 10 weeks.

Kindy days are:
Odd weeks (1, 3, 5, 7, 9) – Wednesday, Thursday. (8.30 – 3.00)
Even weeks (2, 4, 6, 8, 10) – Tuesday, Wednesday and Thursday. (8.30 – 3.00)

Regular attendance is essential to enable full academic and social development.
BEVERLEY DISTRICT HIGH SCHOOL

4. SCHOOL PROFILE

Beverley District High School is located in a rural community about 130km from Perth in the wheatbelt region of WA. The school site is adjacent to the Avon River and close to the town's sporting facilities of oval, tennis, bowling, basketball courts and swimming pool. Beverley has a strong history of aviation and the town boasts a gliding club and flying school. Since WW2 it has been a major training airstrip for the Armed Forces Caribou aircraft.

The District High School in Beverley represents a long tradition of education in the town and its surrounding localities. We celebrate 141 years of schooling in Beverley in 2014. The present buildings were constructed in 1950, with extensions completed in 1962. More recently, Beverley District High School has built a state of the art D&T room and obtained a MOASH (community access building). In 2010, the school had a new library and a combined Art/Craft and Music room built under the Federal Government's Building the Education Revolution program. There are two networked computer labs in the school. The school has extensive grounds with one large oval, cricket net and tennis, basketball and netball courts.

At Beverley District High School, our purpose is to provide the best opportunities for our students to develop their full academic, aesthetic and physical potential and to encourage independent learning and social responsibility. The staff and parents at the school are committed to providing a safe and supportive environment for all its students.

The school currently caters for around 185 students from years K to 10. About 30% of the students are members of farming families. 26% of families have been resident in Beverley for less than 5 years. There are 17 teaching and 7 support staff. There is a mixture of teaching experience with long serving staff and graduates working together to provide an appropriate, challenging and relevant curriculum to students.

The school is very community orientated and enjoys excellent parent-teacher support. The school has an active and supportive Parents & Citizens Association and a hard working and effective School Council. There are many community links and the school is solidly supported by the many active environmental, sporting and service groups in the community. Parents are encouraged to take an active role in their children's education and are an integral and much appreciated component of many of the school's programs.

5. SCHOOL PLAN

The School Plan outlines our key objectives and the major strategies to achieve them. It shows how our resources are allocated and the methods by which we monitor our progress.

The values which guide our work and which we hope will be shared by everyone in the school are:

- We value our capacity to learn and encourage others to do so.
- We have high expectations of ourselves and others.
- We work best together, with mutual respect.
- We have a sense of social responsibility in our school.
Our **2014 SCHOOL PRIORITIES** are to enhance the areas of:

1. Literacy  
2. Numeracy  
3. Attendance

### 6. EXPECTATIONS

Schooling has changed in line with changes in society. However some basic understandings and expectations are still of major importance:

- regular and punctual attendance  
- high standards of behaviour and respect  
- aiming to achieve your best at all times in all Learning Areas.

In addition, this school encourages students to have a positive outlook towards learning and aims to have students take more responsibility rather than having to be told what to do all the time. Hence problem-solving, independent learning and effective decision making are considered to be more important than continual rule making.

**Our “Rights and Responsibilities” summarise our expectations**

<table>
<thead>
<tr>
<th>Everyone in our school community has the <strong>RIGHT</strong> to:</th>
<th>Everyone in our school community has the <strong>RESPONSIBILITY</strong> to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• teach and learn without disruption</td>
<td>• make it easy for teaching and learning to occur without disruption</td>
</tr>
<tr>
<td>• be treated with courtesy and respect</td>
<td>• show respect and courtesy to others</td>
</tr>
<tr>
<td>• work in a safe, secure and clean environment</td>
<td>• help keep our school clean, safe and secure</td>
</tr>
<tr>
<td>• achieve to their potential and be proud of this</td>
<td>• try hard, help others to do the same and bring credit to the school and its community</td>
</tr>
<tr>
<td>• have their property respected</td>
<td>• respect students, staff and school property</td>
</tr>
</tbody>
</table>

### 7. INDICATORS OF THE SCHOOL’S PERFORMANCE

The success of Beverley District High School in fulfilling its purpose and demonstrating a link to the Curriculum Framework and the Australian Curriculum will be indicated by the extent to which:

- The school improves student performance by taking appropriate action based on the analysis of quality data gathered about the standards of achievement.  
- The school delivers relevant learning experiences that are responsive to the needs of students.  
- The school offers a safe, caring and inclusive learning environment.  
- School leadership is committed, responsive and collaborative.  
- School staff are motivated, involved and competent.  
- The school’s financial and physical resources are managed to optimise learning outcomes for students.
• The school operates in partnership with the community.
• The school responds to the strategic directions of the Plan for Government Schools 2012 - 2015.

