MESSAGE FROM THE PRINCIPAL

At Katanning Senior High School we endeavour to meet the academic and social development needs of each child. We pride ourselves in the way we meet the individual needs of each young person.

Our Vision – ‘Excellence in Teaching, Learning and Leadership’ is the very core of our strategic planning and curriculum. Student leadership in all of its forms is critical to the overall well-being of all students who attend the school.

To us your child is an individual with individual needs at many different levels. We value your partnership with us to enable the very best outcomes for your child.

Ms Nicki Polding
Principal
This book is designed to help you in a number of ways. It contains information about how the school operates, the services available, and what you can do to maximise learning potential at Katanning Senior High School.

A major aim of our school is to provide a positive and safe learning and teaching environment. Courtesy, consideration and cooperation between students, parents/guardians and teachers are essential to achieve this outcome, and the very best education possible for our students.

2015

TERM DATES FOR STUDENTS

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Monday 2 February - Thursday 2 April</td>
</tr>
<tr>
<td></td>
<td>(Easter is Friday 3 April – Monday 6 April)</td>
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<tr>
<td>Term 2</td>
<td>Tuesday 21 April - Friday 3 July</td>
</tr>
<tr>
<td>Term 3</td>
<td>Tuesday 21 July - Friday 25 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 13 October - Thursday 17 December</td>
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SCHOOL DEVELOPMENT DAYS - 2015

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tr>
<td>Term 1</td>
<td>Thursday 29 and Friday 30 January</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 20 April</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 20 July</td>
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<tr>
<td>Term 4</td>
<td>Monday 12 October and Friday 18 December</td>
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IMPORTANT DATES FOR STUDENTS

<table>
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<tr>
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<tr>
<td>12 – 14 May</td>
<td>NAPLAN testing</td>
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<tr>
<td>29 May – 5 June</td>
<td>Semester One exams</td>
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<td>28 September – 2 October</td>
<td>Semester Two exams, Year 12</td>
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<td>9 – 20 November</td>
<td>Semester Two exams, Year 11</td>
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These dates are correct at the time of printing.
**SIREN TIMES**

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<tr>
<td>Form</td>
<td>9.00 – 9.10</td>
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<tr>
<td>P1</td>
<td>9.10 – 9.55</td>
<td>9.10 – 10.05</td>
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<tr>
<td>P2</td>
<td>9.55 – 10.40</td>
<td>10.05 – 11.00</td>
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<td>Recess</td>
<td>10.40 – 11.00</td>
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<td>11.00 – 11.45</td>
<td>11.20 – 12.10</td>
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<tr>
<td>P4</td>
<td>11.45 – 12.30</td>
<td>12.10 – 1.05</td>
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<tr>
<td>Lunch</td>
<td>12.30 – 1.10</td>
<td>1.05 – 1.40</td>
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<tr>
<td>P5</td>
<td>1.10 – 1.55</td>
<td>1.40 – 2.35</td>
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<tr>
<td>P6</td>
<td>1.55 – 2.40</td>
<td>2.35 – 3.25</td>
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<tr>
<td>Staff Meeting Time</td>
<td>2.40 – 3.40</td>
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Students are not permitted on the school grounds before 8:30am or after 4:00pm.

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ABORIGINAL AND ISLANDER EDUCATION OFFICER

The role of the Aboriginal and Islander Education Officer (AIEO) is to encourage and support Aboriginal students. This may entail supporting students in career choices, parent/guardian visits, supporting students/parents/guardians during interviews, excursions, tutorials and promotion of cultural values associated with Aboriginal people. These staff members liaise between the teaching staff and families. This is essential in resolving areas of concern and providing culturally appropriate support.

ABSENCE FROM SCHOOL

If a student is to be away from school through illness or other reasons please telephone the school on 9821 9800 or SMS the message to 0407 385 241. An automated SMS message will be sent to the parent/guardian’s mobile if an absence remains unexplained after 10:00am.

Under the Education Regulations the only acceptable reasons for absences from school are illness and medical or dental appointments which cannot be arranged outside school hours.

When returning to school after an absence, students must present an explanatory note to the Form Teacher, if contact has not been made by phone, SMS or email.

If an absence is likely to be lengthy, parents/guardians should contact the relevant Program Coordinator to negotiate the provision of school work.

ARMY CADETS

The Katanning 11/28 Cadet Unit meets each Tuesday after school at the Army Unit in Beaufort Street. Cadets is an excellent way to gain leadership, confidence and commitment while parading, patrolling and adventure training. Cadets have the opportunity to attend camps, Anzac Day ceremonies and a seven day camp during the first week of the October holidays.

ARRIVAL AT SCHOOL

Students should not arrive at school before 8:30am as supervision is not provided before this time. Classes commence at 8:55am. Students are expected to be punctual. When this is not possible, students arriving late for school must report to the front office to sign in and will be given a late note before going to class.

