

# INFORMATION BOOKLET



**Margaret River Senior High School**  
**Independent Public School**





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*Margaret River Senior High School empowers every student to reach their achievement potential by fostering respect, responsibility, and resilience, nurturing the whole person, and contributing to a vibrant, engaged wider community.*







## Administration

Executive Principal	Mr A Host	9757 0701
Deputy Principal	Ms H Bogerd	9757 0720
Deputy Principal	Mr S Jurilj	9757 0707
Deputy Principal	Mrs M Carey	9757 0710
Operations Manager	Ms L Pike	9757 0703
Manager Corporate Services	Ms C Oliveira	9757 0704
Human Resources Manager	Mrs M Gaman	9757 0705

## Student Services

Student Services Manager Upper school	Mrs D Sherlock	9757 0750
Student Services Manager Lower school	Mrs N Muir	9757 0740
Year 7 Pastoral Care Coordinator	Mrs W Coffey	9757 0713
Year 8 Coordinator	Mrs W Coffey	9757 0713
Year 9 Coordinator	Ms R Dobbs	9757 0731
Year 10 Coordinator	Mr B Finch	9757 0731
Year 11 Coordinator	Mr C Buckland	9757 0731
Year 12 Coordinator	Ms L Russell	9757 0731
Learning Support	Mrs C Ralph	9757 0785

## Heads of Learning Areas/ Teachers in Charge

English	Ms T Richmond	9757 0735
Science	Mr L Smith	9757 0763
HASS & LOTE	Mr D Johnson	9757 0770
Health/Phys Ed	Mr S Joyce	9757 0758
Careers & VET	Mrs M Miller	9757 0777
Technology & Enterprise	Mrs K Marsh	9757 0727
Mathematics	Mr A Bayley	9757 0746
The Arts	Mrs M McCormack	9757 0753

## Useful Contacts

Front Office 9757 0700

Email: [margaretriver.shs@education.wa.edu.au](mailto:margaretriver.shs@education.wa.edu.au)

Email absences: [margaretriver.shs.absentees@education.wa.edu.au](mailto:margaretriver.shs.absentees@education.wa.edu.au)



# GENERAL INFORMATION



## CONTACT INFORMATION

Address: 158 Bussell Highway  
MARGARET RIVER WA 6285

Main phone: + 61 8 9757 0700

Main email address: [margaretriver.shs@education.wa.edu.au](mailto:margaretriver.shs@education.wa.edu.au)

Website: <https://margaretrivershs.wa.edu.au>

## TERM DATES AND PUBLIC HOLIDAYS FOR STUDENTS IN 2024:

### Semester One

Term One	Wednesday 5 February	Friday 11 April
Term Two	Monday 28 April	Friday 4 July

### Semester Two

Term Three	Tuesday 21 July	Friday 26 September
Term Four	Monday 14 October	Thursday 18 December

## LESSON TIMES

Normal timetable – Monday to Friday

Lesson	Start	Finish
P1	9.00	10.04
P2	10.04	11.08
Recess	11.08	11.36
P3	11.36	12.40
P4	12.40	13.44
Lunch	13.44	14.11
P5	14.11	15.15

# WHO TO SEE OR CONTACT



PLEASE REFER TO BELOW LIST  
FOR WHO TO CONTACT IN  
WHICH SITUATION



Progress or problems in a particular subject  
CLASSROOM TEACHER

Inability to resolve a situation with an  
individual classroom teacher  
HEAD OF DEPARTMENT

Absence from School  
STUDENT SERVICES  
9757 0795  
9757 0745

Attendance problems  
YEAR LEADER

Subject information or class changes  
CLASS TEACHER OR HEAD OF DEPARTMENT

Subject changes  
RELEVANT DEPUTY - YR 9 - 10 ELECTIVES  
DEPUTY PRINCIPAL – YR 11 & 12

Relationship/social issues, general progress,  
general behaviour issues, information to be  
passed on to staff.  
STUDENT SERVICES

Serious issues that have not been resolved at  
a lower level  
PRINCIPAL



# BUS SERVICES



All buses are managed by the Public Transport Authority (P.T.A) – [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)  
Students must register with the P.T.A to travel on a school bus. Details regarding registration are available at Student Services or the front office (Log on Before You Hop On brochure). Only students who are registered on the bus with the P.T.A may travel on that bus.

All students should apply through Student Services for a Student SmartRider card – forms are available in Student Services. Information about the Student SmartRider is available on the Transperth Website or their SmartRider Info Line 13 62 13.

## STUDENT BEHAVIOUR CODE ON BUSES

For the safety and comfort of all travellers, students need to:

1. Follow the Driver's instructions.
2. Remain in your seat.
3. Keep your whole body within the vehicle.
4. Be respectful of the immediate environment- avoid littering.
5. Observe safe behaviour and wait until bus leaves and road is clear.
6. Transportation of anything other than school necessities is at the Driver's discretion.
7. Because bus travel involves such diversity of ages, role modelling is of great importance.

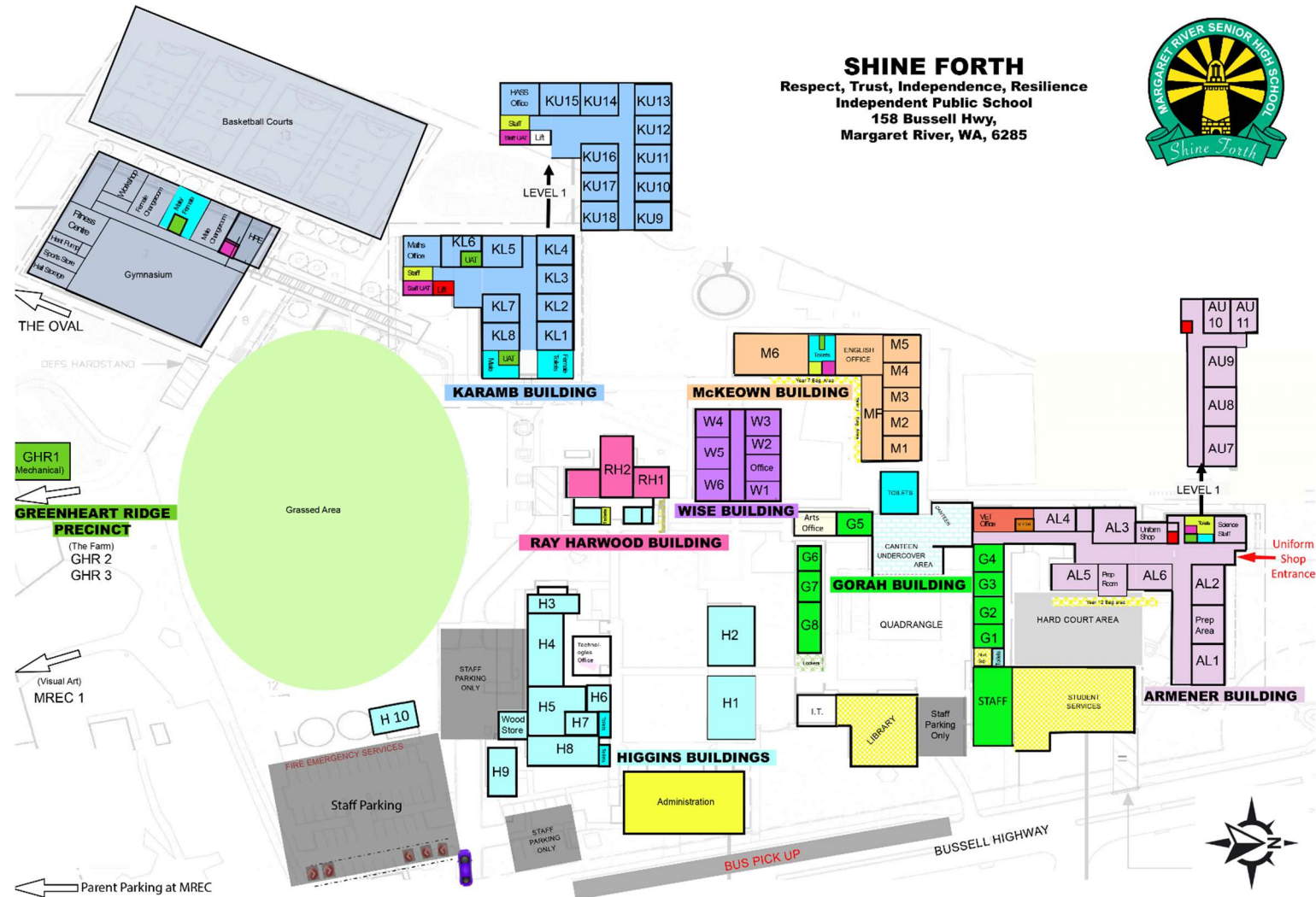
*Be respectful and embrace appropriate and safe behaviour.*