The link to the Curriculum Framework which establishes learning outcomes expected of all students from Kindergarten to Year 10 can be seen in the:

Overarching Learning Outcomes from the Curriculum Framework

• Students use language to understand, develop and communicate ideas and information and interact with others.
• Students select, integrate and apply numerical and spatial concepts and techniques.
• Students recognise when and what information is needed, locate and obtain it from a range of sources and evaluate, use and share it with others.
• Students select, use and adapt technologies.
• Students describe and reason about patterns, structures and relationships in order to understand.
• Students visualise consequences, think laterally, recognise opportunity and potential and are prepared to test options.
• Students understand and appreciate the physical, biological and technological world and have the knowledge and skills to make decisions in relation to it.
• Students understand their cultural, geographical and historical contexts and have the knowledge, skills and values necessary for active participation in Australia.
• Students interact with people and cultures other than their own and are equipped to contribute to the global community.
• Students participate in creative activity of their own and understand and engage with artistic, cultural and intellectual work of others.
• Students value and implement practices that promote personal growth and well being.
• Students are self motivated and confident in their approach to learning and are able to work individually and collaboratively.
• 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.

8. SCHOOL CURRICULUM

Learning Areas

Our school curriculum is currently divided into eight compulsory Learning Areas:

1. **English:** Students learn about the English language: How it works and how to use it effectively. They develop an understanding of the ways in which language operates as a social process and how to use language in a variety of forms and situations. They learn to speak, listen, view, read and write effectively. It involves aspects of writing, reading, spelling, listening and speaking.

2. **Mathematics:** Students learn to use ideas about number, space, measurement, chance and data, and mathematical ways of representing patterns and relationships, to describe, interpret, and reason about their social and physical world. Mathematics plays a key role in the development of students’ numeracy and assists learning across the curriculum.
3. **Science:** Students learn to investigate, understand and communicate about the physical, biological and technological world and value the processes that support life on our planet. Science helps students to become critical thinkers by encouraging them to use evidence to evaluate the use of science in society and the application of science in daily life.

4. **Society and Environment:** Students develop an understanding of how individuals and groups live together and interact with their environment. Students develop a respect for cultural heritage and a commitment to social justice, the democratic process and ecological sustainability.

5. **Health and Physical Education:** Students develop an understanding of health issues and the skills needed for confident participation in sport and recreational activities. This enables students to make responsible decisions about health and physical activity and to promote their own and others’ health and well-being.

6. **The Arts:** Students develop creative skills, critical appreciation and knowledge of artistic techniques and technologies in dance, drama, media, music, visual arts and combinations of art forms. The Arts develop students’ sense of personal and cultural identity and equip them for lifelong involvement in and the appreciation of The Arts.

7. **Technology and Enterprise:** Students apply knowledge, skills, experience and resources to the development of technological solutions that are designed to meet the changing needs of individuals, societies and environments. Students become innovative, adaptable and reflective as they select and use appropriate materials, information, systems and processes to create solutions that consider the short and long term impact on societies and environments.

8. **LOTE:** Students learn to communicate effectively in languages other than English (Italian). They gain an understanding of other societies, the ability to interact with people and cultures other than their own and practical skills which they can use in future social, cultural and vocational areas.

9. **STAFF MEETINGS AND SCHOOL DEVELOPMENT DAYS**

School management in a devolved and decentralised education system requires a great deal more planning, consultation and monitoring to achieve the higher degree of accountability desired. To enable longer periods of time for this to happen, the following arrangements have been made:

- Monday classes conclude at 2.30pm to allow for collaborative planning.
- Formal staff meetings occur twice per term.
- School development days occur at the beginning of most terms. These days allow staff to work together to plan and implement school and departmental initiatives.