ART EXHIBITION

The Katanning Senior High School Art Exhibition is held at the town Art Gallery in Term 4 and is open to the public. This activity is coordinated by the Teacher-in-Charge of the Art Learning Area. High quality work produced by students from Years 8 – 12 is displayed. The Principal's Art Prize and Commendation Award is awarded to students who display work at the exhibition.

ASSEMBLIES

School assemblies are held twice a term on selected days in the school gym. Parent/Guardians are welcome to attend. The date and time is published in the school newsletter.

ASSESSMENT POLICY

**Middle School (Year 7, 8 and 9):** Assessments such as projects and assignments must be completed by the due date in order to avoid losing marks. Teachers will inform students about the penalties which apply for work submitted late. These may differ from one subject to another. Students should manage their time so that they meet all assessment responsibilities as required.

**Senior School (Year 10, 11 and 12):** Student assessment guidelines are set by the School Curriculum and Standards Authority (SCSA). Adherence to these parameters is mandatory. Course outlines and Assessment guidelines will be issued to students at the commencement of each course. All Senior School students will be given a copy of the Senior School Assessment Policy at the start of the year.
ATTENDANCE
Attendance at school is compulsory until the end of the year in which a student turns 17 years and 6 months or reaches the age of 18, whichever happens first. Regular attendance is critical for students to achieve optimal learning at school. Exemptions can be granted if the student has approved employment or training. Applications must be made through the Deputy Principal and are submitted to the regional office.

AUSTRALIAN TERTIARY ADMISSION RANK (ATAR)
Students who would like to attend University once they have completed Year 11 and 12 are required to gain an ATAR score. This is normally achieved by completing a minimum of 4 courses at Stage 2 or above and sitting the Western Australian Certificate of Education (WACE) Examinations. The combined school and exam results are used by the School Curriculum and Standards Authority (SCSA) to calculate students ATAR score, which is used by the Universities to select students for their courses. Students who study Stage 2 or above courses in Year 12 are required to sit the relevant WACE examination.

BEHAVIOUR POLICY
The school Code of Conduct emphasises the rights and responsibilities of all members of the school community. The school rules are therefore expressed in terms of rights and responsibilities. The full policy document is available to parents/guardians on request. The policy rewards students who accept responsibility for their behaviour and has consequences for those who do not. Behavioural Expectations and Code of Conduct are included in this document.

BICYCLES AND VEHICLES
Upon entering the school, bicycles are to be placed in the racks provided adjacent to the upper car park. This area is then out of bounds until students leave school.

Senior School students who want to bring their motor bike, scooter or car to school and to carry passengers must have permission from parents/guardians and apply to the Senior School Program Coordinator. Students wishing to have passenger rights with a student driver must similarly have parental/guardian permission. Appropriate forms can be obtained from front office. Limited parking is available in the top car park on the school site.

BREAKFAST CLUB
Breakfast Club is open daily from 8:30 – 8:55am for all students and located in the room opposite Room 22.

BUSES
There are thirteen buses which bring students to and from Katanning Senior High School. Each bus has a copy of bus rules which the students must follow.

If you are already registered with School Bus Services and need to modify your details, you can do so via www.schoolbuses.wa.gov.au the online ‘Change of Details’ form used to modify the following information:
- Contact telephone number(s) or email address
- Alternative/emergency contact details
- Bank account details

You are required to complete a new Application for Transport Assistance if you are changing details relating to:
- Residential Address
- School (including when your child is moving from Primary to High School)
- Custodial issues/shared custody arrangements
- Medical conditions
School Bus Services will assess the application to determine if the change in circumstances has altered your entitlement, and what affect this may have on your travel assistance.

**BUSHFIRE ALERT**
In the event of a Catastrophic Fire Danger Rating (FDR) for the Shire of Katanning, meaning that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving, this may result in closure of the school. DFES will monitor weather patterns to keep the Department of Education informed of any change.

You will be advised of any closure of KSHS and its reversal, by a note sent home with your child, or SMS. You will receive an SMS to advise when the school will reopen, or remain closed.

The local media will have current information about fire danger ratings and notification of schools reopening. Staying tuned to ABC Local Radio is advisable, or you can check with DFES on 1300 657 209 or [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

**BUSH RANGERS**
Katanning Senior High School supports the DEC Bush Ranger program which is hosted by the Department of Environment and Conservation. This program provides the opportunity to develop life skills in WA youth aged 13 to 17 years while undertaking environmental work. The DEC Bush Rangers is run by Miss Sarah Watson.

Bush Ranger Cadets meet on Wednesday from 3:30pm – 5:00pm each week and conduct activities both within school and out and about in the great outdoors.

**CANTEEN**
Our P&C canteen offers students and staff a wide range of nutritious foods and drinks. A menu is sent home in the newsletter at the start of the school year and throughout the year.

