



KATANNING
SENIOR HIGH SCHOOL

KATANNING SENIOR HIGH SCHOOL

Independent Public School

"Excellence in teaching, learning and leadership"

2017 ENROLMENT PACK

LODGING ENROLMENT FORMS

At Katanning Senior High School families are asked to lodge the Enrolment Form and Attachments together, to the school, PRIOR to the child start date. Parents are encouraged to enrol their child early as this assists the school with planning and may determine whether your child is successful in being placed in elective classes of their choice.

The enrolment Pack is made up of the following and all details are to be completed in full:

- ✓ **Enrolment information**
- ✓ **Attachment 1 – Parent Occupation Groups**
- ✓ **Part A – Enrolment Form**
- ✓ **Attachment 2 – Consent Form**
- ✓ **Attachment 3 – Electronic Devices and Mobile Phones**
- ✓ **Attachment 4 – Code of Conduct Agreement**
- ✓ **Form 1 – Student Health Care Summary**
- ✓ **High School Health Record**

It is compulsory to advise of any change(s) of details in relation to student's name, permanent place of residence and/or name and residential address of Parent/Guardian.

The information provided in the Enrolment Form is stored securely in local school and Department of Education databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

LEGAL NAMES must be used in every instance.

When you enrol your child at this school, please check that you have the following;

- Birth certificate
- Immunisation certificate
- Identity documents (if applicable)
- Court order (if applicable)

If your child was not born in Australia, you must provide:

- Evidence of the date of entry into Australia;
- Passport, or travel documents; and
- Current visa and previous visas (if applicable)

In addition, if your child is a temporary visa holder you must provide:

- Confirmation of enrolment or evidence of permission to transfer provided by Education and Training International (if holding an International full fee student visa, sub class 571)
- Evidence of the visitor and temporary resident visa (other than sub class 571 referred to above); or
- Evidence of the visa for which the student has applied (if the student holds a bridging visa).

KATANNING SENIOUR HIGH SCHOOL DRESS CODE

School Dress Code items are available from – Sportspower, Clive Street, Katanning.

ENROLMENT INFORMATION

Parent information about enrolling in a Western Australian Public School

Thank you for your interest in applying to enrol your child in a Western Australian public school. Enrolment in Katanning Senior High School is a one step process.

Step 1: Enrolment Pack – Enrolment (includes Parent information about enrolment in a Western Australian public school and the Enrolment Form)

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Education Regional Office where sufficient evidence has not been supplied. All official records must be in the child's **legal** name. The use of a preferred name may be possible for informal communications.

The Department's *Enrolment Policy* can be found at <http://www.det.wa.edu.au/policies>.

The information you provide enables the Department to communicate with you about important matters, to care for your child in emergencies, to plan for special needs and to meet State and National reporting requirements.

Family details include details of the parent (see definition below) residing at the same address as the student. Details relating to parents not residing with the student may also be included in the **Parent/Guardian Details** section.

The school needs to be advised of any court orders or any changes in relation to the child's name, usual place of residence and/or name and usual place of residence of parent/s.

WHO CAN ENROL A CHILD?

Enrolments can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the enrolment. A person with proper authority to make the enrolment must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the enrolment or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child's schooling unless it is clearly not in the child's educational interests to do so, is not possible, or has been determined otherwise by a court. For further information see Frequently Asked Questions (FAQs) in the Enrolment Policy, under Related Information.

WHO CAN BE ENROLLED?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a 'local-intake area' (refer section **Applications to local-intake schools (compulsory years of schooling)** below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

Schools may not enrol children who are:

1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring.

The principal may consider whether a child may attend for a short period (s 75(2) *School Education Act 1999*) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION

The National Goals for Schooling in the 21st Century state that 'the learning outcomes of educationally disadvantaged students '...should...' improve and, over time, match those of other students'.

All parents across Australia, no matter which school their child attends, are asked to provide information about their family background to promote an education system which is fair for all Australian students regardless of their background.

CONSENT FORMS

The following forms are attached for parents to consider and sign if in agreement:

Media Consent:	Publication of images of the student and their work.
Internet Access:	Appropriate use of internet services by students.
Viewing Consent:	For 'Parental Guidance (PG)' items deemed suitable by the teacher and school administration.
Local Excursions:	Agreement to minor excursions, not including excursions which require individual agreement.