10. **LEARNING TECHNOLOGY POLICY**

Beverley District High School’s computer facilities are provided to allow students and staff to access and use a variety of computer hardware, software and information sources; including the Internet. These facilities are provided to further the educational goals of the school community, through access to unique resources and opportunities for collaborative work.
To help ensure the effective use of this resource the following guidelines are in place:

**Students will not:**
- Place food and/or drinks at or near the computers and associated hardware.
- Use the computers and associated equipment unless there is a teacher present in the room.
- Add or remove any software without appropriate permission from the teacher.
- Use any software from outside the school unless it is checked by the teacher before use in any school computer.

**When using the Internet at Beverley District High School students will:**
- Only access the Internet at school under the direction of a teacher.
- Only look for information that is appropriate to the school subject matter.
- Immediately report an unsuitable site to the teacher.
- Use the Internet so that it doesn’t cause offence to anyone.
- Never share or allow others to use their Logon.

**11. REPORTING**

This is the communication of information in written and oral form about each student’s performance. This information is based on a teacher’s professional judgement from a range of sources.

During 2014 parents will receive information about student progress through a variety of means:

- Formal student reports are provided at the conclusion of Semester 1 & 2. These reports are on the standardised Government School report form.
- Interim reports are provided for all students at the end of Term 1.
- In Term 3 students in Years 3, 5, 7 and 9 will receive a NAPLAN report. This report provides feedback to parents on their child’s achievement in a test completed in May. It also provides feedback on children’s performance compared to other children in Australia of the same age.
- Informal reporting occurs continuously throughout the year. This can take the form of phone calls, notes, interviews, certificates, etc.

All of these are valid forms of reporting and need to be seen as such. Parents are encouraged to contact their child’s teacher if they have any concerns about his or her progress.

**12. PRIMARY EXTENSION AND CHALLENGE (PEAC) COURSES**

These cater for Year 5, 6 & 7 students who are identified as academically talented through Wheatbelt Region testing procedures. The school will continue to seek ways to better cater for other identified gifted and talented children.
13. LEARNING DIFFICULTIES

Children with learning difficulties are catered for by both integrated classroom programs, individual education plans (IEP) and specific sessions, where small group learning occurs. Our Learning Support Coordinator (LSC), Deputy Principal Mr Peter Hall, manages these situations across the school and is readily available to liaise with parents/caregivers.

14. HOME LEARNING

To achieve success, particularly in the secondary area of the school, students will need to complement class learning with work and study at home. Home Learning falls into two categories: Home Study and Homework.

Home Study is time that needs to be devoted on test preparation, reading and revising the lessons of the day, and learning note-making techniques. There is always study that can be done, even if only for fifteen minutes or so. The completion of study is up to the individual student as the amount required will vary according to each student’s strengths and weaknesses.

What is Homework?

- Completion of work begun in class. This might be specified by the teacher because the class ran out of time, or it might be work that the student or teacher judges needs to be finished before moving on to the next step/activity/task.
- Research, preparation or specific tasks set by the teacher which cannot be completed in the classroom.
- Assignment work which is ongoing.

15. PARENT-TEACHER INTERVIEWS

The school is very supportive, in the interest of education, for a close liaison to exist between parents and teachers. It is important that parents and staff interact positively so that together we can achieve the best possible outcomes for all students.

Parents and carers are encouraged to discuss the progress of their child with their teacher/s at any time of 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 office. This will ensure that your child’s teacher is available and prepared for the interview.

Concerns or issues should be raised with your child’s teacher in the first instance as they are most likely to have knowledge of your child’s learning and behaviour. Further interviews can then be arranged with the Deputy or Principal.

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 Deputy Principal or the Principal. The office is open from 8.30am to 3.00pm each day.
16. VISITORS TO SCHOOL GROUNDS

All visitors, including parents, are legally obliged to contact the front office upon entering the school. A Visitors Book has been placed in the front office. Parents/visitors are required to sign the book upon arrival at school (during normal school hours) and sign out upon leaving.

If you are withdrawing your child from class for any reason, parents/guardians must report to the front office. Then a staff member will retrieve your child from the classroom.

After hours use of school facilities by groups such as clubs and societies is encouraged. Applicants will need to discuss their requirements with school administration. Charges will also be discussed and an agreement (“Licence”) drawn up.

17. PARENT HELPERS IN LEARNING PROGRAMS

The partnership between teacher, parent helper and student is both powerful and productive. Both the children and parents derive great pleasure and benefit from this program. Parents are able to assist by hearing children read or in class - making charts and other aids, 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 that all volunteers working with children other than their own, may need to apply for a Working with Children card. These forms are available at the office. The Department of Education Policy now requests that any person working near or with students is to complete a Confidential Declaration Form. Staff will be advised to ask any parent helper to complete a Confidential Declaration form and parents may be required to provide Police Clearances. These procedures are used to ensure the safety and welfare of our students.

