Beverley District High School
Information Booklet 2016

Our School Vision:

In unity, nurturing learning for life for the future.

Principal: Wendy Moore
Deputy Principal: Aliesha Murray
Address: 20 John Street, Beverley WA 6304
Telephone: (08) 9646 1165
Email: beverley.dhs@education.wa.edu.au
Website: www.beverleydhs.wa.edu.au
Wheatbelt Education Office: (08) 9622 0200
CONTENTS

SEMESTER AND TERM DATES - BEVERLEY DHS 2016................................. 4

TIMETABLES FOR 2016............................................................................. 5

  Primary And Secondary Students.......................................................... 5
  Pre-Primary Timetable ........................................................................... 5
  Kindergarten Timetable ......................................................................... 5
  Visitors To School Grounds ..................................................................... 5

SCHOOL PRIORITIES.................................................................................. 6

  Our Purpose.......................................................................................... 6
  2016 School Priorities ........................................................................... 6
  Department Of Education Policies And Priorities .................................... 7
  Focus 2016 ......................................................................................... 7
  Staff Meetings And School Development Days ..................................... 7

SCHOOL POLICIES .................................................................................... 8

  Learning Technology Policy ................................................................... 8
  Homework .......................................................................................... 8
  Reporting to Parents .......................................................................... 9
  Mobile Phone Policy .......................................................................... 9
  Grievances And Complaints Procedures ................................................. 9

SPECIAL SCHOOL PROGRAMS ............................................................... 10

  Special Needs and Learning Difficulties ................................................. 10
  PEAC and TAGS Programs ................................................................ 10
  Parent Helpers In Learning Programs ..................................................... 10

SCHOOL ACTIVITIES ............................................................................... 11

  Excursions ....................................................................................... 11
  In-term swimming ............................................................................. 11

STUDENT HEALTH AND WELLBEING............................................... 11

  Illness And Accidents ....................................................................... 11
  Medications: ..................................................................................... 12
  Medical Emergency Plans .................................................................. 12
  Head Lice: ....................................................................................... 12
  School Health Services ...................................................................... 12
  School dental van............................................................................. 13
  School Psychology Service ............................................................... 13
School Insurance ...

SCHOOL COMMUNITY: PARTICIPATION & GOVERNANCE ...

School Council ...
Student Leadership ...
Parents And Citizens Association ...
The Functions Of The P&C ...
Canteen ...
School Uniform ...
Details of school uniform ...
Lost Property ...
Payment of voluntary contributions ...
Student Book Lists And Personal Requirements ...

COMMUNICATION WITH PARENTS ...

Assembly ...
Newsletters ...
Beverley DHS Parent Connect Community ...
Parent - Teacher Meetings And Interviews ...

SCHOOL BUS INFORMATION ...

School bus code of conduct ...
School bus rules (as required by the public transport authority) ...

ATTENDANCE ...

LIBRARY ...
### Semester and Term Dates - Beverley DHS 2016

<table>
<thead>
<tr>
<th></th>
<th>Students</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term 1</strong></td>
<td>Monday 1 Feb – Friday 8 April</td>
<td>Thursday 28 Jan – Friday 8 April</td>
</tr>
<tr>
<td><strong>Easter Break</strong></td>
<td>Friday 25 Mar – Wed 30 March</td>
<td>Friday 25 Mar – Tues 29 March</td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td>Saturday 9 April – Monday 25 April</td>
<td>Saturday 9 April – Monday 25 April</td>
</tr>
<tr>
<td><strong>Term 2</strong></td>
<td>Wednesday 27 April - Friday 1 July</td>
<td>Tuesday 26 April – Friday 1 July</td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td>Saturday 2 July - Sunday 17 July</td>
<td>Saturday 2 July – Sunday 17 July</td>
</tr>
<tr>
<td><strong>Term 3</strong></td>
<td>Tuesday 19 July - Friday 23 Sept</td>
<td>Monday 18 July - Friday 23 Sept</td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td>Saturday 24 Sept- Sunday 9 Oct</td>
<td>Saturday 24 Sept - Sunday 9 Oct</td>
</tr>
<tr>
<td><strong>Term 4</strong></td>
<td>Tuesday 11 Oct - Thursday 15 Dec</td>
<td>Monday 10 Oct- Friday 16 Dec</td>
</tr>
</tbody>
</table>
TIMETABLES FOR 2016