STUDENT HEALTH CARE

The Department's *Student Health Care Policy* clarifies the actions to be undertaken by public schools to manage student health care needs. All students require an up to date Student Health Care Summary which is available from the school. For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.

DISCLOSURE OF INFORMATION

For parents of students with disability

In order to provide an appropriate education program the school may require specific information relating to your child's disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

Suspensions and exclusions

Information on any suspensions and exclusions, needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

TRANSPORT

In most cases, transporting your child to school is the parents' responsibility. Enquiries regarding school bus services should be directed to the Public Transport Authority email enquire@pta.wa.gov.au or telephone 136 213 or visit the website – www.schoolbuses.wa.gov.au.

CONFIDENTIALITY

All information provided on this form will be treated confidentially (s 242 of the *School Education Act 1999*).

DISPUTES

Should you disagree with a school's advice regarding your application for enrolment please contact the Principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.

Parent Occupation Groups

Relates to questions in Parent/Carer 1 and Parent/Carer 2 sections of the Application for Enrolment form

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p>Senior management in large business organisation government administration & defence, and qualified professionals</p>	<p>Other business managers, arts/media/sportspersons and associate professionals</p>	<p>Tradesmen/women, clerks and skilled office, sales and service staff</p>	<p>Machine operators, hospitality staff, assistants, labourers and related workers</p>
<p>Senior executive/ manager/ department head in industry, commerce, media or other large organisation.</p> <p>Public service manager (section head or above), regional director, health/education/police/ fire services administrator.</p> <p>Other administrator [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p>Defence Forces Commissioned Officer.</p> <p>Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p>Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager [finance/engineering/ production/ personnel/ industrial relations/ sales/marketing].</p> <p>Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer].</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p>Associate professionals generally have diploma/ technical qualifications and support managers and professionals.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.</p> <p>Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p>Defence Forces senior Non-Commissioned Officer.</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p>Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/ registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk].</p> <p>Skilled office, sales and service staff</p> <p>Office [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p>Sales [company sales representative, auctioneer, insurance agent/ assessor/ loss adjuster, market researcher].</p> <p>Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].</p>	<p>Drivers, mobile plant, production/ processing machinery and other machinery operators</p> <p>Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper].</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office [typist, word processing/ data entry/business machine operator, receptionist, office assistant].</p> <p>Sales [sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].</p> <p>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included in other groups.</p> <p>Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.



KATANNING SENIOR HIGH SCHOOL

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2-8 Golf Links Road KATANNING WA 6317
Phone: (08) 9821 9800 Facsimile: (08) 9821 2912
Katanning.shs@education.wa.edu.au

Part A

SCHOOL ENROLMENT FORM (Confidential)

STUDENT DETAILS

Surname		Incoming Year Level <input type="checkbox"/>	Residential Address	
Legal Surname		Date of Birth / /		
1st Name		[] Male	Postcode	
2nd Name		[] Female		
Preferred Name			Home Phone	
Student Email			Student Mobile	
Names of brothers and sisters currently attending or have attended this school				

PARENT / GUARDIAN DETAILS

As required by the Department of Education – All schools are obligated to collect additional information on family backgrounds

Child lives with Parent/Guardian 1 [] Parent/Guardian 2 [] Both Parents [] Neither Parent []

1	Parent / Guardian Details (1)	Please indicate your relationship to the student		
	Title	First Name	Surname	
	Home Phone	Work Phone	Mobile Phone	
	Mailing Address			
	Workplace/Occupation		Email Address	
	Do you mainly speak English at home? YES [] NO [] Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) NO, English only <input type="checkbox"/> YES, other – please specify: _____			
	What is the highest year of primary or secondary school you have completed? Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/> (if you did not attend school, mark 'Year 9 or equivalent or below')		What is the level of the highest qualification you have completed? Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	
	What is your occupation group? <input type="checkbox"/> (Write 1, 2, 3, 4 or 8) Please select the appropriate parental occupation group from the list provided. If you are not currently in paid work, but have had a job in the last 12 months please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.			