18. GRIEVANCES AND COMPLAINTS PROCEDURES

Principles:
- We will listen to you and clarify the nature of your concern.
- Problems may be solved by referring to published policies and procedures.
- We aim to settle issues at the level at which they are occurring.
- Action will be taken to rectify problems.
- We will not act on rumours and innuendo.

Formal Complaints:

These may be discussed with school or regional administration and will be followed up in writing. An appropriate person will follow through the complaint to try to reach a resolution in a fair way.

19. ILLNESS AND ACCIDENTS

Parents are required to keep sick children at home to minimise the risk of spreading infection. If you are keeping your child at home, please contact the school to advise us of the student’s absence that day.

If a child becomes ill during the day, parents or the emergency contacts will be telephoned. If in an emergency no-one can be contacted, the school will seek out...
medical or hospital treatment at the parents’ expense. While Medicare or Health Insurance will reimburse some of the costs, ambulance transport can be expensive and families are advised to ensure they are covered for this.

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

**MEDICATIONS:**

Parents requiring children to receive prescription medication at school must make an appointment with Administration and arrange to complete appropriate authorisation and instruction forms. Parents can make arrangements with the local pharmacist for Webster Packs for students requiring long term medication.

No drugs are to be on school premises without written authority from parents stating the required dosage and information required for the drug to be administered.

Similarly, if parents require the school to take emergency actions for known conditions affecting their children they should also contact Administration to develop an Emergency Action Plan.

*Both of these requests are required to be completed at the commencement of each new school year.*

Whilst we will endeavour to take all care with the storage and administration of medications, we cannot accept full responsibility. If parents have any concerns at all regarding medical treatment or conditions they are encouraged to contact Administration to discuss these.

**HEAD LICE:**

Students found to have head lice will be excluded from school until treatment has begun and all live head lice are removed. This is in accordance with the recommended treatment advice. Students can return to school the day after treatment has commenced, provided that effective treatment is completed consistently over the following ten days.

The school advises that parents use the Department of Health’s recommended treatment as described in the *Head Lice Fact Sheet*. The 10 Day Hair Conditioner Treatment is the preferred treatment. However, parents who wish to use insecticide treatment may do so according to the Department of Health’s instructions.

The school strongly advises that students with long hair should wear it tied back, braided and/or pinned up. Students should not share caps or hats.

It is the responsibility of parents to check their own child for head lice infestation. The most effective way of screening for head lice is by parents combing their child’s hair using hair conditioner and a metal comb. For more information contact either the Deputy Principal or School Nurse.

**20. SCHOOL INSURANCE**

Students attending camps or excursions that involve an overnight stay are provided with limited insurance cover by the Department of Education 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 Department.

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 or ambulance cover will suffice in the event of an accident.

21. EXCURSION POLICY

DEFINITION
Any student-learning activity conducted off the site of the school, at which the student is enrolled, that is organised or managed by a member of the teaching staff employed under s237 of the School Education Act 1999 and has gained the appropriate approval(s). Excursions: Off School Site Activities – 2003.

RATIONALE
The Department of Education and Beverley District High School recognise that the experiences of students outside the school grounds contribute to the development of their understandings, skills and attitudes. The provision of opportunities for students to learn from the wider community builds on and reinforces the school curriculum. Excursions are an important means of providing such opportunities.

OUTCOMES
- Excursions should provide positive social, academic and behavioural opportunities that are linked to classroom learning experiences.
- It is anticipated that students from all years will participate in at least one classroom excursion per semester.
- Students from all years may also be involved in a number of sporting excursions.

ROLES AND RESPONSIBILITIES
Principals and teachers are required to ensure the safety of students in their care and careful planning should address the risk factors for both students and staff.

Principal
- The Principal must ratify that all planning for educational excursions meets school and departmental guidelines.
- The Principal must nominate a teacher to be in charge of the excursion.
- The Principal must approve all excursions prior to their commencement.