The canteen is open at morning recess and lunchtime. Lunches must be pre ordered prior to Period 1.

Your P&C, the Canteen Manager and volunteer helpers provide the canteen services. The canteen is a service to students and requires parent/guardian assistance in order to provide good service. If you are able to help, any offer would be greatly appreciated. Please phone 9821 2937 and ask for the Canteen Manager.

**CAREERS AND VOCATIONAL EDUCATION**
A significant number of courses and certificates offered at Katanning Senior High School are related to specific career pathways. Students will be counselled on career pathways and future options by the Senior School Program Coordinator, Mr Frank Gaudin, and the Deputy Principal, Mr Trevor Carruthers.

Mr Frank Gaudin is also responsible for Institute of Technology (formerly TAFE) enrolments and Mrs Zita Wolczyk is responsible for Structured Workplace Learning.

In 2015, Katanning Senior High School will work in partnership with the Great Southern Institute of Technology as our Registered Training Organisation and, as such, will be able to present and assess material leading to a nationally recognised Certificate or Statement of Attainment for students who successfully complete these qualifications which are recognised throughout Australia.

Completion of these courses, combined with participation in the Workplace Learning Program in a vocational area, gives students a considerable knowledge and skills base.
CLASS SELECTION FOR MIDDLE SCHOOL
Students are placed into classes which provide a learning environment that will meet their individual needs. Student progress will be monitored and if required a student may be moved to a different class at any time during the year. A formal review of classes will take place mid Term 1 and after mid year reports at the start of Term 3, where students may be moved into different classes.

CLEARANCE FORMS
Students leaving Katanning Senior High School are required to complete a clearance form to ensure they have returned all equipment and textbooks on loan. Forms are available from front office.

CLONTARF ACADEMY
The Clontarf Foundation exists to improve the education, discipline, self-esteem, life skills and employment prospects of young Aboriginal men and by doing so, equip them to participate more meaningfully in society.

The Katanning Clontarf Academy commenced their partnership with the school in August 2011. Any Aboriginal boy enrolled at the school is eligible to join the Academy.

The Academy focuses on five pillars of achievement – Education, Sport, Leadership, Wellbeing and Employment.

Full time Clontarf staff mentor, coach, support and motivate academy students to improve attendance, retention, Year 12 graduation/completion and employment outcomes.

A number of activities are conducted within and outside of school to engage the students including football, basketball, excursions, overnight camps and volunteering.

COMMUNICATION
The relationship between the home and the school plays a very important part in a child’s education. Parents/Guardians play a critical role in successful learning. They contribute much to their child’s development and are among the most important influences on the way in which the child approaches learning.

Teachers are responsible for the more formal aspects of students’ learning, and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents/guardians.

Two-way communication is a critical factor in the partnership between parents/guardians and the school. Where a partnership exists, it is easier for parents/guardians to feel confident about the teaching and learning that takes place in the classroom and to solve problems.

(i) Parents/Guardians can access general information about the school in the following ways.

a. School Newsletter - This is produced in Weeks 3, 6 and 9 each term and is emailed to parents/guardians who provide an email address. Copies are also available from Front Office. Email the school with your request to Katanning.shs@education.wa.edu.au.
c. Schools Online – The address is http://www.det.wa.edu.au/schoolsonline/home.do
d. Attendance at P&C Meetings – held at the school twice a term and advertised in the Newsletter.
e. Attendance at School Council Meetings (unless a closed meeting) - held at school once a month (6:00pm – 7:00pm)
f. Attendance at assemblies. Times are advertised in the Newsletter.

More specific information that applies to particular groups of students will be provided to parents/guardians via SMS, letter or at an organised meeting.
Students are provided with information via the daily notices (The Crier) which is read out in Form, PA announcements and assemblies or other meetings.

COUNTRY WEEK

Each year during the last week of Term 2, Year 10, 11 and 12 students have the opportunity to attend Country Week. Country Week is held in Perth and students have the opportunity to compete in a number of different sports including, basketball, football, netball, hockey, volleyball, touch rugby, soccer, speech and debating. Teams compete against other country Senior High Schools and in the past few years up to 50 schools have competed.

It is the largest school sporting event in Australia, boasting the largest number of participants. The event is held in Challenge Stadium and the surrounding University sporting grounds.

Katanning SHS students stay at Trinity residential college and experience a variety of city activities during the week. Some of these may include ten pin bowling, movies and restaurant dining.

It is a life experience and much is gained from being involved. Students not only have the chance to represent their school and community but learn to be part of a team and gain valuable life skills.

To be eligible for Country Week in 2015, students must maintain Good Standing for Semester 2, 2014 and Semester 1, 2015 as well as attendance of at least 90% during Semester 1, 2015.

DENTAL SERVICE

The School Dental Service continues to provide free general and preventive dental care for all enrolled students up to Year 11. If you are not already enrolled, it’s not too late to enrol now. Katanning Dental Therapy Centre is based at Katanning Primary School and can be contacted on 9821 1734.