2	Parent / Guardian Details (2)	Please indicate your relationship to the student		
	Title	First Name	Surname	
	Home Phone	Work Phone	Mobile Phone	
	Mailing Address			
	Workplace/Occupation		Email Address	
	Do you mainly speak English at home? YES [] NO [] Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) NO, English only <input type="checkbox"/> YES, other – please specify: _____			
	What is the highest year of primary or secondary school you have completed? Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/> (if you did not attend school, mark 'Year 9 or equivalent or below')		What is the level of the highest qualification you have completed? Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	
	What is your occupation group? <input type="checkbox"/> (Write 1, 2, 3, 4 or 8) Please select the appropriate parental occupation group from the list provided. If you are not currently in paid work, but have had a job in the last 12 months please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.			

FIRST NAME:

STUDENT SURNAME:

PERMISSION FOR THE USE OF STUDENT'S PHOTO / IMAGE / WORK / NAME

PLEASE TICK THE APPROPRIATE BOX IN EACH SECTION. Express permission must be given for Katanning Senior High School and the Department of Education to use your child's photograph, video image, picture or name.

SCHOOL PRODUCED

PUBLICATIONS / MATERIAL / HARD COPY / ELECTRONIC

YES NO

EXTERNAL AGENCY

PUBLICATIONS / MATERIAL / HARD COPY / ELECTRONIC

YES NO

ADDITIONAL PERMISSIONS

Use of NAPLAN data YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/>	Access my child's NAPLAN data Facilitates the writing of teaching and learning plans.
Email - School Newsletter and Important School Information	School information is emailed to parents/guardians. To ensure you receive all vital school information please provide your email address below: <hr/>
Student Travel Permit – SmartRider Card YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/>	Students require a SmartRider to access concession travel on Transperth, bus, rail and ferry services, and Transwa country road and country rail services. Permission to release details to Public Transport Authority for the purpose of issuing a Student SmartRider card.

I give permission for the items agreed to above. I understand that I can amend/add or withdraw my consent at any time by notifying the school in writing.

Student Name _____ Parent/Guardian Signature _____

SCHOOL DRESS CODE

Katanning Senior High School has a School Dress Code for all students attending this school.

In enrolling my child at Katanning Senior High School, I agree to support the school by ensuring that my child conforms to the requirement of wearing the correct school uniform at school, and as required when participating in school related activities.

School Dress Code items are available from – Sportspower, Clive Street, Katanning.

STUDENT ACCESS TO TECHNOLOGY AT KATANNING SENIOR HIGH SCHOOL

All government schools in WA are required to have an **Acceptable Usage Agreement**. An **Acceptable Usage Agreement** covers person-to-person communication, use of material accessed through the Internet and network, and the publication of new materials on the Internet.

All parents/guardians and students are required to sign the **Acceptable Usage Agreement** before students are provided with access to the KSHS computer network.

At KSHS we encourage and promote our network as a safe and secure place for students to work and learn. Posters are displayed in areas promoting responsible use of email, the Internet and copyright.

IMMUNISATION / MEDICAL DETAILS

DOES THE STUDENT HAVE A DISABILITY

YES [] NO []

If YES, please specify Disability: _____

Please indicate where you have documentation about your child's disability in any of the following areas. Copies of this documentation will be required for school records.

- | | |
|--|--|
| <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Severe Mental Disorder |
| <input type="checkbox"/> Deaf or Hard of Hearing | <input type="checkbox"/> Global Developmental Delay (prior to age 6) |
| <input type="checkbox"/> Specific Speech Language Impairment | <input type="checkbox"/> Vision Impairment |
| <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Physical Disability |

Do you have ambulance cover?

YES [] NO []

(If there is a medical emergency, parents/guardians are to meet the cost of the ambulance)

Medicare Number: _____ **Medicare Card Expiry Date:** _____

Health Card / Pension Card YES Health Card / Pension Card Expiry Date: _____ NO

Please attach a copy of your child's immunisation records and also complete the enclosed Health Care Summary and Record.