# SCHOOL MAP



**SHINE FORTH**  
 Respect, Trust, Independence, Resilience  
 Independent Public School  
 158 Bussell Hwy,  
 Margaret River, WA, 6285





# MRSHS SCHOOL VALUES



Margaret  
River Senior  
High School

## RESPECT

## RESPONSIBILITY

## RESILIENCE

Out of Class

- Follow staff member's instructions
- Be considerate of others and the environment
- Keep the school tidy
- Show courtesy and use good manners

- Follow school rules
- Tidy up after yourself
- Encourage each other to do the right thing
- Own your actions/be honest
- Be punctual
- Wear school uniform
- Remain on school grounds
- Maintain a high level of personal hygiene
- Order at canteen before school

- Be positive in all you do
- Have a sense of pride and self-worth
- Have a go at all tasks
- Persevere
- Aim to resolve conflicts

Classroom

- Tolerate individual differences
- Listen actively
- Wait to be invited into the classroom
- Use appropriate language
- Follow teacher instructions
- Acknowledge effort and achievement of self and others
- Support others right to learn
- Be considerate of others and the environment
- Participate actively and appropriately

- Be prepared
- Be punctual
- Have your timetable – know it!
- Ask for help when needed
- Store bags safely
- Complete tasks on time
- Use equipment for its intended purpose
- Use time wisely

- Commit 100% to all activities
- Accept challenges
- Accept constructive feedback
- Be prepared to meet new people
- Aim for improvement
- Accept failure as part of learning
- Aim to resolve conflict

# STUDENT SERVICES



Student Services Upper School Manager	Danielle Sherlock	9757 0750
Student Services Lower School Manager	Natalie Muir	9757 0740
Year 7 & 8 Year Leader	Wendy Coffey	9757 0713
Year 9 Coordinator	Rasidah Dobbs	9757 0731
Year 10 Coordinator	Ben Finch	9757 0731
Year 11 Coordinator	Christoher Buckland	9757 0731
Year 12 Coordinator	Leah Russell	9757 0731
Participation Coordinator	Kath Carter	9757 0718
Nurse	Renee Kittle	9757 0719
Chaplain/Mentor Coordinator	Katheryn Seisun	9757 0742
Student Support Officer	Lesley How	9757 0717
AEIO	Laura McKendry	9757 0713
Learning Support	Carolyn Ralph	9757 0785
Student Services Officer	Roni Male	9757 0795
Student Services Officer	Elana Walton	9757 0745
SSEP Coordinator	Sue Buckland	9757 0729
VET Coordinator	Michelle Miller	9757 0776
School Psychologist	Jordan Tocknell	9757 0730
School Psychologist	Kellie Gray	9757 07330


Student welfare includes the physical, intellectual, emotional and social wellbeing of all students. While parents and families have prime responsibility for the welfare of their children, the whole school community shares some of this responsibility. At Margaret River Senior High School, student welfare is enhanced by the support of the Student Services Team.

We endeavour to provide as much support as we can for our students. We enlist the cooperation of parents and other community links such as youth workers, indigenous workers, the police and government agencies.





## STUDENT HEALTH AND WELLBEING



Student Health and Wellbeing is considered a priority at MRSHS. We endeavour to provide a positive, respectful and connected community. Our school community encompasses staff, students and families.

Resilience (social and emotional competence) is incorporated into both our curriculum and our behaviour management policies in order to promote strong relationships and belonging to our community.

The Student Services team is committed to the physical, social, intellectual and emotional wellbeing of every student. Our aim is to improve educational outcomes of students by providing supportive interaction, early intervention, management and family involvement.

Staff aim to build resilience in our students by encouraging and seeking independent behaviour, the establishment and maintenance of health, respectful relationships.

We provide a positive environment committed to safe, supportive, respectful communication including the promotion of our key Positive Behaviour Management strategies focussing on resilience, respect and responsibility.

## ATTENDANCE

### DAILY ABSENCES

It is a requirement of the Education Act that all absences from school must be explained by the parent or guardian. Those notes must be dated and specify the reasons for the absence(s) either before the absence, if possible, or on the day the student returns to school, indicating the reason for the absence. Parents can enter their child's absence via the Compass app, or email [MargaretRiver.SHS.Absentees@education.wa.edu.au](mailto:MargaretRiver.SHS.Absentees@education.wa.edu.au)

### PROLONGED ABSENCE

Where students may be absent for a prolonged period of time, parents/carers should contact the school as soon as possible to provide an acceptable reason for the absence. Extended absence during school term generally falls under 2 categories: Medical Absence and Vacation Absence.

- For a Medical Absence (longer than 3 days) please contact the Pastoral Care or Year Coordinator to discuss school work and assessment requirements.
- Vacation Absences are usually *unauthorised absences* and therefore Parents and Carers take responsibility for any time missed from school and subsequent impact on their child's progress. Students should access the Learning Area Teaching Portal (e.g. Compass, Stile, Mathspace) to access work that may be available for them to complete. Please note that this is work that is available for all class members, not a specific package of work for your child, therefore it may not be a complete representation of what is delivered in the classroom. In the event that the Vacation Absence is deemed *authorised* by the Principal (exceptional circumstances), some leeway may be provided to support your child in their absence via work packages or exemption of assessments.

In all cases, the responsibility remains on the student to catch up on missed work or assessments (unless an exemption is provided). For any other long-term absences please contact the relevant Deputy Principal to discuss options for your child.

### LATE TO SCHOOL

Students are expected to begin all classes on time. Late arrival interrupts the learning of other class members. If you arrive late to school, you must sign in at Student Services with a note from your parent/guardian. You will not be admitted to class without a pass from Student Services.

### APPOINTMENTS TO LEAVE SCHOOL

Parents/carers are to inform Student Services via the Compass app or email: [margaretriver.shs.absentees@education.wa.edu.au](mailto:margaretriver.shs.absentees@education.wa.edu.au)

With the following information:

- The student's name,
- Year group,
- Reason for leaving school,
- Their expected departure and return times.

Students must then report to Student Services as they depart to collect a leave pass. Upon return, students must again report to Student Services to sign-in. Students will not be allowed to leave school site without having received carer permission and a leave pass.

Please note that students are not permitted to go downtown to purchase food. Lunches are brought from home or ordered from the school canteen.



### APPOINTMENTS WITH TEACHING STAFF

Margaret River Senior High School encourages parents to take an active interest in how their children are performing at school. If you wish to make an appointment with a member of the school staff, please contact reception on 9757 0700.

### VISITORS TO THE SCHOOL

Students must not make contact with those outside the school community during school hours without permission. Visitors to the school, including parents, who wish to make contact with students or staff on school premises are asked to first report to the front office or Student Services.

### BICYCLES

All bikes must be stored in the bike racks shed located at the Southern End of the oval or outside the Science rooms. This area is out of bounds outside arrival and departure times. Students should use the cycle ways and road crossings that have been provided for their convenience and safety and are reminded that helmets are mandatory. Students should secure their bikes and helmets with a sturdy locking device.