DRESS CODE

The school has a Dress Code Policy which has the approval of the School Council and P&C Association, and is in line with Department of Education policy. Our dress code has been developed with input from parents/guardians, students and staff.

We would like students to be proud of their school and to identify with it by wearing school clothing. Parents/Guardians are requested to send their child to school in dress code.

The school would appreciate parental/guardian encouragement of our dress code and asks that parents/guardians closely supervise their child’s standard of appearance. No denim is to be worn.

To distinguish between Senior School and Middle School, Middle School students wear navy shirts and Senior School students wear red shirts.

Dress code clothing items are as follows:

Middle School – Year 7, 8 & 9.
Navy polo shirt, with red trim on sleeves.

Senior School – Year 10, 11 & 12
Red polo shirt, with navy trim on sleeves and collar.

All students
Navy trousers, navy track pants, navy shorts or navy skirt.
Track Jacket Microfibre outer/cotton lined.

White undershirt is permitted to be worn under the school polo shirt.

Follow the Dream shirts are acceptable dress code for Years 7, 8, 9, 10, 11 and 12 Follow the Dream students.

Clontarf Football Academy uniform is acceptable dress code for Clontarf students who are participating in the Clontarf program.
NOTE:
1. Any logo, slogan or advertising is not acceptable as part of the Dress Code. This includes tracksuit pants and sweaters with brand names and/or brand signature stripes.
2. Leggings, jeggings, tights are not permitted.
3. Denim or denim style fabrics are not permitted.
4. Hoodies are not permitted.

School jackets, polo shirts, pants and shorts are available for purchase from SportsPower Katanning, located on Clive Street.

Students must wear covered footwear at school. For occupational health and safety reasons, thongs, sandals and ugg-boots are definitely not permitted.

**Hoodies (Tops with hoods)**
Hoodies are not allowed to be worn at school. Students who wear one must hand it in at the Front Office and may choose to borrow a school jumper if one is available. After school they can pick up their hoodie as they leave. There are no consequences for students who remove their hoodie as required. Unlike some other items of non-dress code attire, a note from a parent/guardian will not allow a student to wear a hoodie at school.

**Piercings**
Occupational Safety and Health concerns prohibit the wearing of certain piercings by students at school. Students are limited to wearing earrings such as sleepers or studs that are not sharp or large enough to get caught on clothing, other items or other students. Facial piercings are not allowed, such as eyebrow or lip piercings, and teachers will request they are removed if seen. There are no consequences if students follow directions to remove piercings when requested. Some school activities may require that all piercings are removed for the duration of the lesson.

**Please Note:** Certain items of highly inappropriate non-uniform clothing may be required to be changed before a student can attend classes, at the school’s discretion.

All students will be required to change prior to and after physical education periods.

Home Economic students must wear covered shoes in accordance with Safety Council Regulations.

Art and Craft students should wear closed in shoes and protective over-shirt to Art and Craft classes.

Woodwork, Metalwork, Industrial Arts students regulations require the wearing of hard covered shoes. Safety glasses are necessary in these classes.

**ENROLMENTS**
Enrolments are welcome at anytime. To enrol at Katanning Senior High School please phone for an appointment with the relevant Program Coordinator. School information is given to new students including our Enrolment Form, Medical Forms and Subject Handbook. ALL enrolment forms are required to be completed before the student’s details can be placed on our data base and a timetable generated.

**ENTERING THE SCHOOL GROUNDS**
To ensure safe entry into the school, students must enter by the student entry ramp leading to the lower quadrangle, or the upper quadrangle via the walkways past Home Economics. Students should not enter school grounds via the car parks or be on school grounds before 8:30am.
EXAMS
Senior School students studying ATAR Course Units will be required to sit Semester One and Semester Two exams.

Semester One exams will take place during Term 2.

Semester Two exams for Year 12 students will take place in the first week of Term 3 holidays, including Monday, 29 September, WA Public Holiday.

Semester Two exams for Year 11 students will take place in Term 4.

Students in selected Year 10 classes will have exams in Semester One and Semester Two.

FINANCIAL ASSISTANCE
Financial assistance is available through the following schemes to assist with paying Compulsory Charges and Voluntary Contributions:

a) Education Program Allowance (Secondary Assistance Scheme)
b) Assistance for Isolated Children
c) Austudy (eligible students aged 16 and over)
d) Abstudy Supplement Allowance.

A Clothing Allowance is also available through the Secondary Assistance Scheme.

Parents or legal guardians must hold one of the following cards from Centrelink:
• Pensioner Concession Card
• Health Care Card (Family Card only)
• Pensioner Concession Card from the Department of Veterans’ Affairs.

Claimants, who are the recipients of one of the above cards, must have a current card dated sometime in First Term. Information and application forms are available from the Business Manager. Applications close end of Term 1.