Teacher
- Teachers must select an excursion that is age appropriate and linked to student learning needs.
- The Teacher-in-Charge of the excursion must arrange an excursion proposal and management plan. This must be submitted and discussed with the Deputy Principal at least 2 weeks prior to the date of the excursion.
- The teacher must discuss with the Principal any possibility of individual student exclusion from the excursion; and those not participating must be provided with appropriate learning alternatives.
- The Teacher-in-Charge must read and seek clarification of the Department of Education Excursion Policy, Water Based Excursion Policy and Organisational Guidelines for Physical & Health Education as they relate to this excursion.
• Duty of care remains the responsibility of the Teacher-in-Charge and the supervisors.

**Students**
- Students are expected to attend planned excursions, but if not, will be provided with appropriate learning alternatives at school.
- Students are expected to wear school uniform as per the School Dress Code.
- Students will demonstrate expected standards of behaviour.
- Students will remain with their group at all times and be responsible for their own belongings.

**Parents**
- Parents will be aware of all details of the excursion as outlined in the permission note.
- Parents should ensure that students are adequately prepared on the day.

**22. STUDENT COUNCIL**

The Student Council is elected through peer nomination and confirmed by Teacher Ballot.

Regular meetings are held and several fundraising and social events are organised throughout the year. These students also undertake leadership roles throughout the year.

**23. SCHOOL COUNCIL**

This currently consists of parents from the P & C, local business and staff members, part elected annually, plus the Principal.

The Council is formed for the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of the students and will enhance the education provided by the school.

The Council has the following powers and duties:

To take part in:
- Establishing and reviewing from time to time, the school’s objectives, priorities and general policy directions.
- The planning of financial arrangements necessary to fund those objectives, priorities and directions.
- Evaluating the school’s performance in achieving them, and
- Formulating codes of conduct for students at the school.

To determine in consultation with students, their parents and staff a dress code for students when they are attending or representing the school.

To promote the school in the community.

To approve
- Charges and contributions for the provision of certain materials, services and facilities under section 99(4) of the School Education Act.
- Extra cost optional components of educational programs, under section 100(3) of the School Education Act, and
• Any agreements or arrangements for advertising or sponsorship in relation to the school under section 216(5) of the School Education Act.

To provide advice to the Principal of the school on:
• A general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education, and
• The implementation of special religious education under section 69(2) of the School Education Act.

With the approval of the Minister or the Director General, as the Minister’s delegate, to:
• Take part in the selection of, but not the appointment of, the school Principal or any member of the teaching staff under section 129(2) of the School Education Act, and
• To do all things necessary, or convenient to be done for, or in connection with, the carrying out of its functions.

The Council cannot:
• Intervene in the educational instruction of students.
• Exercise authority over teaching staff or other persons employed at the school.
• Intervene in the management or operation of a school fund.

24. PARENTS AND CITIZENS ASSOCIATION

The P&C meets as needed, with dates and times being advised in the school newsletter. Membership is $1.00 per individual. This can be paid at the school or at any P&C meeting. Members are encouraged to become financial to ensure their right to vote at meetings.

The functions of the P&C:
• To represent parents/community on School Council – representatives are elected by and from the financial members of the P&C and take the views of the parent body to the School Council and report back to the P&C.
• Promote and support communication and cooperation within the school community and bring educational matters to the attention of the wider community
• Develop parent participation and involvement in the school.
• Provide extra amenities for the benefit of government school students by running the school canteen and other fundraising activities.

25. OTHER SCHOOL SERVICES

Most issues and problems should be resolved at the level of student-teacher-parent, but other personnel in the school system may be of assistance.

CAREER EDUCATION

A secondary teacher has the responsibility of handling vocational education and assisting with career/study issues. Referral to other agencies ie TAFE.

ABORIGINAL AND ISLANDER EDUCATION OFFICER (AIEO)

The AIEO is a school-based role. AIEOs develop, promote and maintain communication networks between Aboriginal and Torres Strait Islander students, their parents or carers, the community and the school. The AIEO plays a key role in providing knowledge and understanding of Aboriginal and Torres Strait Islander history, language and culture within schools. This understanding promotes respect and harmony.
They conduct their role in collaboration with teachers and the Principal.

**SPEECH THERAPY**

Speech therapy is conducted by arrangement with the Beverley Hospital. Children may be referred by parents or teachers and close liaison is necessary to make the most of this professional service.

**OCCUPATIONAL THERAPY**

Occupational therapy is by arrangement with the Beverley Hospital. Children may be referred by parents or teachers and close liaison is necessary to make the most of assisting students involved with their motor development, co-ordination, fine and gross motor skills etc.