PRIMARY AND SECONDARY STUDENTS

<table>
<thead>
<tr>
<th>Fitness/form session:</th>
<th>8.30 am (secondary) 8.40 am (primary students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1:</td>
<td>8.55 am</td>
</tr>
<tr>
<td>Period 2:</td>
<td>9.45 am</td>
</tr>
<tr>
<td>Recess:</td>
<td>10.35am – 11.00am</td>
</tr>
<tr>
<td>Period 3:</td>
<td>11.00 am</td>
</tr>
<tr>
<td>Period 4:</td>
<td>11.50 am</td>
</tr>
<tr>
<td>Lunch:</td>
<td>12.40 pm – 1.20 pm</td>
</tr>
<tr>
<td>Period 5:</td>
<td>1.20 pm</td>
</tr>
<tr>
<td>Period 6:</td>
<td>2.10 pm (Thursday: 1.55 pm)</td>
</tr>
<tr>
<td>School finishes:</td>
<td>3.00 pm (Thursday: 2.30pm)</td>
</tr>
</tbody>
</table>

Students should not be on school site without a parent prior to 8.20am

PRE-PRIMARY TIMETABLE

Beverley District High School offers a full time pre-primary program from the first day of the school year, starting on 1st February 2016.

Pre-primary lunch time is earlier than the rest of the school, commencing at around 12.20pm.

KINDERGARTEN TIMETABLE

Each of the 4 school terms during the year has between 9 and 11 weeks. Kindy days are:

Odd weeks (1, 3, 5, 7, 9, 11)  Wednesday (8.30 – 3.00), Thursday (8.30 – 2.30)
Even Weeks (2, 4, 6, 8, 10)      Tuesday, Wednesday (8.30 - 3.00); Thursday (8.30 - 2.30)

The first two weeks of Kindy are transition weeks. Students attend until 12pm for the first three sessions and until 1pm for the rest of week 2. Please check with staff for details.

While enrolling in a kindergarten program is not compulsory, once students are enrolled they are expected to attend every day that they are well. This ensures continuity of the program and allows students to maximise their academic and social development.

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

OUR PURPOSE
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.

In unity, nurturing learning and life for the future

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

Respect for self, others and the environment
Commitment to learning
Honesty and open communication
Confidence to take all challenges
Resilience to cope with life situations

2016 SCHOOL PRIORITIES
We aim for ‘success for all students’. Our priority areas are:

LITERACY
• Provide age-appropriate instruction for students on phonemic awareness, phonics, fluency, vocabulary and comprehension.
• Provide differentiated small group and individual support for students with literacy difficulties and provide extension as appropriate

NUMERACY
• Provide differentiated small group and individual support for students with numeracy difficulties and provide extension as appropriate

Phase of learning priorities

EARLY CHILDHOOD: PLAY-BASED LEARNING AND ORAL LANGUAGE
• Recognising that play is a powerful context for language learning

PRIMARY: SCIENCE
• A specialised science program across the primary school

SECONDARY: DIFFERENTIATED AND VOCATIONAL LEARNING
• Practical vocational and workplace learning programs
DEPARTMENT OF EDUCATION POLICIES AND PRIORITIES

The Western Australian Curriculum encompasses the Australian Curriculum, setting out the knowledge, understandings, skills, values and attitudes that students are expected to acquire. The Western Australian Curriculum is comprised of:

- The Early Years Learning Framework
- Kindergarten Curriculum guidelines
- Pre-primary to Year 10 curriculum
- Alternative curriculum recognition

In line with Western Australia’s School Curriculum and Assessment Authority guidelines, we will be teaching subjects from the Australian Curriculum and some from the Western Australian Curriculum Framework.