FOLLOW THE DREAM: PARTNERSHIPS FOR SUCCESS
Katanning Senior High School is able to offer Aboriginal and Torres Strait Islander students the opportunity to participate in the Follow the Dream: Partnerships for Success program.

The program offers various methods of educational support to students aspiring to move on to full time employment, traineeships or apprenticeships, TAFE and/or university after their time at High School. The program runs a learning centre four nights a week from 3:25pm to 5:30pm where participants can receive tuition, career counselling, pastoral care and establish strong study habits.

Participation in the program gives students the opportunity to visit different Universities, Institutes of Technology, careers expos and various cultural activities throughout the year. These visits are designed to familiarise students with post schooling options, provide interaction with other Aboriginal students and build their knowledge of the range of opportunities that higher education can provide.

The Follow the Dream Coordinator, Mrs Caitlyn Fitzgerald may be contacted for further information.

FUNDRAISING POLICY
Fundraising for school activities, to improve facilities or for charity must comply with the school’s Fundraising Policy. All activities must be brought to the attention of the Principal and proposals submitted to and endorsed by the Finance Committee prior to any fundraising being conducted. Fundraising activities must also adhere to the school’s Healthy Food and Drink Policy. A copy of both policies is available from the school on request.
GET UP ‘n’ GO DAY
In February 2016, the school will hold the fourth/annual Get Up ‘N’ Go Day. The purpose of the day is to improve mental health awareness. The entire school will be involved in a full day of activities. The purpose of the activities will be to engage all students and staff in a day of informative talks and numerous interactive sessions involving mental health awareness, building self-esteem and overall resiliency.

GOOD STANDING
All students start the year in “Good Standing”. Students can lose Good Standing for repeated breaches of the school code of conduct such as poor behaviour, suspension, poor attendance, not complying with the school dress code or lateness. Students excluded from an excursion which is part of the course requirement are given alternative work to complete and marks are not jeopardised.

Students who wish to attend excursions or camps must:
• Have an attendance rate of 90% or better. This means that in a ten week term, students cannot be absent for more than five (5) days
• Be in Good Standing.

Students who remain continuously in Good Standing throughout the entire calendar year will receive a Good Standing badge at the end of the year.

HEALTH CARE FORMS
To ensure that the school can adequately support students’ health, parents/guardians are requested to complete all Health Care forms. These forms provide accurate health information particularly when a student has a specific medical condition which may require special treatment in an emergency.

HOMEWORK AND STUDY
For students to achieve their full potential at high school it is necessary to complete any set homework and study. Homework is an integral part of secondary school study and students are encouraged to complete class and revision work as part of their study program.

HOUSE SYSTEM
Students are placed into one of four houses. The houses are named after local sheep studs: Barloo (blue), Condeena (yellow), Glenroy (green) and Strathglen (red). The House system forms a basis for sporting competitions and carnivals. The objective of the system is to foster a feeling of belonging, and of pride in being a Katanning Senior High School student.

INCLUSIVE LEARNING CENTRE (ILC)
This program caters for students with special needs. Students are provided with individual programs catering for their learning and social requirements. Programs range from those which will be completed entirely in the ILC to those which are a combination of mainstream, ILC and offsite excursions. Physiotherapy and occupational therapy sessions for some students may supplement these programs. Educational assistants and visiting teachers provide support to the Special Needs teacher. For enquiries please contact the school.

INTERVIEWS – PARENTS/GUARDIANS/TEACHER
Parent/guardian teacher interviews are encouraged and parents/guardians should feel free to contact the school to arrange an appointment at a time convenient to all parties.

Katanning Senior High School is dedicated to working with parents/guardians in continuing to maintain high standards achieved by all students. To complement our formal reporting process, a teacher interview afternoon and evening is held during Term 1 and Term 3. The school uses an
internet-based booking system called School Online Booking System (SOBS), which will be available for parents/guardians to make bookings for interviews.

For students in Year 10 and their parents/guardians, an information evening is held in Term 2 to help in decision making about their career pathways and course selection for Year 11.

LEAVING THE SCHOOL GROUNDS
Once students have arrived at school, they must remain within the school grounds. Should a student wish to leave the school for any reason, a note from a parent or guardian is required. The note is to be handed in at the front office. When leaving the school the student will be required to sign out and will receive a Standard Leave Pass. If parents/guardians are picking students up they must sign the student out. Parents/guardians of students who are sick during the day will be contacted to request that they be collected from the school.

When students return after an appointment, they must sign in at the front office and will be given a late note to allow them to go back into class.

LIBRARY
The library is open at 8:30am each school day and at lunchtime for student use. It closes at 3:45pm.

LOST PROPERTY
Each year we accumulate many items of unclaimed property. To enable identification of unclaimed items, it is important that all clothing and equipment be clearly and permanently labeled with your child’s full name.