Medical Practice (Name & Address)

Doctor's Name

Phone

Please indicate any disability or medical conditions: Please indicate below [✓]

- | | | |
|--|--|--|
| <input type="checkbox"/> SKIN ALLERGIES
<input type="checkbox"/> BEE STING ALLERGY
<input type="checkbox"/> FOOD ALLERGIES <i>(Please specify below)</i>
<input type="checkbox"/> ASTHMA
<input type="checkbox"/> DIABETES | <input type="checkbox"/> EPILEPSY
<input type="checkbox"/> ADD / ADHD <i>(with medication)</i>
<input type="checkbox"/> ADD / ADHD <i>(without medication)</i>
<input type="checkbox"/> HEARING
<input type="checkbox"/> SIGHT | <input type="checkbox"/> HAEMOPHILIA <i>(Please specify below)</i>
<input type="checkbox"/> ANAPHYLAXIS <i>(Please specify below)</i>
<input type="checkbox"/> OTHER <i>(Please specify below)</i> |
|--|--|--|

Medical Conditions & Associated Procedures, specify below

OTHER INFORMATION

Please provide details here of any other information you would like noted.

PARENT/GUARDIAN DECLARATION - I declare that the information provided on this form is true.

Name of person enrolling student

Signature

Date

OFFICE USE ONLY

Commencement Date: ____/____/____ Form: _____ House: Barloo / Condeena / Glenroy / Strathglen

Student's official documentation all sighted (Date): _____ YES NO
 Birth certificate Passport Travel document/s
 Student's Residency status: Local Permanent Resident
 Overseas Student: If yes, International fee paying: YES NO Entry Date: _____

Immunisation records provided: YES NO

Previous School: _____ Records received: YES NO

Consent Form completed: YES NO

Contributions and Charges Billing: PG1: ____% PG2: ____% Other: ____%
 Official documentation: (including reports, to be sent to) PG1: ____ PG2: ____ Other: ____

Entered on School Information system by: _____ Date: _____ Group Allocated: _____

Date Transfer Note Sent: _____ Date Transfer Note Sent: _____

Leaving Date: _____ Destination: _____ Leaving Date: _____ Destination: _____

CONSENT FORM

At KSHS we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation / use / access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

MEDIA CONSENT

Children's images and/or their work are often published to recognise excellence or effort and may appear in hardcopy or electronically. Students' names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

At KSHS we utilise many ways to ***promote achievement and school activities*** and are proud to share your child's accomplishments.

SCHOOL PRODUCED

- Yes, I give consent for my child to have his/her image and/or work published.
 No, I do not give consent.

EXTERNAL SOURCES

- Yes, I give consent for my child to have his/her image and/or work published.
 No, I do not give consent.

In addition, see Appendix F of the Department's Student's online policy.

INTERNET ACCESS

Student access to the internet is provided in accordance with the school plan. Student access is contingent on abiding by the users' Code of Conduct.

- Yes, my child has permission to access the internet in accordance with school plan.
 No, I do not give consent.

In addition, see the School's Plan and the Department's Student's online policy.

VIEWING CONSENT

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

- Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration.
 No, I do not give consent.

LOCAL EXCURSIONS

Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, library or shopping centre. On all occasions, parents will be notified of the local excursion.

- Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the school.
 No, I do not give consent.

Name of student: _____

Parent/Guardian First Name: _____ Surname: _____

Signed: _____ Date: _____

Please indicate relationship to the student (e.g. parent/guardian/responsible person): _____



ELECTRONIC DEVICES AND MOBILE PHONES

This information relates to any device that may allow access to electronic communications; the World Wide Web and music / video e.g. mobile phones, computers, iPods, digital cameras etc.

ELECTRONIC DEVICES: CONDITIONS OF USE

- Students must request permission from their teacher to use electronic devices during class time. Devices are not to be seen or heard to avoid disruption to learning. A student must use their electronic device in the approved way.
- Students are to use electronic devices in a responsible way at all times.
- Students are not to answer incoming calls or messages from any device during class time. During school hours, parent and student communication must occur through school personnel.
- No electronic device is permitted during tests or examinations.

CONSEQUENCES FOR NOT ADHERING TO THIS PROCEDURE:

- If an electronic device is used inappropriately during school hours the item will be confiscated and stored at the Front Office. The device will be available to collect at the end of day. Every effort will be made to care for confiscated items, but no responsibility will be accepted.
- If a student refuses to give the electronic device to a staff member, a senior member of staff will become involved. Students who continue to refuse will be suspended.
- Use of electronic devices and social media to menace, harass or offend others is a very serious offence. Students will face disciplinary action by the school, which may include suspension. Serious breaches will be referred to the police.
- Use of an electronic device examinations or assessments will face additional disciplinary actions as sanctioned by the *school's assessment policy*.