### STUDENT PROPERTY

**Please do not leave money/valuables in unattended bags.**

The school provides some lockers in the bag rack areas. Application forms for lockers are available in Student Services. Students will leave their belongings in their bags when not required in class. Bags and belongings in general will need to be taken home at the end of each day.

The school can take no responsibility for items stolen from bags. Money or other valuables must be kept on your person at all times or can be handed into the Student Service's office for safekeeping.



## CONCEPT OF GOOD STANDING

Good Standing acknowledges and rewards exemplary student attitude, behaviour, effort, work ethic and citizenship. It reinforces The Positive Behaviour Support Framework which explicitly teaches and supports Margaret River Senior High School's expectations of Respect, Responsibility and Resilience within the school as a whole.

We believe that learning is enhanced in a welcoming, inclusive, and collaborative environment which emphasises the importance of students taking responsibility for the choices that they make on a daily basis. These choices impact academically and socially on themselves and others.

The community of Margaret River Senior High School have a commitment to develop behaviour that consistently meets our school's expectations of Respect, Responsibility and Resilience, and so gain the benefits of 'Good Standing'.

These behaviours include, but are not limited to:

- Civilised, responsible behaviour at all times, within and outside the campus (including journeys to and from school and during non-class time off the school site).
- Compliance with reasonable requests from teaching and non-teaching school staff.
- Attendance to all lessons, including form.
- Completion of all course requirements in accordance with subject outlines.
- Meeting the requirements of the school's policies, including 'signing out of school', Dress Code and Computer/ICCT use.

All students commence with and retain Good Standing while exhibiting behaviours that align with the school's values and beliefs, as articulated in the school's behaviour policy. It is the responsibility of each student to maintain their Good Standing

## LOSS OF GOOD STANDING

### LOSS OF GOOD STANDING

Loss of good standing occurs after a suspension or series of behaviours that are not aligned with the school's student behaviour expectations. There is a progression that has the specific aim of providing the students and carers/families with the support to enable the individual to make positive changes to engage in a more appropriate manner at school. Loss of good standing will be discussed and reviewed by Student Services and then referred to the line managers. When instant action is required, it will be taken directly to the line manager. There are three stages in Loss of Good Standing. In each stage there is to support the student to help make them to make better choices about the way they are engaging in their education.

The Good Standing Policy is a part of, and works in conjunction with, the whole school Behaviour Management Plan and the Department of Education's Keeping our Workplace Safe Initiative.

Visit *STANDING POLICY* for full information.

## ABRIDGED MOBILE PHONE POLICY

1. Avoid bringing mobile phones and other personal electronic devices to school.
2. If you do bring a mobile phone, it must be switched off and concealed in a safe place during the day otherwise it may be confiscated.
3. Any student who refuses a teacher's request to hand over their phone (or other mobile device) will receive sanctions as outlined in the school's Behaviour Management policy. These sanctions may include suspension and the loss of their entitlement to bring a mobile device to school for a specified period of time.
4. Multiple breaches will result in additional consequences such as detention, loss of privileges associated with Good Standing and suspension.

Visit *MOBILE PHONE POLICY* for full inf



# ABRIDGED ASSESSMENT POLICY



## STUDENT RESPONSIBILITIES

- Read and be fully aware of the Assessment Guidelines provided by teachers at the beginning of the year and complete the prescribed work requirements in each subject by the due date.
- Complete all assessment tasks described in the Course Assessment Outline.
- Maintain a good record of attendance. Being absent more than 5 days per term would be cause for concern.
- Keep teachers informed of matters relating to assessment. This would include anticipated unavoidable absences, Workplace Learning (WPL) and Training (TAFE) arrangements, requests for extensions, inability to complete an assessment.

All Students will be given a copy of the course and assessment outline at the beginning of their courses which outlines the consequences of late or non-submission of work for all courses. Please read these carefully.

## WHOLE SCHOOL ASSESSMENT AND REPORTING POLICY

The School Curriculum and Standards Authority (SCSA) recommend that all schools have in place a whole-school assessment policy.

Visit [LOWER SCHOOL ASSESSMENT POLICY](#) or [UPPER SCHOOL ASSESSMENT POLICY](#) for full information.





# POSITIVE STUDENT RECOGNITION



Margaret River Senior High School believes that student engagement is a key aspect of a successful school. Recognition of positive behaviour, academic effort and/or excellence, care and respect of others and community involvement will foster an environment where students feel comfortable to strive for their personal best. The establishment of high-quality positive relationships between staff and students together with the recognition of student participation and achievement are essential components of the Margaret River Senior High School 'Good Standing' policy.

The Student Recognition system aims to:

- Increase student identification with the school, and their House Group.
- Positively recognise the student's engagement and effort in the school community through their school report.
- Provide students with leadership opportunities.
- Encourage students' interests in various school activities through healthy and positive competition between Factions.
- Recognise a range of student achievements using House points.
- Recognise student's involvement in community programs.
- Recognise students who are being Respectful, Responsible and Resilient. (Triple R = RRR)
- Encourage and acknowledge student's community service.

## "RRR" Points and Redemption

### Points

Margaret River SHS 'RRR' points are allocated for positive behaviour, participation, effort and achievement in class. As well as Community and Sporting participation and achievement through being Responsible, Respectful and Resilient. Students will be able to redeem a variety of rewards as they accumulate points.

A class 'RRR' Award is for 5 points for a student who is being:

- Responsible
- Respectful
- Resilient
- If a student displays the above and has excellent attendance.

A Commendation Award is for 10 points for students who demonstrated wither of the following:

- Tried their personal best,
- Achieved top marks in all their courses or assessments,
- Being nominated for their efforts in class through 'encouragement'.

Service and Representation Award points are allocated for students who have represented the school in a non-sporting leadership role at the below levels.

- Margaret River SHS (Form Representative, student councillor, Head student)
- Margaret River Community (e.g.: Anzac Day, MR Agricultural Show)
- State or national level

Sporting 'RRR' Award points will be allocated for:

- Leadership
- Participation
- Sportsmanship and
- Excellence in sporting efforts.

Recognition of RRR Points, Academic Achievement, Effort and Contribution to The School Community.

Throughout the year Margaret River SHS will use various processes and events to positively recognise student achievement in:

- Academia
- Attitude and effort
- Attendance
- Care for others and citizenship qualities
- Community involvement
- And any other achievements outside of school

# COMPUTER USE





## ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 7-12)

When using the Department-provided online services students must follow the rules set out below:

- I will only use online services for purposes which support my learning and educational research.
- I understand that I am responsible for all activity in my online services account.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I understand the school and the Department of Education can monitor my use of online services.
- If I find any information that is inappropriate or makes me feel uncomfortable, I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- I will not use the Department's online services for personal gain or illegal activity (e.g., music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- I will acknowledge the creator or author of any material used in my research for schoolwork by using appropriate referencing.
- I will get permission from the copyright owner of any material used in my schoolwork before I reuse it in a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will use appropriate language in all internet communications.
- I will not try to access internet sites that have been blocked by the school or the Department of Education.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.
- The misuse of online services may result in disciplinary action, determined by the principal in accordance with the Department's Behaviour Management in Schools policy; and
- I may be held liable for offences committed using online services.