Western Australian Curriculum 2016

<table>
<thead>
<tr>
<th>Australian Curriculum Learning Areas</th>
<th>Western Australian Curriculum Framework Learning Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Technology and Enterprise</td>
</tr>
<tr>
<td>Mathematics</td>
<td>The Arts</td>
</tr>
<tr>
<td>Science</td>
<td>LOTE</td>
</tr>
<tr>
<td>History</td>
<td>Society and Environment</td>
</tr>
</tbody>
</table>

FOCUS 2016

The school’s policies and priorities address both school and community needs and the priorities of the Department of Education. The current directive for schools Focus 2016, will be available on the Department of Education website from December 2015.

STAFF MEETINGS AND SCHOOL DEVELOPMENT DAYS

School development days occur at the beginning of most terms. These days allow staff to plan and implement school and departmental initiatives. Staff Development Days for 2016 will be:

- Thursday 28 and Friday 29 January,
- Wednesday 30 March,
- Tuesday 26 April,
- Monday 18 July and
- Monday 10 October.

Formal staff meetings occur regularly throughout the term. These meetings provide opportunities for school planning and professional development. Weekly communication meetings are used for operational matters. Phase of learning meetings occur on Thursday afternoons during early close and at other dates and times as necessary.
SCHOOL POLICIES

A brief overview of policies which parents often ask about is included here, but this is not a complete list of the school’s policies. Please contact the school if you wish to receive more information about the school’s policies in regards to homework, attendance, behaviour management, learning technology, assessment & reporting, personal electronic devices, sick bay, mobile phone agreement, attendance, head lice, excursions, or complaints.

LEARNING TECHNOLOGY POLICY

Beverley District High School’s Learning Technology Policy allow students and staff to access and use a variety of computer hardware, software and information sources to further the educational goals of the school community. To ensure the effective use of these resources the following guidelines are in place:

Students will not:

- Use the computers and associated equipment unless there is a teacher present.
- Add or remove any software without appropriate permission from the teacher.
- Use any software from outside the school unless authorised by staff
- Use social media to intimidate, humiliate, share inappropriate images, or cause offence to any person at any time, whether intentional or not.

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.

Note that Beverley DHS is not a ‘Bring Your Own Device’ school. Students are not permitted to use their own mobile phones, tablets, or other wireless devices to access the internet or mobile networks while on school grounds. This policy is strictly enforced.

HOMEWORK

Staff members at Beverley District High School recognise the value of homework as a learning strategy. Homework is set to support the school learning program through

- Facilitation higher levels of student achievement,
- Consolidation of skills and concepts,
- Extension of the time for the exploration of new ideas and situations, and
- Promotion of sound work habits, time management and self-discipline,

Homework can also be a means of furthering school-home relationships and keeping parents informed about the student’s learning program and progress. The recommended guidelines for homework are:
Pre-primary
10 mins each day – reading, counting, number recognition.

Year 1-3
20 mins each day - reading and spelling activities

Year 4-6
30 mins each day - reading, spelling, number facts, projects/research.

Year 7-10
60 mins each day - set assignments and study packages.

REPORTING TO PARENTS

During 2016 parents will receive information about student progress as follows:

- Interim reports are provided for all students at the end of Term 1.
- Formal student reports for Pre-Primary to Year 10 students are provided at the end of Semester One and Semester Two.
- Students with special learning needs or those who require additional support for literacy or numeracy development will have specially developed Individual Education plans which are updated each term. If your child has one of these plans, his or her teacher will contact you to review the plan with you.
- 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 on a series of tests completed in May. It also provides feedback on children’s performance compared to other children in Australia in the same year of schooling.
- Parents of students in Year 10 will also receive information about their results on the OLNA (Online Literacy and Numeracy Assessments) that students are required to pass prior to the end of Year 12 in order to receive a WA Certificate of Education.
- Parents are encouraged to contact their child’s teacher if they have any concerns about his or her progress.