SPECIAL CONDITIONS:

- During Physical Education classes students are able to store valuables with the class teacher. Students who choose not to use this facility do so at their own risk.
- Staff members in emergency situations may need to access their mobile phone.

Note:

- Students are responsible for the safe keeping and security of their own electronic devices. It is recommended that all devices be clearly labeled. Parents and students must understand that the school accepts no responsibility for replacing lost, stolen or damaged electronic devices at school or while traveling to and from school.

It is strongly advised that students use passwords / pin numbers to ensure that unauthorised access cannot be made on any device. Students must keep their password / pin numbers confidential.

STUDENT AGREEMENT

I _____ agree to abide by the KSHS Electronic Devices and Mobile Phones Procedures and I have read, understood and accepted them as they are outlined above.

Student Signature: _____ Date ____/____/____

Parent/Guardian Signature: _____ Date ____/____/____



KATANNING
SENIOR HIGH SCHOOL

CODE OF CONDUCT AGREEMENT

Katanning Senior High School is committed to ensuring that our students have access to quality curriculum and the best practices in delivering engaging lessons. Our school has pastoral care services and support available and ensure our students meet their potential and beyond. All staff are committed to ensuring that Katanning Senior High School is an outstanding school so we have successful students. We look after all student's individual academic, social, physical and emotional needs at our school.

To support the school's endeavours to provide a high quality education we ask all students to commit to conducting themselves in an appropriate manner to ensure they get the best from their education. At Katanning Senior High School our Code of Conduct Expectations are based around the understanding that students have 'the right to learn and teachers have the right to teach'.

OUR SCHOOL VALUES ARE;

- RESPECT
- ACHIEVEMENT
- PERSERVERANCE
- TOLERANCE

ATTENDANCE AND ENGAGEMENT

Research has proven that students who attend school between 90-100% are more likely to succeed at school and achieve their potential. It is also essential that the learner is motivated to engage in the lesson being delivered.

At Katanning Senior High School we monitor the attendance on our students. It is essential that every absence is explained by a parent/guardian and/or a medical certificate. Any unexplained absence will be followed-up by the Attendance Officer, Year Coordinator or Administration.

Students must attend every lesson in the school day. If they truant (skip a period) this will be recorded on their attendance record affecting their Good Standing.

Parents/Guardians will be informed of their child's absence through our SMS system. Students may lose their Good Standing if they do not meet attendance targets.

SCHOOL DRESS CODE

All Katanning Senior High School students wear the 'School Uniform' with pride.

It is expected that all students will come to school in attire that meets the School Dress Code. Parents will be contacted if students do not adhere to the School Dress Code and students will be expected to make changes to their dress.

Katanning Senior High School Dress code items are available from Sportspower, Clive Street, Katanning.

OUT OF BOUNDS

To ensure the safety of all students areas of the school are identified as out of bounds. It is expected that students remain out of these areas during recess and lunch.

GOOD STANDING AND LOSS OF GOOD STANDING

Katanning Senior High School students commence the year with Good Standing and retain this providing they adhere to this 'Code of Conduct'. Maintaining Good Standing enables students to participate in extra-curricular school activities and school privileges, such as:

- Special events (School Ball, Graduation)
- Interschool sport (including Country Week and Winter Carnival)
- Work experience
- Any non-essential camps, excursions, performances, productions, competitions
- Reward events
- Use of the student car park

Students may lose their Good Standing if they do not meet the school expectations relating to attendance, behaviour, work standards and dress code.

MAINTAINING A GOOD WORKING ENVIRONMENT

It is the expectation at Katanning Senior High School that students will take pride in the school environment and conduct themselves in a manner to ensure the learning environment is kept to a high standard of presentation. It is expected that students:

- Will not indulge in boisterous and unruly behaviour;
- Will dispose of rubbish in an appropriate manner;
- Will not deface or damage any part of the school buildings, property or resources;
- Will demonstrate care for the gardens and plants; and
- Will not ride bikes, skateboards, scooters etc in the school grounds.