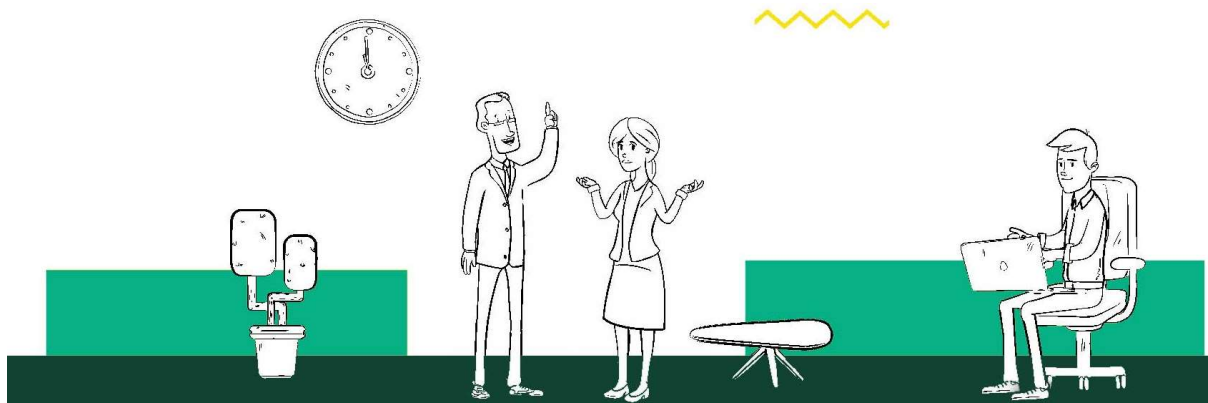
## COMPUTER USE & RULES

When using computers students are bound to follow these school rules

1. Students using the student computer network at Margaret River SHS must:
  - log on under their own name and password.
  - use the student computer network for school projects and approved pursuits.
2. Students using the student computer network at Margaret River SHS must not:
  - load, create or save any program (unless specifically directed to by teachers e.g., computing).
  - play any form of game other than that specified by a teacher.
3. Students should use the internet only with the approval and guidance of a teacher. This means students:
  - must not use the internet to access violent or pornographic publishing or other sites deemed inappropriate by the school.
  - must not access chat lines, conversation sites or other sites that link students to unauthorised individuals outside of the school community.
4. Students with laptops at school:
  - must not use/access laptops in the yard at recess or lunchtime.
5. Section 85ZE of the Commonwealth Crimes Act, states that a person shall not *knowingly* or *recklessly*:  
Use a telecommunication service supplied by a carrier to menace or harass another person; or  
Use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

Students using computers at school should understand the following:

- They will be held responsible for their actions while using online services and for any breaches caused by allowing any other person to use my online services account.
- the misuse of online services may result in the withdrawal of access to services and other consequences dictated in Schools policy; and
- Students may be held legally liable for offences committed using online services.



Margaret River Senior High School staff and students have access to an array of resources including:

- School web-based emails.
- Access to the Compass Learning Management system.
- Free Microsoft 365 tools including online Word, PowerPoint, Excel, Sway and OneNote.
- Free online storage Microsoft One Drive.
- Compass Teaching portal integrated with the administration system.
- Links to study skills, ETV and TV4 Education programs
- Education Perfect, Mathspace and Stile online resources
- Press-reader
- Library database, audio & e-books

Every student has a unique logon account that provides access to resources within the school.

Third Party Resources Used at Margaret River SHS:

<https://margaretrivershs.wa.edu.au/download/19600/?tmstv=1701395113>

Guide to ICT at Margaret River SHS; BYOD Information and MOU:

<https://margaretrivershs.wa.edu.au/download/19600/?tmstv=1701395113>

**BRING YOUR OWN DEVICES (BYOD) MRSHS  
DIGITAL MEDIA POLICY**




BYOD refers to a technology model where students bring a personally owned device to school for use as a tool for learning.










**The Margaret River SHS BYOD program now extends from Year 7 to Year 11, however; we recommend that all students bring a BYOD computing device.**

Margaret River Senior High School uses technology in all Learning Areas to enhance the learning experience of our students. When used appropriately, technology can increase curriculum engagement and relevance, and empowers students to be more creative and connected. Using technology enables versatile anywhere/anytime learning and is an essential skill for all students to possess as they move from school to further education or employment. The development of student ICT capabilities and 21st Century Skills is very much at the forefront of our teaching and learning programs.

**Device Recommendations**


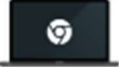
It is recommended that parents purchase a device with the specifications below to ensure the best learning experience for our students and to ensure your choice will last and be fit for purpose. As a general guide a device with higher specifications and the latest software will last longer in the school environment.

Minimum Requirements	
	A minimum screen size of greater than 10 inches (13" is recommended) & support resolution of at least 1024 x768 pixels
	SSD (Solid State Drive) +- 128GB + (256GB or higher is better)
	8GB RAM or more

	<p>Operating System:</p> <p> For best integration with Office 365 <b>we recommend a Windows 10</b> (version 20H2 or later) or <b>Windows 11</b> device</p> <p><i>If using a Mac laptop - it should have an macOS of 10.15.4 or later</i></p> 
	Battery life of 5+ hours
	5GHz Wi-Fi capability
	Physical keyboard & mouse or trackpad/touchpad
	Robust, students will possibly use the same device for 3+ years.
	Invest in extended warranty and insurance; accidents happen, and repairs cost a lot more and take longer without it
<b>Recommended:</b>	
	Touchscreen & Stylus (Active Pen)

*The following devices are examples of suitable device; however, you may want to choose your own:*

- **Windows option with pen:**  
Microsoft Surface Laptop Go 2 - 12.5", i5, 128GB SSD +8GB RAM, touchscreen + pen or better.
- **Apple option without pen:**  
Macbook Air 13" M2 Chip or better

<b>Other devices</b> – the following devices have <b>limitations</b> and may not run all the programs or apps required:	
 iPad	iPadOS 14 or later – iPad Arit 2, iPad Pro (1 <sup>st</sup> generation), iPad (5 <sup>th</sup> generation) or later It must include a <b>KEYBOARD COVER</b> <i>Not supported: iPad Mini</i>
 Chromework	Chromebook version 90 or later (manufactured 2020 or later)

More information about ICT at the school can be found here:

<https://margaretrivershs.wa.edu.au/school-programs/learningareas/information-technology/>

<b>Available Software:</b>	
This applications/software are to be installed once school accounts have been activated – Term 1.	
<b>Office 365 Software</b>	Free download available through your School O365 account for up to 5 home computer, 5 laptops and 5 mobile devices on most operating systems. Students will require access to their O365 account to install the free download. Student account logins will be given at school; therefore, students will not be able to download Office 365 until then. This download and install process must be done at home, not at school.
<b>Office 365 (Online)</b>	Sign in using department student email and DoE username   password. Students will be shown how to log in to their O365 account at school. Please don't sign into a 'personal/family' O365 account on your device, this can be problematic when using your device at school.
<b>Cloud Storage (OneDrive)</b>	1TB cloud storage is available through your Student O365 Account. For all school-related work students are to use their education OneDrive for file storage. This enables them to share work easily and access their files from anywhere, anytime. For details on how to use OneDrive refer to the eLearning@mod booklet on Connect.
<b>Adobe Creative Cloud</b>	<i>Adobe Creative Cloud (Photoshop, Illustrator, Animate etc) is available for a small subscription fee</i>



## STUDENTS RESPONSIBILITIES

1. Follow the standards for use as set out by MRSHS.
2. Abide by the school's acceptable use guidelines for access of network resources.
3. Install and maintain anti-virus software where possible.
4. Maintain system updates on the device where possible.
5. Maintain personal backups of schoolwork or store schoolwork on OneDrive.