**CENTRE FOR INCLUSIVE SCHOOLING - Education Support**

A teacher from the Centre for Inclusive Schooling will assist in program development and curriculum delivery for Education Support students. Please see the Deputy Principal for further information. Educational Assistant time is provided in the primary and secondary areas to assist in education of children with intellectual and learning disabilities.

**SCHOOL HEALTH NURSE**

A community health nurse visits regularly to help monitor health and development. This service includes health appraisals of students in Kindergarten and/or Pre-Primary, vision and hearing assessments of individuals on referral, health education in the classroom, co-ordination of school based immunisation program(s) and liaison with parents and teaching staff regarding 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 School and at the beginning of each year. Notification of any changes in your child’s healthcare status throughout their schooling is mandatory. These include providing 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.

Parents/carers are required to provide a copy of their child’s immunisation record at the time of enrolment. Children are recommended Booster immunisations at four years of age. Immunisations may be obtained by appointment at the immunisation clinic held at the Beverley Hospital.

Infectious diseases are common in younger children and parents are reminded that some of these require exclusion from school for certain periods of time. (ie measles, chicken pox, conjunctivitis, rubella, impetigo (school sores), head lice (pediculosis), ringworm. Contact the school, or your doctor for further information. Parents should watch community news sheets for additional information on immunisation clinics.

**SCHOOL DENTAL VAN**

The school is visited during the year by a mobile dental therapy unit. All school children who are 5 years of age and over are eligible for examination by this unit. Parents will be informed of visits by the Dental Service.

**SCHOOL PSYCHOLOGY SERVICE**

The school has access, through the Wheatbelt Education Region, to a School Psychologist, who can assist parents and teachers in identifying learning and behavioural problems in students. Contact class teachers or the Deputy Principal to arrange an appointment. Parents and teachers may refer students.
26. CANTEEN

Our School Canteen is a valuable resource to our School Community and is run on a volunteer basis. The Canteen is a major fundraising opportunity for the P & C - money raised assists all children attending Beverley DHS.

The Canteen is managed by Mrs Teresa Reid and assisted by volunteers on Wednesday and Friday of each week unless otherwise notified. Parents/carers are requested to assist with canteen duties and a roster is published via the School Newsletter. A parent helper is rostered each canteen day from 9.00am to 1.00pm.

A menu is issued each summer and winter. If you don’t have one, please contact the school. Children may order their lunch by placing their name, order and class on a lunch bag with correct money and placing it in the box provided in their classroom. Lunch bags are available from the local IGA.

Any person interested in helping at Canteen as a volunteer can contact the School Office 9646 1165. All volunteers are very much appreciated and welcome. The children love to see their Mum/Dad/Carer helping at the Canteen and usually bring their friends to say “Hello”. They are all smiles and very proud. Helpers are always needed.

27. ASSEMBLY

There is a short informal assembly on the first day of school to introduce staff to parents and students.

A school assembly is presented by each class from Pre-Primary to Year 10, and is held three times each term on a Thursday afternoon, commencing at 2.00pm. The assemblies are held in the undercover area. Other smaller assemblies may be scheduled throughout the year.

Class items and merit awards are presented at assemblies. Parents/carers are invited and encouraged to attend as often as possible. Any changes to assembly times and format are notified via the Newsletter.

28. NEWSLETTERS

A school newsletter is produced every second Thursday commencing from the first or second week of each term. This is our method of communicating with parents.

It is essential that each family receives and reads each newsletter. If families do not receive their regular copy, they should contact the school office to receive another one. There is a section in the newsletter for community news.

Community notes can be included for publishing by being submitted via email to the School Officer megan.vandenberg@education.wa.edu.au by 12.30pm on Tuesday the week the newsletter is published. The Newsletter is also available on our school website; www.beverleydhs.wa.edu.au

Occasionally a School Snippet will be published and sent home to convey important information before a school newsletter is due.
29. **LOST PROPERTY**

Items found are securely stored and are able to be viewed. Unclaimed items are periodically given to charitable organisations. All items of clothing should be clearly named.

30. **SCHOOL BUS INFORMATION**

A school bus runs for all children who reside more than 4.0 kilometres from the school, or in special circumstances, with prior arrangement with the Education Department. Rules govern how close to the family home the bus can go.