ILLEGAL SUBSTANCES OR ITEMS AND ALCOHOL

It is expected that students will not bring illegal items or substances or alcohol onto school premises and will not attend school under the influence of illegal substances or alcohol.

Full copies of Katanning Senior High School plans and policies are available on request.

STUDENT AGREEMENT

I _____ agree to abide by the Katanning Senior High School Code of Conduct and I have read, understood and accepted them as they are outlined above and strive to: Be a positive role model for the school community and abide by the principle that students have the right to learn without disruption.

Student Signature:

Date: / /

Parent Signature:

Date: / /

FORM 1 – STUDENT HEALTH CARE SUMMARY

SECTION A

School: Katanning Senior High School	Incoming Year Level:	Date of Birth:	Gender: Male / Female
Student's Name:			
Address:			

FAMILY CONTACT DETAIL	MEDICAL DETAILS
Contact 1 - Name: Relationship to student:	Medical Practice: Doctor 1: Telephone: Doctor 2: Telephone: Dental Practice: Name of Dentist: Telephone
Address:	I give permission for the school to seek medical/dental attention for my child as required. Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone: (W) (H) (M)	Do you have ambulance insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> Insurance Provider: If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.
Contact 2 - Name: Relationship to student:	List any essential information that could affect your child in an emergency e.g. allergy to penicillin.
Address:	Health care card: Yes <input type="checkbox"/> No <input type="checkbox"/> Expiry Date: Card Number:
Telephone: (W) (H) (M)	Medicare No. (If required – for children requiring regular emergency care): Card Number: Expiry Date:

ADMINISTRATION OF MEDICATION

Written authorisation must be provided for staff to administer any form of medication at school.
Long term medication – Complete the *Medication* section of the relevant health care plan – see below.
Short term medication - Request an *Administration of Medication* form to complete and return to the principal or class teacher.
Note: All medication required must be supplied by parents/guardians.

INFORMED CONSENT

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.
 Do you give permission for the school to share your child's health care information? Yes No

Note: If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health care information to the principal or manager of that program.

If no, and the information is to be restricted, who can be informed of your child's health care information? _____

Does your child have one or more health condition(s) that will **require support** from school staff?

No - sign below and return Section A of this form to the school. If your child's requirements change, please notify the school.

Signature: _____ Date: _____

Yes - complete the remainder of this form and return to the school office. You will be given additional forms to complete.

List your child's health condition(s): _____

SECTION B – IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD’S CONDITION(S) WHICH REQUIRE THE SUPPORT OF SCHOOL STAFF (In response to the information below, you will be given further forms for specific health conditions to complete)

Health Conditions	Tick health condition	Will school staff require specific training to support your child?
Severe Allergy/Anaphylaxis (Form 4)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Minor & Moderate Allergies (Form 5)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Diabetes (Form 6)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Seizures (Form 7)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Asthma (Form 8)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Activities Of Daily Living (Form 9)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Emergency Response Plan for Students with Special Needs (Form 10)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Short Term Medication Required (Form 3)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Other Conditions or Needs (Please specify) (Form 2)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Has your child’s Medical Practitioner provided a health care plan to assist the school to manage the condition? YES NO
If yes, advise the Principal

If you have ticked “Yes” for specific staff training, please discuss the type of training needed with the Principal.

Other Conditions or Needs (Please specify) (Form 2) YES NO

Has your child’s Medical Practitioner provided a health care plan to assist the school to manage the condition? YES NO
If yes, advise the Principal

If you have ticked “Yes” for specific staff training, please discuss the type of training needed with the Principal.

SECTION C: CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD’S HEALTH CARE PLAN

If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child’s medical details and photo on view to provide immediate identification.

I give permission for my child’s “medical details and photo” to be on view for staff. Yes No

If yes, please attach photo to the relevant health care plan(s).

SECTION D: MEDIC ALERT INFORMATION

Does your child have a Medic Alert bracelet or pendant? Yes No

If yes, provide details: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS
Note: Where appropriate students should be encouraged to participate in their health care planning.

Office Use Only		
Does the child have an allergy that needs to be flagged on SIS?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____
Have relevant health care plans been issued to the parent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____
Has the Principal been informed if:		
• specific training is required to support the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
• the student’s health care information is to be restricted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date <i>Student Health Care Summary</i> was completed and uploaded on SIS: / /		