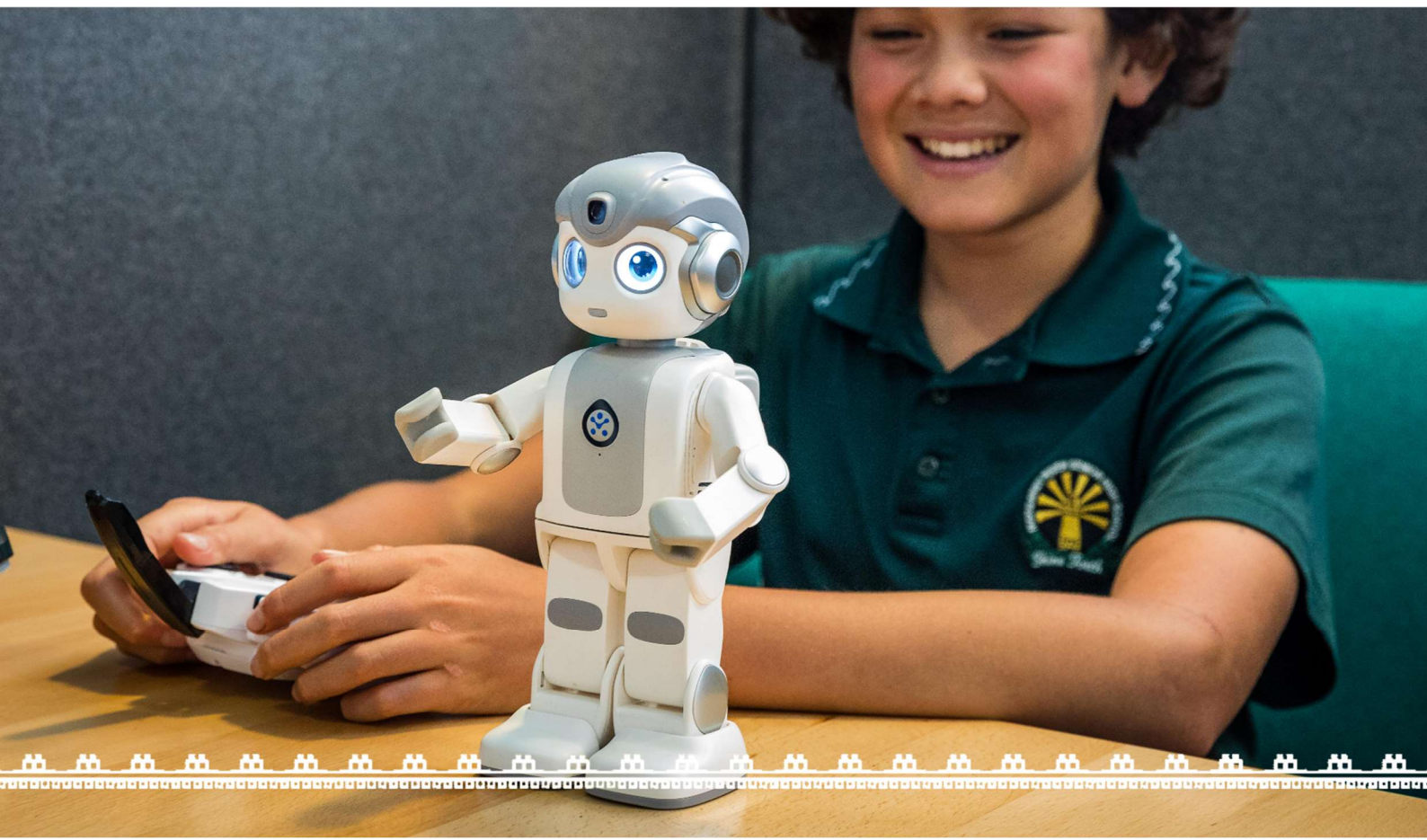
Before using your own device at school, the following procedures must be followed and adhered to:

- The device is only to be switched on for educational use. This will occur after asking permission from their teacher or requested by the teacher. The device must remain switched off at all other times.
- Devices are not to be used for messaging, social media, or phone calls.
- You must not film, record or take images or videos unless it is supervised by the class teacher and directly a part of the class program.
- No photos or videos are to be shared or uploaded to the internet or any social networking sites (e.g. Facebook, Snapchat, Twitter, Instagram etc).
- Devices are not to be used out of class time (before school, recess, lunch) unless specifically requested by a teacher in order to do schoolwork – this must be done in a supervised classroom.
- Student owned devices are not licensed to use school owned or purchased software other than the DoE Microsoft 365 suite.
- You must not access any other social media sites (Snapchat, Instagram, Facebook etc) or any site that is not directly part of the school educational program and has been directed by a teacher.

### MISUSE OF DEVICES:

- If you misuse your device, it will be confiscated and sent to Student Services.  
The device may be collected by the student from Student Services at the end of the day.
- Second offence, the device may only be retrieved by a parent or guardian.

Breaches of this policy will be treated as any other breach of school rules.





# HOMEWORK





## HOMEWORK STATEMENT

Homework is a strategy to develop motivated students who achieve to the best of their ability and strive for excellence.

### PURPOSE:

Homework is provided:

- To allow effective teaching/learning and the completion of teaching/learning programs.
- To prepare students in lower school for upper school demands/rigour.
- To develop a culture of excellence, supporting the school's commitment to our Enrichment and Engagement priorities.

### PRACTICE

Staff are required to set homework for students as part of the learning program.

Homework needs to be:

- Valid – linked to student's learning program.
- Educative
- Purposeful – complement/reinforce learning program.

Staff are to ensure that:

- Students record the homework including due date.
- They monitor the completion of homework.
- They provide feedback in a timely manner as required.

Staff are to inform parents if homework is not complete:

- A maximum of two consecutive homework items missed requires parental contact.

Daily entry records of parent contact are to be kept for reporting purposes.

## USING A DIARY

To use a diary, study planner or digital calendar system effectively, it is important to develop a system. The following suggestions may assist you: -

1. If you have a physical diary, take it with you to every class and home with you each night.
2. Plan your time carefully.
3. Enter all relevant matter in your diary or digital calendar system.
4. Use colour coding for instant recognition of specific entries (e.g., homework).
5. Use symbols or abbreviations for easy recognition of activities.
6. Check your diary entries or digital calendar each morning and night.
7. Mark off entries when completed.
8. Use a highlighter to show important dates.
9. Keep the calendar up to date.
10. Students will be encouraged to develop digital modes of organisation such as the Outlook Calendar.

Teachers will assist you in prompting for reminders of homework and how to use a digital calendar – it is up to YOU to look after it and make sure that all the relevant details are written up.

# SCHOOL COMMUNITY PARTICIPATION



## PARENTS AND CITIZENS ASSOCIATION

The High School has a very active P & C who meet regularly, all are welcome to attend.

The P & C are represented on the School Management Group that meet regularly. This empowers parents to have a say in the day-to-day decisions and operations of the school.

Your P & C Association Contributions entitles your child to 24-hour insurance cover. Submit invoices to Medicare or Private Health Fund (if applicable) and obtain statement detailing which benefits have been paid – this should be done before submitting the completed Claim Form and Physicians Statement to EBM Insurance Brokers.

Complete an AIG Student Claim Form. The claim form can be downloaded from website – [www.studentcover.com.au](http://www.studentcover.com.au). The claim form needs to be completed then signed off by the school. The Attending Physicians Statement must also be completed.

Once the remittance advice has been received from Medicare and the Private Fund (if applicable), please submit the claim documentation to EBM Insurance Brokers.

DO NOT submit the claim directly to AIG. Claim forms can also be accessed at the Margaret River Senior High School Front Office.

## SCHOOL BOARD

Margaret River SHS as an Independent Public School has a School Board. This Board enables representatives from parents, members of the community, students and staff to engage in activities that are in the best interests of students and will enhance the education provided by the school.

## STUDENT COUNCIL

The student council has a representative on the School Board. Students from all years have representatives that participate in leadership activities and lead year meeting assemblies.

## CANTEEN

Enjoy a fresh approach to school lunches at the Margaret River Senior High School canteen. We offer healthy, delicious, and nourishing food from 8.30am daily and pre-ordering is super easy. Come to the canteen before school and complete your pre order form. You can pay by EFTPOS or cash. Specials change daily and pre-ordering ensures you don't miss out. The Canteen caters for dietary requirements and menu alternatives, so please just ask them. At the start of recess or lunch, come to the canteens collection window to collect your order. Alternatively, all menu items are available during recess and lunch until sold out. You can also place a pre order at recess for lunch time pickup. There is a queue line specifically for cash sales which is often favoured by the year 7's and 8's.

Please see our seasonally changing menu on the school website: [www.margaretrivershs.wa.edu.au](http://www.margaretrivershs.wa.edu.au)

# ANTI BULLYING POLICY



Margaret River Senior High School has developed a school policy to address the issue of bullying because we believe that every student has the right to feel safe and comfortable when they attend our school.