MOBILE PHONE POLICY

The school strongly discourages students from bringing mobile phones or electronic equipment such ipods. 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. If a child is found to have not followed these rules, they will have the valuables confiscated until a parent attends to collect them.

GRIEVANCES AND COMPLAINTS PROCEDURES

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

Formal complaints 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.
SPECIAL SCHOOL PROGRAMS

SPECIAL NEEDS AND LEARNING DIFFICULTIES

Students with recognised disabilities are catered for in our school through both integrated and specialist programs. Children with academic learning difficulties may require additional support to develop language, literacy and numeracy skills. Both of these groups of students may require individual education plans developed specifically to address their needs. They may also benefit from regular individual or small group programs outside the regular classroom run by teachers or education assistants.

We may request parent permission to refer students to the school psychology service or the Avon and Central Wheatbelt Primary Health Service. This will allow access to assessment and support in the areas of speech, language, emotional regulation, fine and gross motor skills, sensory processing, learning or behaviour. Referral details will always be discussed with parents prior to this process being initiated.

Support programs are co-ordinated by Wendy Moore (Principal and Learning Support Co-Ordinator) and developed and monitored in consultation with parents and other specialists such as school psychologists, speech pathologists or occupational therapists. Student progress is monitored regularly and reported to parents through written and verbal reports.

PEAC AND TAGS PROGRAMS

Blanket testing of Year 4 students is used by the Wheatbelt Education Region to identify students who are eligible for PEAC (Primary Extension and Challenge) or TAGS (Talented and Gifted) programs. These programs are run for students in Years 5 and 6. The PEAC program is provided off-site one day per week, with parents organising transport. The TAGS program is run on-site at Beverley DHS, and includes Science, Mathematics and HASS extension topics.

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 will be invited to assist at various times with special events and programs. If you would like to contribute more regularly in the classroom please contact the classroom teacher. Please note that all volunteers working with children other than their own on a regular or frequent basis will need to apply for a Working With Children card. These forms are available at the office.

Department of Education policy required that any person working near or with students is to complete a confidential declaration form available at the front office. Staff will be advised to ask any parent helper to complete this form. These procedures are used to ensure the safety and welfare of our students.
SCHOOL ACTIVITIES

EXCURSIONS

The Department of Education recognises that the experiences of students outside the school grounds contribute to the development of their understandings, skills and attitudes. Excursions are an important means of providing such opportunities. Excursions 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 calendar year. Students may be ineligible to attend excursions in line with the school’s behaviour management policy and its code of conduct. In addition, school staff may request that a parent or guardian accompany the student on an excursion if it is deemed necessary to ensure appropriate duty of care.

IN-TERM 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 parents 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.

STUDENT HEALTH AND WELLBEING

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.

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 before 9.00am to advise us of the student’s absence that day. If you do not contact the school a text message will be sent to your listed mobile number to inform you of your child’s absence and asking for a response in providing a reason for the absence.

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.
**MEDICATIONS:**

Parents requiring children to receive medication at school must make an appointment to complete appropriate authorisation and instruction forms. No medications are to be on school premises without written authority from parents stating the required dosage and information required for the drug to be administered. While 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.

**MEDICAL EMERGENCY PLANS**

Students who have asthma, allergies, diabetes, epilepsy or other potentially serious or life threatening medical conditions are required to submit to the school a medical emergency plan provided by the student’s general practitioner or specialist. It is imperative that these plans be updated annually and whenever the student’s condition or the management of that condition changes.

**HEAD LICE:**

Head lice are a common problem in schools and the whole school community needs to work hard to control them. If students are found to have head lice, parents will be contacted by phone and via a written note. At the same time, all students in the class will be sent home an information letter with a request to check their child’s hair.

The school recommends the 10 day hair conditioner treatment as described in the Department of Health Fact Sheet. If the student returns to school without treatment having commenced, the deputy principal or school nurse will contact the parent to clarify the policy and treatment options.