MEDICAL INFORMATION
Please update any changes to your child’s medical conditions through the front office. Students with a medical condition require a management plan form to be completed.

MOBILE TELEPHONES AND PERSONAL DIGITAL MEDIA DEVICES
Mobile telephones and personal digital media devices are not to be used during school hours. Any urgent communication should be made through the school office. The school takes no responsibility for the loss, theft or damage to mobile telephones or personal digital media devices that are brought to school or other school sponsored functions. Mobile phones or personal digital media devices may be confiscated by staff and whilst every care is taken following confiscation, the school takes no responsibility for loss, theft or damage of any device.

Digital devices including telephones confiscated from students at school may have their contents inspected by Administration staff if there is reason to believe that the contents may be inappropriate. If the contents are considered to be inappropriate, the device will only be returned to a parent/guardian. Further action (including suspension and notifying relevant authorities) may be taken by the school regarding inappropriate contents found on a digital device.

It is a criminal offence to use a mobile phone to menace, harass or offend another person. Students or staff who use mobile phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, or who take/send private photos or objectionable material and phone calls may find the matter referred to the Police.

NAIDOC
NAIDOC celebrations are held across Australia each year to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC stands for ‘National Aborigines and Islanders Day Observance Committee’. On NAIDOC Day, all members of the school community are invited to participate in NAIDOC activities.
**NURSE**
A Community Nurse registered with the Nurses’ Board of WA is based at the school two days per week. The main focus of the nurse’s role is to encourage students to begin to take responsibility for their own health. Other services provided are health education, vision and hearing assessment on request, first aid and counselling. Parent/guardian interviews are welcome at any time by appointment.

The Health Service is not designed to provide care for sick students who should otherwise be at home. In the event of a student becoming sick or sustaining an injury whilst at school, we ask that you provide the school with information regarding a contact person/s who will arrange for transport, care and treatment as required. Should it be necessary for an ambulance to be used, parents/guardians will be responsible for any costs.

**OUT OF BOUNDS AREAS**
For reasons of safety and supervision the school has some areas deemed as being out-of-bounds. It is very important that students avoid entering these areas. The out-of-bounds areas include both upper and lower car parks, around the gym and tennis courts, the area between the photography room and the workshop, the art and graphics area, the area behind rooms 9 to 11 and the area behind the Maths rooms.

Senior School students may leave their cars in the upper car park after successfully applying for a permit (with prior school approval), but may not use or visit cars without staff approval during the school day. During breaks the Senior School quadrangle is for Senior School students only, and the Senior School toilets are for Senior School students only at all times. The lower car park, apart from the walkways areas, is out of bounds at all times during breaks and before and after school. The ovals are available for students to play sport during breaks, but are not to be used as eating areas.

**PARENTS AND CITIZENS ASSOCIATION**
The Parents & Citizens Association is the parents/guardians’ organisation. It is an excellent way to keep informed of school activities, to learn about what is planned to improve educational outcomes, and to directly assist in developing the best educational facilities possible for our students.

All parents/guardians are invited to attend the school Parents and Citizens’ Association meetings which are held each term. Meeting dates are advertised in the school newsletter.

In past years the P & C has done much to assist the school with considerable financial donations. They also provide Canteen services and organise the Year 11/12 School Ball.

The P & C can be contacted by email: kshspc@yahoo.com.au

**PHYSICAL EDUCATION**
Physical Education is a compulsory subject in the Middle School curriculum and for Year 10. Medical reasons, religion or disability are the only acceptable grounds for exemption. A note from the parent/guardian to the Physical Education teacher should be provided if a student is unable to participate.

All students are expected to bring a change of clothes and appropriate footwear for Physical Education. Students are expected to change back into their school uniform before resuming classes.
POINTS OF CONTACT
The following information has been provided to assist parents/guardians in communicating with the school.

- **Academic - Student Progress**
  Communication with one teacher - Contact the Head of Learning Area (HoLA) who will arrange for the teacher to contact you.
  Communication with several teachers - Telephone the relevant Program Coordinator who can arrange individual or group appointments.

- **Subject/Course/Class Enquires** - Contact the Deputy Principal.

- **Behaviour/Attendance/Social-emotional** - Contact the relevant Program Coordinator who will discuss the issue or contact the staff member who can assist.

- **Complaints** - Parents/guardians are requested to approach the teacher first (via the HoLA) in order to address classroom concerns. Should the issue be unresolved, the Program Coordinator or Deputy Principal must be consulted. If still unresolved, parents/guardians/students are advised to contact the Principal.

Concerns which relate to potential harm to a student should always be directed to a member of the administration team (Program Coordinators, Deputy Principal or Principal).

POSSESSIONS
Names must be clearly marked on all items of personal property including clothing and books. The school cannot be held responsible for goods which are lost or go missing from students’ bags. Do not bring valuable items to school. Mobile phones and personal music players are not permitted to be used at school.