It is the student's right and responsibility to report bullying.

## WHAT IS BULLYING?

It is a repetitive attack which causes distress not only at the time of the attack but also by the threat of future attacks.

## WHAT YOU CAN DO IF YOU ARE BULLIED:

- Stay calm; act confident and tell them, firmly, to stop.
- If someone takes something from you don't fight back, tell someone.
- Don't support bullies, walk away.
- Reporting bullying is not "dobbing", it is the right thing to do.

It may not be easy to decide what to do. If you are unsure but concerned contact someone at the school and talk it over.

## THERE ARE SEVERAL PEOPLE WHO CAN HELP YOU:

Student Services, School Chaplain, School Psychologist, School Nurse, Deputy Principals or any teacher with whom you feel comfortable. Student Services encourages students to email reports of bullying.

- What exactly happened?
- Who is involved?
- Where and when it is happening?
- Has there been any provocation?
- Are there any witnesses?
- *Cyber bullying* is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, pre-teen or teen using the Internet, interactive and digital technologies or mobile phones. It has to be a minor on both sides, or at least have been instigated by a minor against another minor.

## STUDENTS HAVE A RESPONSIBILITY TO ENSURE THAT THEY:

- do not participate in cyber bullying.
- do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum program.
- do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming.
- do not disseminate inappropriate information through digital media or other means.
- report incidents of cyber bullying to a member of staff.
- advise students being victimised by cyber bullying to talk to an adult.
- offer to speak to an adult on behalf of the student who is being victimised by cyber bullying.



# CHARGES & CONTRIBUTIONS POLICY



## THE LEGAL POSITION

The State Government through the Department of Education provides placement at educational facilities for all students who choose to attend Government schools. The Department also pays for the wages of all teaching and non-teaching positions plus costs such as repairs, maintenance and utilities. Government does not provide for many goods and services which students use and it is reasonable for parents to meet these costs.

## WHERE DO CHARGES AND CONTRIBUTIONS GO?

Some examples include e.g. ingredients in home economics, transport, photographic equipment and supplies, art materials, timber, metals, consumable tools, external instructors, sporting equipment, textbooks, etc.

## HOW MUCH CAN BE CHARGED?

**Year 7 – 10:** Charges are applied to elective subjects which students and parents have selected for which payment is compulsory. Please note if payment is not received by the due date your child will be placed on a lower course cost option.

**Year 7 – 10:** Contributions are directly applied to each learning area to support your child's education by enabling the school to purchase extra materials, services and resources that are used daily in the classroom. At \$235.00 per year, this works out to less than \$6 per week or \$58.78 per term.

**Extra cost optional components** are for excursions, after school activities, competitions, camps etc. We work on a cost recovery basis and keep costs to an absolute minimum, to maintain maximum value for money for our families. Please refer to our Charges & Contributions book for the indicative costs.

**Year 10 parents:** who have not paid charges will be asked to pay an upfront payment of 50% of the cost of Year 11 2025 charges and enter into a payment plan to ensure to students are enrolled in their selected course.

**Year 11 and 12:** Subject charges are applied based on your child's selected subjects for year 11 and 12 and are all compulsory. Again, we work on a cost recovery basis and keep costs to an absolute minimum, to maintain maximum value for money for our families.

- Year 11 parents (2024) who have not paid charges are to enter into a payment plan before the 2025 year commences to cover year 11 and year 12 charges.
- Year 12 parents that have not paid charges by the due date (end of Term 1) are to enter into a payment plan with MRSHS. The balance of year 12 school charges needs to be paid by early November to allow parents to attend school events including the Valedictory Ceremony.

**Certificate Courses:** For school base Certificate Courses a 50% confirmation payment in 2025 is required. With the remaining balance due prior to the school year's commencement. This cost is compulsory once the student commences.

## WHO SHOULD PAY?

Given that all students benefit from the pool of collected charges and contributions, it is fair to expect that all parents should pay the balance of charges and contributions. Parents of students who choose more expensive option subjects need to consider the costs during the subject selection process.

## A COMPASSIONATE VIEW

This school is only too aware that the payment of school charges and contributions can be a burden for some families. Part payments, deferred payments and credit card debits are all available to support parents experiencing difficulties. In some cases of financial hardship, the Principal will consider full or partial waiver of charges and contributions. Please complete the financial hardship form for further assessment. Ignoring accounts and reminders is unhelpful to all parties. The school is also keen to assist parents in selecting options that they can afford. To this end subject charges will always be provided to parents prior to selection of subjects. If parents are having difficulty paying contribution and charges, please contact the Manager Corporate Services, Cristina Oliveira to discuss possible payment options.

## PAYMENT OPTIONS

The school makes provision for the following payment options:

- Direct payment to our account listed below:  
BSB Number: 016-520  
Account Number: 1083 88617
- Full payment by cheque, cash, EFTPOS or credit card (in person or by phone 97570700).
- Direct Debit. Please make an appointment with the school to get this set up.
- Payments by instalments by the above methods.

## COLLECTING CHARGES AND CONTRIBUTIONS

The school will take a positive approach to collecting contributions from parents of students in Years 7 to 10. In particular, the school will highlight the benefits to students if all parents meet their contributions. With respect to charges for Years 7 to 12, the school will actively seek full payment of charges.

The School Board, in support of this process, has endorsed the following actions:

- Regular accounts sent home to parents.
- Students whose family has a history of non-payment will be refused enrolment in high-cost subjects for any year group.
- Year 10, 11 and 12 high-cost subjects will require a 50% confirmation charge prior to enrolment if the outstanding balance is not fully paid.
- Parents who refuse to communicate with the school and have made no effort to pay charges will be referred to a debt collection agency as permitted in the regulations.
- A student's attendance of extra curriculum activities, that have a charge, could be affected. Their involvement will be at the discretion of the Principal. This could include camps, school socials and sporting activities and participation of other events as stated above.

***Full payment of the Compulsory Charges must be made by the end of Term 1.***

## REFUND POLICY

The refund or transfer of charges and voluntary contributions will be completed in accordance with the Department's "Refunds of Charges and Contributions in Secondary Schools" documentation.

Payments, including deposits for camps, excursions and incursions will not be refundable where there has been a cost to the school.

The School Board has endorsed refunds to be issued for amounts of \$30.00 and above, amounts below \$30.00 will be credited to the student's account and will be used to offset other costs as directed by parents.



# UNIFORMS



School uniform items are to be purchased from the  
Permapleat Uniform Shop





Correct attire for any occasion is more likely to produce successful outcomes. The uniform is serviceable and economical and assists in the development of pride in oneself and one's school. There is no summer uniform and winter uniform so students can wear combinations of the standard uniform to suit the weather. Students may only wear items that are listed below for their year level.

No non-uniform items are to be worn by students at any time while at school or while travelling to and from school.

## STANDARD UNIFORM

- Forest green (lower school) or white (upper school) MRSHS polo shirt.
- Forest green MRSHS jacket.
- Plain black undershirt, no hoods.
- School prescribed black pants, black shorts & black skirt with logo.
- Closed-in shoes.
- *Phys Ed Uniform*: MRSHS Phys Ed shirt, MRSHS black sport shorts, MRSHS black track pants.

## JEWELLERY AND BODY ADORNMENTS

Make-up, jewellery and body adornments must be minimal, unobtrusive and safe. Earrings can be sleepers or studs. If in the opinion of the school administration, students do not adhere to these guidelines, they will be required to make the necessary changes to conform to this policy. Due to Occupational Health and Safety issues facial piercing will need to be plastic backed and with flat studs. Students will not be allowed to have excessive facial piercing.

## INTERSCHOOL SPORTING EVENTS

The school supplies Interschool Uniforms.