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. The school strongly advises that students with long hair should wear it tied back, braided and/or pinned up. Students should not share hats. For more information contact either the deputy principal or school nurse.

**SCHOOL HEALTH SERVICES**

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, ringworm and gastroenteritis. Contact the school, or your doctor for further information. Parents should watch community news sheets for additional information on immunisation clinics.

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. This includes 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.

**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 to a school psychologist who visits the school on a regular basis. The school psychologist can assist parents and teachers in identifying and supporting learning, emotional and behavioural difficulties in students. Parents may refer their children to the school psychologist. Contact class teachers or the deputy principal to arrange an appointment. Students will not be seen by the school psychologist without the written permission of their parents.

**SCHOOL INSURANCE**

Students attending authorised work experience, 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 school, non-approved work experience or day excursions not involving an overnight stay, are not insured by the Department for injury or ambulance fees. Parents are responsible for providing private personal accident insurance cover for their children. The Department or schools do not broker personal accident insurance for students or any other person. The Department or school does not have cover for the accidental loss or damage of the personal property of students.

**SCHOOL COMMUNITY: PARTICIPATION & GOVERNANCE**

**SCHOOL COUNCIL**

The School Council currently consists of parents, elected staff members and the principal. The council is formulated at the beginning of each school year for purpose of enabling parents and community members to engage in activities in the best interests of the students which will enhance the education provided by the school. The council has powers including the following:

- To take part in establishment, review and evaluation of the school’s objectives, priorities and policy directions, and financial arrangements necessary to fund them
• To formulate codes of conduct and dress codes for students at the school.
• To promote the school in the community.
• To approve charges and contributions, extra cost optional components of educational and agreements or arrangements for advertising or sponsorship.

The School 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.

**STUDENT LEADERSHIP**

The Student Leadership team of head students, secondary captains, primary faction leaders and student councillors is elected through peer nomination and confirmed, if appropriate or necessary, by teacher ballot. Student councillors provide leadership to the student body, lead assemblies, represent the school in the community, and organise fundraising and social events throughout the year. They may have opportunities to attend leadership programs or events and interact with young leaders from other schools.

**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 from the P&C 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.

**CANTEEN**

Our school canteen is a valuable resource to our school community and is run on a volunteer basis. The canteen currently opens on Wednesdays and Fridays. The canteen has a manager who co-ordinates ordering and volunteers and liaises with the P&C Canteen Co-ordinator. 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 on 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.

**SCHOOL UNIFORM**

School uniform is now mandatory in all government schools. The school dress code is set by the School Council. Students are expected to present clean and tidy dressed in school uniform each day. Students must have their hair tied back and wear enclosed shoes for physical education and practical lessons in Home Economics, Science, and Design & Technology. Excessive make-up and jewellery are discouraged and noticeable facial piercings need to be covered. 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**

- Red polo shirt with black embroidered collar and school crest.
  
  (Secondary option: Polyester shirt with black side panels)
- Plain black shorts, trousers, fleecy track pants, skirt or skirts
- Dress: red & white check (stubbies)
- Jumper: full or half zip red polar fleece with embroidered school crest.
- Jacket: full zip black micro fibre with red trim/embroidered school crest.
- Hat: Red broad brim hat with school name & printed crest
  
  (Secondary option: Plain black bucket hat).
- Kindergarten & Pre-Primary students are supplied with a distinctive hat

**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.

**PAYMENT OF VOLUNTARY CONTRIBUTIONS**

Contributions may be paid at the school office from the start of the school year. Holders of pension, health care or concession cards are eligible to claim full cost. Voluntary contribution schedule:

- Kindy to Year 6 inclusive: $60.00 per student.
- Year 7, 8, 9, 10: $235.00 per student

While contributions are voluntary, the quality of our learning programs is significantly enhanced when each family makes its contribution to supplementing the funding gained from other sources. 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.
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 everyday 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.

COMMUNICATION WITH PARENTS

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.