PROGRAM COORDINATORS
A Program Coordinator is appointed for students in both Middle School and Senior School. Their role is to help students to succeed at school by offering friendly advice and support.

Mrs Sharon Poett is the Middle School Program Coordinator – Years 7, 8 and 9.
Mr Frank Gaudin is the Senior School Program Coordinator – Years 10, 11 and 12.

PSYCHOLOGIST
A School Psychologist is generally available for two days each week for personal and educational counselling. The School Psychologist works in close contact with teachers, administration and the Student Services Team. If parents/guardians are concerned about their child they can make an appointment to see the Psychologist, Mrs Billie Zadow or they can discuss the concern with the relevant Program Coordinator.

REFERENCES
Reference application forms are available from front office for students who leave school in Years 10, 11 or 12. It is school policy that only one reference is issued to students, with the exception of repeating Year 12 students.

REPORTING TO PARENTS
Student Reports are issued at the end of Semester 1 and 2 for all years.

Senior School reports are issued Week 9 Term 2 and Year 11 reports Week 10 Term 4.
Lower school reports are issued Week 10 Term 2 and Week 10 Term 4.
SCHOOL COSTS
Compulsory Charges and Voluntary Contributions support a wide range of courses available to students and enable quality instruction to be delivered. The school relies on Compulsory Charges and Voluntary Contributions paid by parents and guardians. Charges and Contributions paid by parents and guardians contribute solely to items used by students in their studies as per the School Education Act 1999.

Payment of School Costs can be paid by the following methods:
- Cheque
- Cash
- EFTPOS (cheque, savings, credit card)
- EFT: The school bank account details are as follows:
  - Account Name: Katanning Senior High School
  - BSB Number: 306-014
  - Account Number: 496740-9 (Bankwest Katanning)
  - Reference: Student FULL name.

As financial assistance is available to those families in need, it is expected that all students will have the majority of their Compulsory Charges and Voluntary Contributions paid by the end of Term 1. Arrangements for time payment can be made in confidence with the school’s Business Manager should the need arise.

Middle School Charges and Contributions
The Government has set a maximum voluntary contribution of $235 for a general Middle School course. By paying this, parents/guardians assist the school in offering their children a more meaningful education by giving them the ability to use current edition textbooks, equipment and materials. In Middle School some subjects will be classed as extra cost options. These compulsory charges may take the cost above the $235 and if your child chooses one of these, at least 50% of the charge may be expected before school starts, with the balance before the end of Term 1.

Senior School Charges and Contributions
These are compulsory for all Senior School students. These funds are used to directly support student learning.

SCHOOL BALL
This is a highlight of the Senior School calendar and is organised by the P&C and parents/guardians. The Ball is held during Term 1. Students in Year 11 and 12 may attend. Students who invite partners who are not students at the school must receive prior approval from the Principal.

Students must have Good Standing and at least 90% attendance to be eligible to attend.

SCHOOL BOARD
The School Board consists of representatives from the student body, parents/guardians, staff and the wider community.

The board has responsibility to:
- Establish and review the school’s objectives, priorities and policy directions.
- Engage in financial planning to support the above
- Promote the school in the local community
- Assist in formulating codes of conduct
- Determine dress code for the students
- Approve charges and costs

Board members are responsible for liaising with the groups they represent to ensure that decisions made at Board Meetings reflect their views. An election for parent/guardian representatives is held each year. The election of the P&C representative to School Board is held at the P&C Annual General Meeting each year.
SPIRIT WEEK/DAY
The Student Leaders’ Group plans for Spirit Day with assistance from staff. The purpose of Spirit Day is to celebrate all that is fantastic about attending Katanning SHS and to bond students and staff through participation in a variety of fun activities. It is the culmination of a number of competitions and activities held throughout the week. On the day, Period 5 and 6 classes are suspended so that after lunch students can take part in activities. Students are requested to come in any outfit in the colour of the student’s house.
House colours are: Barloo – Blue, Condeena – Yellow, Glenroy – Green, Strathglen - Red.

STATIONERY SUPPLIES
Parents/guardians may purchase items locally or online with the supplier to purchase personal items and stationery. It is important that orders are placed with the company before the end of December to ensure that orders are delivered by the beginning of the school year. The location for collection of orders will be advised in your Personal Items List which is issued in December.

STUDENT CONTACT INFORMATION
Twice a year, a Student Update form is sent out to parents/guardians to ensure the school has the correct family contact details. It is vitally important that parents and guardians maintain their contact details throughout the year to ensure that they are able to be contacted at all times.

STUDENT LEADERSHIP GROUP
This is a student elected body consisting of a Head Boy and Head Girl, plus Year group representatives. Years 7, 8, 9 and 10 choose two leaders each, while Years 11 and 12 elect four students to represent them.