## YEAR 12 LEAVERS JACKETS

The Year 12 Leavers Jacket is privileged wear and therefore to be worn only by Year 12 students. The design is approved annually by the School Council. Year 12 Leavers Jackets from previous years are not part of the school uniform.

## ENFORCEMENT OF UNIFORM POLICY:

- Students are asked to remove inappropriate uniform items or change into spare uniform items provided through Student Services.
- A student might be given recess/lunch detention if the uniform remains inappropriate.
- After three infringements, parents will be contacted.
- After five infringements, loss of privileges policy will be enforced.

e.g., sporting events, non-assessable camps and excursions, school ball, discos and dinner dances, Country Week.

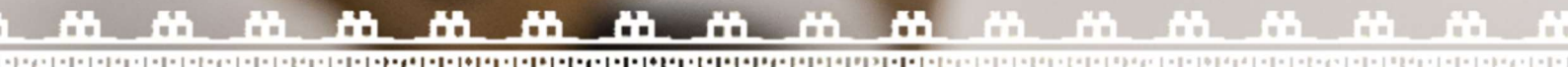


## UNIFORM SHOP

- **The School Uniform Shop is accessed via Student Services and is open Tuesdays and Thursdays, 8:00am – 12:30pm.**
- Online ordering available through MRSHS Website. Click on Parents & Community, then drop menu click on Uniform Orders then online ordering.  
Email: [mrsHS.uniforms@permapleat.com.au](mailto:mrsHS.uniforms@permapleat.com.au).
- The School Uniform will be reviewed regularly through the School Uniform Committee and Student Board.
- The Government provides a clothing allowance of \$115 for low-income families. There is a 50% refundable tax offset every year for up to \$1500 for each child undertaking secondary school.

Children travelling by bus with limited time before school may access Order Forms through the school website.

# FULL POLICIES FROM HERE ON



# GOOD STANDING POLICY



## WHAT IS 'GOOD STANDING'?

Good Standing acknowledges and rewards exemplary student attitude, behaviour, effort, work ethic and citizenship. It reinforces The Positive Behaviour Support Framework which explicitly teaches and supports Margaret River Senior High School's expectations of Respect, Responsibility and Resilience within the school as a whole.

We believe that learning is enhanced in a welcoming, inclusive, collaborative, caring environment which emphasises the importance of students taking responsibility for the choices that they make on a daily basis. These choices impact academically and socially on themselves and others.

The community of Margaret River Senior High School has an obligation to strive, actively and positively, to put in place the preventative, pro-active and responsive support required for every student to be able to meet the expectations and gain the benefits of 'Good Standing'.

The students of Margaret River Senior High School community have an obligation to develop behaviour that consistently meets our school's expectations of Respect, Responsibility and Resilience and so gain the benefits of 'Good Standing'.

These behaviours include, but are not limited to:

- Civilised, responsible behaviour at all times, within and outside the campus (including journeys to and from school and during non-class time off the school site).
- Compliance with reasonable requests from teaching and non-teaching school staff.
- Attendance to all lessons, including form.
- Completion of all course requirements in accordance with subject outlines.
- Meeting the requirements of the school's policies, including 'signing out of school', Dress Code and Computer/ICT use.

All students commence with and retain Good Standing while exhibiting behaviours that align with the school's values and beliefs, as articulated in the school's behaviour policy. It is the responsibility of each student to maintain their Good Standing.

## ACKNOWLEDGEMENT OF GOOD STANDING

Students who maintain Good Standing for the whole year will receive a letter of commendation from the principal in recognition of their positive code of conduct.

## LOSS OF GOOD STANDING

Loss of good standing occurs after a suspension or series of behaviours that are not aligned with the school's student behaviour expectations. There is a progression that has the specific aim of providing the students and carers/families with the support to enable the individual to make positive changes to engage in a more appropriate manner at school.

Loss of good standing will be discussed and reviewed by Student Support and then referred to the line managers. When instant action is required, it will be taken directly to the line manager.

## IMPLEMENTATION OF LOSS OF GOOD STANDING

Good Standing can be removed by the Student Services Coordinator, a member of the Executive Team or a member of staff with delegated authority by a Deputy Principal.

### a) Suspension

Loss of Good Standing, the date of reinstatement and how to appeal loss of Good Standing, will be communicated to the student's parent/carer in the emailed letter notifying them of the suspension.

An individual student's loss of Good Standing will be communicated to staff through Compass. In the return from suspension meeting with the student and their parent/carer, the Student Services Coordinator, member of the Executive Team or member of staff with delegated authority by a Deputy Principal, will outline the loss of privileges the student will incur through loss of Good Standing for the period of four school weeks effective from the first day of the suspension.



### b) Ongoing non-compliance

Upon teacher referral, the Student Services Coordinator, member of the Executive Team or member of staff with delegated authority by a Deputy Principal, will issue a warning regarding loss of Good Standing to a student who has established a pattern of non-compliance.

Parents/carers will be notified of the warning by phone call, letter/email or a face-to-face meeting and this notification will be recorded in Compass. In the event the student does not improve the behaviour, the Student Services Deputy, member of the Executive Team or member of staff with delegated authority by the Principal, will meet with the student to remove their Good Standing and outline the loss of privileges the student will incur through loss of Good Standing for the period of five school weeks effective from the meeting date.

Loss of Good Standing, the date of reinstatement and how to appeal loss of Good Standing, will be communicated to the student's parent/carer in an emailed letter.

An individual student's loss of Good Standing is communicated to staff through Compass. All staff coordinating an activity considered to be a privilege and additional to course curriculum and assessment requirements, are expected to implement Good Standing with the approval of their line manager.

All correspondence seeking parent permission from parent/carers for student participation in an activity will make clear to students and parents/carers whether student participation in the activity is subject to Good Standing. When an activity is subject to Good Standing and takes place during the school day, the coordinator of the activity will make provision through the Year Leader or HOLA for students who have lost Good Standing to undertake an alternate educative activity, supervised on the school site.

### APPEAL TO LOSS OF GOOD STANDING

An appeal to loss of Good Standing can be made in writing to the Student Services Coordinator within five school days from the date of the emailed letter notification to parents/carers. The appeal may be considered by a review panel and the Student Services Deputy will notify the parent/carer of the outcome.

### REINSTATEMENT OF GOOD STANDING

Good Standing is reinstated on the first day following the expiration date that was communicated to the student and parent/carer in the loss of Good Standing letter. An individual student's reinstatement of Good Standing is communicated to staff through Compass. In the process of reinstating Good Standing the MRSHS will endeavour to:

- Implement a restorative and educative return to school process to re-establish positive behaviour.
- Develop a re-entry and/or individual behaviour plan focusing on the identified areas for improvement citing strategies, milestones and desired outcomes.
- Re-instate a student's good standing after such period as decided by Student Services.
- The classroom teacher and a member of the executive team will discuss with the student what behaviours are required to regain good standing.
- Students will regain their Good Standing after a five-week period and will have a restorative conversation with a member of the Executive Team upon its reinstatement.

The Good Standing Policy is a part of, and works in conjunction with, the whole school Behaviour Management Plan and the Department of Education's Keeping our Workplace Safe initiative.

NOTE: The Principal always has the authority to intervene in any aspect of this policy on a case-by-case situation.

### CONSEQUENCES OF LOSING GOOD STANDING

Students who lose their good standing will lose the privilege to participate in various events throughout the school year, such as:

- Interschool Athletics,
- Swimming,
- Cross-country,
- Year 7/8 and Year 9/10 carnival,
- Country Week,
- Year 12 Ball,
- International trips – Japan, domestic trips – Canberra,
- Non-curriculum excursions – rewards day activities (see Year explanations),
- Try-a-Trade,
- Camps,
- Representing the school in an external activity (volleyball high schools' cup, debating, surfing etc)

*To return, press ONCEPT OF GOOD STANDING.*

# MOBILE PHONE POLICY



## AIM

To ensure that student engagement and learning is maximised whilst protecting the privacy and security of all people within our school.