New families who feel they qualify need to complete an online application, www.schoolbuses.wa.gov.au It is the responsibility of parents to notify the bus driver and their children of any change in their bus routine.

Last minute changes can be rung through to the school office and staff will notify students. Please notify the school office by 2.00 pm at the latest (1:00pm on Mondays).

Students who travel on school buses must be punctual and well behaved at all times. Misbehaviour, which distracts the driver and endangers the lives of passengers, cannot be permitted. Continued misbehaviour may result in a student being refused transport on this service.

**School Bus Code of Conduct**

- Students must be ready to board three minutes prior to bus arrival in the morning or departure each afternoons.
- Students are to respect each other and must not act in any way which could be interpreted as violent or abusive. This includes “play fighting” and verbal abuse.
- Students must never play on the side of the road. Fooling around can lead to serious accidents.
- Students must be careful when boarding and alighting. Don’t cross the road without looking. Only cross after the bus has pulled away and never run.
- Students must ensure they do not damage or dirty the bus or its fittings. Feet and school bags are not to be placed on seats.
- The authority of the driver as the adult in charge must be accepted and respected by all passengers.
- There is to be no eating or drinking on the bus.
- Health Regulations will not permit animals to be carried on school buses.
- The carrying of large objects like surfboards and bicycles must be negotiated with the driver prior to transportation. It may not be possible to transport these.
- All students must make themselves familiar with exits, fire extinguishers and the first aid kit.

**School Bus Rules (As required by the Public Transport Authority)**

- 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.
Please note: These rules apply to all students whenever travelling on a school bus. Parents wishing to request application or alterations for bus services must contact School Bus Services.

Behaviour issues should be directed to bus drivers/contractors.

School Bus Contractor: Mr Max Hunter (08) 9646 1236
Heather Kendrick (08) 0427 917 307

31. SCHOOL DRESS CODE

School uniform is now mandatory in all Government Schools. The standard of dress contributes to the overall tone of the school. Dirty clothes, offensive articles of clothing such as lurid T-shirts or T-shirts bearing suggestive slogans and/or advertising material are detrimental to the educational experiences and prospects of the students as a whole, as are extremes of attire.

Thongs, cycling shorts (except for sport), long dangling earrings and excessive make-up are also inappropriate. Students are not encouraged to wear jewellery and the school accepts no responsibility for lost, stolen or broken jewellery. Secondary students must wear closed in shoes and have hair tied back, for all practical and science lessons.

Facial piercings are not acceptable. Should a student have a facial piercing the school must receive written permission from Parent/Guardian and it must be covered with a bandaid whilst at school.

The wearing of uniform develops morale, reduces competition and is both practical and economical. Failure to wear school uniform may lead to the student being excluded from extra-curricular activities.

The Uniform Shop will be open on the first day of the school year from 9.15am – 10.15am. Following that, it will open for a short time after each assembly. Two main orders will be taken each year for summer (Sept/Oct) and winter (March/April).

Details of School Uniform

<table>
<thead>
<tr>
<th>Primary/Secondary</th>
<th>Red polo shirt with black embroidered collar and school crest or l/sleeve red polo with printed crest.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pants or shorts:</td>
<td>Plain black shorts, trousers, fleecy track pants or bootleg pants.</td>
</tr>
<tr>
<td>Skirt or skorts:</td>
<td>Plain black.</td>
</tr>
<tr>
<td>Dress:</td>
<td>Red &amp; white check (stubbies)</td>
</tr>
<tr>
<td>Jumper:</td>
<td>Half zip red polar fleece with embroidered school crest.</td>
</tr>
<tr>
<td>Jacket:</td>
<td>Full zip black with red trim, micro fibre jacket with embroidered school crest.</td>
</tr>
<tr>
<td>Beanie:</td>
<td>School colours embroidered with school name.</td>
</tr>
<tr>
<td>Hat:</td>
<td>Red &amp; broad brim hat with school name &amp; printed crest (Kindergarten &amp; Pre Primary students are supplied with a distinctive hat)</td>
</tr>
</tbody>
</table>

Sun Protection Policy

We also insist on the wearing of a broad-brimmed hat as protection against the damaging effects of solar radiation. "No Hat No Play" policy applies all year round.
Footwear

We encourage students to wear enclosed shoes at all times. Enclosed shoes must be worn for Physical Education and practical lessons in Home Economics, Science & Design & Technology.