NEWSLETTERS

A school newsletter is produced every second Thursday. This is our main method of communicating with parents so it is important that each family receives and reads each newsletter. If families do not receive their regular copy, please contact the school office to receive another one. Please advise the school of a current email address if you would like be sent a full colour version of the newsletter straight to your inbox. The newsletter is also available on our school website www.beverleydhs.wa.edu.au or in the Library tab of the Beverley DHS Connect Parent Community http://connect.det.wa.edu.au. Occasionally a school snippet will be published and sent home to convey important information before a school newsletter is due.

There is a section in the newsletter for community news. Community notes can be submitted for consideration via email to beverley.dhs@education.wa.edu.au by 12.30pm on Tuesday the week the newsletter is published. Size restrictions apply and not all submissions are accepted.

BEVERLEY DHS PARENT CONNECT COMMUNITY

Parents who have provided the school with email addresses will receive a notification about this newsletter and other school information via ‘Connect’. You can access calendars of events, newsletters, forms, timetables, excursion information and other resources through the Beverley DHS Parent Connect Library. The Library is accessible through a tab on the left of the home page. It has folders inside containing relevant documents which you can download.

To access all of this information, you will need to register with Connect. If you do not register, you will still receive emails, but won’t be able to access the attachments or additional information in the Library such as excursion notes or newsletters. Once you have registered, you will follow a link to set up a password and can then visit the official Beverley District High School Connect Community and look for Beverley DHS Parent Connect in the Classes tab at the
top of the page (it's not really a class, it's a site for parent information, but it's called a ‘class’ in Connect). Please contact the school if you need any help to access the ‘Connect’ community and we will happily guide you through the process.

**PARENT - TEACHER MEETINGS AND INTERVIEWS**

Parents and carers are encouraged to discuss the progress of their child with his or her teachers at any time of the year. Please don’t think that you need to wait until after reports or until a problem develops before contacting the school. Please contact the school office to arrange a mutually suitable time in order to ensure that your child’s teacher is available and prepared for the interview. The office is open from 8.30am to 3.30pm each day.

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. 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.

**SCHOOL BUS INFORMATION**

A school bus runs for children who reside more than 4.0 kilometres from the school or, on approval of the Department of Education, for those with special circumstances. 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](http://www.schoolbuses.wa.gov.au) and add new children as soon as they start Kindergarten. Parents must 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 Thursdays). Parents requesting applications or alterations for bus services must contact school Bus Services.

**SCHOOL BUS CODE OF CONDUCT**

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. The authority of the driver as the adult in charge must be accepted and respected by all passengers.

Students must be ready to board three minutes prior to bus arrival in the morning or departure each afternoons. 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. 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 ensure they do not damage or dirty the bus or its fittings. Feet and school bags are not to be placed on seats. There is to be no eating or drinking on the bus.

Please note: these rules apply to all students whenever travelling on a school bus. Behaviour issues should be directed to bus drivers/contractors. The contractors are

Max Hunter (08) 9646 1236  
Heather Kendrick (08) 0427 917 307
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.

ATTENDANCE

Full attendance has a really significant impact on students’ educational and social outcomes. 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.

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 absence not explained by 9am will receive a text message regarding an explanation required for your child/children’s absence from school.

Continual absenteeism is taken very seriously by the education department. Should a student’s overall attendance fall below 90% during the school year, that student is classified as ‘at risk’ and parents will receive and return a letter to acknowledge the attendance rate. We will ensure parents of all students in the severe non-attendance category are offered, and are supported to participate in, student attendance panels involving family and community.

Children who are late for school are required to come to the office for a late note to be handed to their class teacher. Late arrivals are to be explained by a parent via teacher note or verbal explanation to the teacher or front office. 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.

LIBRARY

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: Kindy, Pre-Primary and Year 1 students can borrow one book, Year 2 and 3 students can borrow two books, Year 4 to 6 students can borrow three books, and secondary students can borrow four books. The loan period is 2 weeks. Students may borrow and return books at lunchtimes and during their library session.

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.