Student Leadership elections are held at different times:
- Year 7 elections are held in Term 1, 2015
- Year 8 elections are held in Term 1, 2015
- Year 9 & 10 elections at the end of 2014
- Year 11 elections are early in Term 1, 2015
- Year 12 leaders are elected at the end of 2014.

The election of Head Boy and Head Girl for 2016, occurs later in Term 3, 2015. The Student Leadership Group meets regularly and provides an opportunity for students to have an influence in student and school affairs.

STUDENT SERVICES SUPPORT
The Team includes Program Coordinators – Senior School and Middle School, Aboriginal and Islander Education Officer (AIEO), Psychologist, Chaplain, School Nurse and Student Support Officer.

STUDY SUPPORT
Year 12 Universities visits, Revision courses, online, weekend study etc.
In Term 1 all Year 12 students who are on a University pathway have the opportunity to go on the University Camp. During the four day camp, students visit UWA, ECU, Curtin, Murdoch and Notre Dame Universities, where student ambassadors and university personnel talk about the entry requirements as they pertain to each university, degrees and career pathways. The Year 12 students are also given a tour of residential colleges. As part of the camp, students are taken late night shopping, are exposed to the public transport system and if any appropriate shows are on, experience an evening at the theatre.

VISITORS TO THE SCHOOL
All visitors are to sign in at the front office and wear a visitor’s label when visiting the school. This is required as a duty of care towards our students.
KATANNING SHS BEHAVIOURAL EXPECTATIONS AND CODE OF CONDUCT

This Code of Conduct is provided to ensure that Katanning Senior High School is a safe, clean and orderly environment which is conducive to learning.

BEHAVIOURAL EXPECTATIONS

Attendance
Students must attend school regularly, and provide an explanation for any absences.

Punctuality
Students are expected to arrive promptly to all lessons. It is the student’s responsibility to report to the front office and collect a late note if arriving at school late for any reason.

School dress code
All students are expected to comply with the school dress code.

Language
Respectful language towards staff and peers must be used at all times.

Classroom rules
- Students are expected to come prepared with the appropriate equipment.
- Students should behave appropriately and respect the rights of others to learn.
- Students should comply with teachers’ instructions.
- Students have the right to be heard – this means they also have the responsibility to listen.
- Students should not chew gum or eat in class.

Leaving the school grounds
Students may only leave the school grounds (via Front Office) with official permission.

Movement around the school
Students are expected to show respect for all areas of the school, including garden areas. All areas of the school are out of bounds after school hours unless directed by a staff member. Some general rules are:
- Students are not to enter any classrooms until the teacher arrives and gives permission to enter.
- Waiting students should line up in an orderly fashion outside their room.
- Students must carry a Movement Pass at all times when outside the classroom during the period.

Furniture and Buildings
Any scratching or defacing of furniture or buildings will be considered an act of vandalism.

Bicycles
Bicycles are not to be ridden in the school grounds. Bicycles should be parked in the racks at the front of the school and students are not permitted to enter this area until the completion of the day.

Sports Equipment
Sports equipment should only be used on the ovals, gym, designated areas or under the direction of a teacher.

Smoking and Using Illegal Substances
Students are not permitted to smoke or use illegal substances at school or when involved in school functions.

Personal Property
Students should not interfere with or take another person’s property whilst on school grounds.
Digital Devices
Mobile phones, MP3 Players, iPods and other digital devices are not to be used at Katanning SHS.

Inciting Conflict and Bullying
Katanning SHS has a ‘no tolerance’ approach to violence, inciting conflict and bullying. Any incidents of these should be reported immediately.

Keep Katanning Senior High School Tidy
Respect your school. Keep it clean and tidy.

SCHOOL CODE OF CONDUCT
(Rights & Responsibilities)
These apply to all members of our school community: students, staff and parents/guardians.

<table>
<thead>
<tr>
<th>Our Rights:</th>
<th>Our responsibilities:</th>
<th>Examples of acceptable behaviour:</th>
</tr>
</thead>
</table>
| To be treated with courtesy and respect         | To show respect and courtesy to others      | • Being polite and courteous  
• Respecting the culture and beliefs of all members of the school community  
• Not bullying or inciting conflict  
• Behaving appropriately |
| To work in and enjoy a safe and clean environment | To behave responsibly and care for our school property  
• Taking care of school property  
• Using the rubbish bins |
| To teach and learn without disruption           | To ensure that there is no disruption to the learning and working environments of others  
• Following classroom rules and instructions  
• Being punctual |
| To allow students to achieve their educational potential | To engage actively in learning opportunities  
• Meeting deadlines  
• Trying your hardest and encouraging others to do the same |
| To have our property respected                  | To leave the belongings of others alone    | • Not interfering with or vandalising student and school property |
| To feel proud of our school and our achievements | To ensure that our actions do not discredit the school or the achievements of members of the school community  
• Showing appropriate behaviour when achievements are recognised |