32. VALUABLES

Students should be discouraged from bringing valuables to school as these can be easily lost or damaged. The school strongly discourages students from bringing mobile phones or electronic equipment such as MP3 players, ipods and the like. These items are NOT to be used during school hours on school premises.

If however you feel it is necessary for your child to have a mobile phone at school, they are to check it in at the front office before school and collect it after school. Please endeavour to have all items marked with the student’s name.

If a child is found to have not followed these rules, they will have the valuables confiscated until a parent attends to collect them.

33. PAYMENT OF VOLUNTARY CONTRIBUTIONS

Contributions may be paid at the school office from the start of the school year.

Voluntary Contribution Schedule:

Kindy to Year 7 inclusive: $50.00 per student.
Year 8, 9, 10: $235.00 per student (Holders of Pension, Health Care or Concession Cards are eligible to claim)

While contributions are voluntary, the quality of our teaching and learning programs is significantly enhanced when each family makes its contribution to supplementing the funding gained from other sources. The failure to pay the voluntary contribution may affect the courses offered at Beverley. The school realises that large fee payments may present problems for some parents. Parents so affected should make enquiries at the School to see what assistance can be given, either by state government allowances or time payment. Centrepay is available at the school.

34. INTERM SWIMMING

Students in Pre-Primary to Yr 10 will participate in In-Term Swimming Lessons. The lessons are compulsory as they are part of the Physical Education Curriculum. If a student is unable to attend, a note from the parents/carers is required.

The Shire and the School are offering a discount to enable you to pay $8.00 for the ten lessons rather than $1.00 per lesson to be paid at the pool. If you have purchased a season ticket from the Shire of Beverley there will be no charge. Please advise the school if you have purchased a season ticket.
35. STUDENT BOOK LISTS AND PERSONAL REQUIREMENTS

Every child receives a Book and Personal Items list through the mail at the end of each school year. It is important for children to have these items available for every day use at school, especially the workbooks, as this maximises their participation in class activities. Please endeavour to have all items marked with the student’s name.

36. ATTENDANCE

- Attendance is compulsory for all students until the end of the year in which they turn 17.
- All students, from Pre-Primary to Year 10, are to attend school full time commencing on 3th February 2013.
- Children are NOT to be on the school grounds before 8.20am as staff are not able to supervise the grounds before that time. Primary classes commence at 8.40am, Secondary classes commence at 8.35am and finish at 3.00pm (Tuesday to Friday) and 2.30pm on Mondays.
- If students wish to leave before the end of Year 10, they must have guaranteed employment and special exemption must be gained. The appropriate forms are available through the school.
- LATE: Children who are late for school are required to come to the office for a Late Note to be handed to their class teacher.
- Explanations are required for all absences. If your child will not be at school a phone call to the office on 9646 1165 or a note to the class teacher that morning would assist us in accurate record keeping. Any absentees not explained by 9am will receive a text message regarding an explanation required for your child/children absence.

37. LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds during the school day without a parent, or recorded family contact, signing them out at the front office. Any child leaving the school grounds is required to be accompanied by the adult signing them out.

38. LIBRARY CIRCULATION POLICY

The Library has a terrific range of up to date books for loan. Students are welcome to borrow the following number of books from the Library:

<table>
<thead>
<tr>
<th>Class</th>
<th>Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindy, Pre Primary and Year 1</td>
<td>1 book</td>
</tr>
<tr>
<td>Year 2 and Year 3</td>
<td>2 books</td>
</tr>
<tr>
<td>Year 4 to Year 7</td>
<td>3 books</td>
</tr>
<tr>
<td>High School</td>
<td>4 books</td>
</tr>
</tbody>
</table>

The loan period is 2 weeks.

In Week 7 of each term, students will only be able to borrow 1 book and there will be no borrowing in Week 8. Students may borrow and return books at lunchtimes and during their Library session.
Overdue Notice Policy

On the third week a book is on loan, it will become overdue and a note will be issued to the student. Students will continue to be issued with overdue reminder notes, fortnightly until the book is returned. At the end of each term, titles of missing books will be collated and depending on replacement criteria for each book, invoices may be issued to parents, at the discretion of the library staff.

39. SCHOOL POLICIES:

- Complaints Handling
- Homework
- Behaviour Management & Discipline Procedures
- Learning Technology
- Assessment & Reporting
- Personal Electronic Devices
- Sick Bay
- Mobile Phone Agreement
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