## POLICY STATEMENT

It is important to note that it is not a requirement at Margaret River Senior High School for students to have a mobile phone at school.

The Department of Education does not permit student use of mobile phones\* in public schools unless for medical (documented healthcare plan) or teacher directed educational purpose. Margaret River Senior High School recognises that an increasing number of parents/carers who, for safety, security and/or emergency purposes, wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are permitted at Margaret River Senior High School.

## PROCEDURES

- The use of mobile phones for all students is banned from the time they arrive at school to the conclusion of the school day. This includes before school and at break times (off and away all day). Students who bring their mobile phone to school are required to switch it off or to silent. Smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.
- Mobile phones should be stored in the student's bag or locker. Students have the option of handing their phone in to Student Services office before the commencement of the school day and collect at the end of the school day. The student owner of the phone will be recorded, and the phones securely stored until collected.
- All communication between parents and students, during school hours, should occur via the school's administration or Student Services.
- In emergencies, where students need to get in contact with parents/carers, students are to notify the appropriate school staff. If parents/carers need to contact their children, they are asked to contact the school directly.

## BREACHES OF THIS POLICY

- Students seen wearing headphones or using mobile phones (or similar devices) before school or during breaks will be asked to hand the headphones and mobile phone over to the staff member. The staff member will record the student's name and store the items at Student Services for collection by the student at the end of the day. Parents will receive a letter explaining DoE Policy requirements. Updated: June 2024
- Students using headphones, mobile phones, or similar devices, during class will be asked to hand the headphones and mobile phone over to the teacher. The teacher will record the student's name and store the items in the Learning Area safe for collection by the student at the end of the day. Failure to follow teacher direction comply will result in consequences as per the school's Behaviour Management policy.
- Any student who refuses a teacher's request to hand over their phone (or other mobile device) will receive sanctions as outlined in the school's Behaviour Management policy. These sanctions may include suspension and the loss of their entitlement to bring a mobile device to school for a specified period of time.
- Multiple breaches of this policy will result in additional consequences such as detention, loss of the privileges associated with Good Standing and suspension. This will also include meetings with the student, their parent/carer and the Student Service Manager or Deputy Principal.
- Any student found to use their phone to record, distribute or upload inappropriate images or videos of students, parents or staff on school premises will be suspended.

# LOWER SCHOOL ASSESSMENT POLICY



This Lower School Assessment Policy is intended to ensure that:

1. Our course assessment guidelines conform to the School Curriculum and Standards Authority (SCSA) requirements.
2. Teachers are aware of their responsibilities and appropriate courses of action.
3. Students are aware of their responsibilities and appropriate courses of action and are treated justly in the process of assessment.

## TEACHER RESPONSIBILITIES & STUDENT ENTITLEMENTS

Students can expect:

1. To receive an assessment program for each subject which describes the assessment items and the weightings of those items in the calculation of the overall grade.
2. To be notified of any changes in the assessment program.
3. In normal circumstances work submitted for marking on the due date will be marked and returned in a timely manner.
4. To negotiate the due date for any assessment task with the teacher and the class, recognising constraints such as:
  - i) unforeseen circumstances
  - ii) the amount of time given in class to complete the task.
  - iii) students' total workload.
5. To develop an understanding of the Moderation process and how that could impact on Raw Marks.
6. A record of assessable work to be kept by the teacher, for the entire academic year. This may be required for moderation purposes.

## STUDENT RESPONSIBILITIES

### Common Assessment Tasks and Examinations

#### a) Course Completion

SCSA (School Curriculum & Standards Authority) regulations require that students must complete ALL assessments in their course. Failure to do this will have a major impact on the student's grade.

#### b) Submission of Work

In normal circumstances an assessment task must be submitted by the due time and date. If a student does not attend school on the due date, the assessment task is to be submitted in person to the teacher on the first day the student attends school following the due date.

#### c) Conditions of Acceptance of Late Work

Late work will only be accepted without penalty if the student has been affected by illness (preferably supported by a medical certificate) or a recent traumatic event which can be substantiated. If a medical certificate is not submitted, parents/guardians are required to discuss the child's absence with the Head of Department.



Late work without a legitimate reason will be accepted with penalty under the following conditions:

- i) One day late, 20% penalty.
- ii) Two days late, 40% penalty.
- iii) More than two days late, a mark of zero will be awarded.
- iv) Completion of Group Assessment Tasks (e.g., Drama performances)
  - a. If a student does not attend school on the date set for a group task, evidence to support a legitimate reason for this absence must be supplied.
  - b. If there is no legitimate reason for the absence late penalties will apply.
  - c. Other group members will not be penalised.

**\*\*\* The student must take responsibility for submitting late work directly to the teacher.**

**d) Extension of a Due Date**

If a student believes that exceptional circumstances have prevented the completion of the task, they should approach the teacher concerned. In cases where class time was given to complete an assessment task and the teacher’s observation indicates that the time was managed ineffectively by the students the teacher will NOT allow any extension of time. All variations to the assessment schedule must be authorised by the HOLA and then flagged in Reporting to Parents (RTP) in the Assessment Outline.

**e) Additional Opportunity to Complete a Task**

In accordance with the SCSA guidelines students may be provided with an additional opportunity to complete a task if: -

- The teacher agrees that it is feasible.
- The student has attempted other assessment tasks but requires an additional opportunity to demonstrate achievement of an outcome.

**f) Cheating in Assessments**

If cheating, plagiarism or unauthorised collusion are established the student/s will be penalized. Since the nature of the infringement may vary a great deal, the penalty may vary from some marks subtracted to a zero mark.

**g) Injured/Disabled Students**

When injuries are only temporary, teachers should encourage participation through observation and negotiate either an alternative form of assessment or leave the assessment to a later date. Students who have permanent disabilities should be accommodated by alternative procedures but within the constraints and spirit of the SCSA Assessment structures. Where this is not possible, student may need to be counselled into a more suitable course.

*To return, press ABRIDGED ASSESSMENT POLICY.*

# UPPER SCHOOL ASSESSMENT POLICY



The following policy has been developed so that students, parents and staff are aware of their rights and responsibilities in the assessment process. This policy applies to students studying subjects in Years 11-12.

## Overview

Assessment assists students, teachers and schools in:

- monitoring the progress of students.
- adjusting programs so that all students have the opportunity to achieve the intended outcomes.
- developing subsequent learning programs.
- reporting student achievement to parents.
- whole-school and system planning, reporting and accountability procedures.

Assessment procedures will therefore be fair, valid, comprehensive, explicit, and supportive of learning.

### 1. Assessment Guidelines

- ATAR subjects and General subjects and Vet courses assessment guidelines are set by the relevant Authority.
- A course outline (including deadlines) and scheme of assessment will be provided to students at the commencement of the learning program.
- Due dates, which are in the course outline, must be adhered to.
- Where adjustments are made to the assessment schedule, it should be done so in close consultation with all students and clearly publicised.

#### (a) Assessment Scheduling

If a student has more than two timed tests scheduled on a day teachers **may** negotiate to reschedule the assessments. Notice must be provided a minimum of 5 school days prior with their teacher/s of any assessment conflicts.

#### (b) Special Examination / Assessment Conditions

Students with Special Examination / Assessment condition, or students impacted by school-sanctioned events are to sit examinations and / or assessments on the same day, at the same time as the rest of the cohort where practical and where no opportunity for collusion can occur. This may mean the student is isolated from the cohort. Phones would need to be handed in, in this situation.

## 2. Student Responsibilities

In order to receive a grade for the course student must:

- **make a genuine attempt to complete all assessment tasks as described in the course outline.**
- complete each assessment type, as per Authority requirements.

It is the student's responsibility to:

- adhere to the **highest standards of academic integrity.**
- maintain a folio of evidence for each course studied and to make it available whenever it is required.
- initiate contact with teachers concerning absence from class, missed assessments and other issues pertaining to assessment.
- complete the school's *Sickness and Misadventure Form* for each missed assessment item, **within 5 school days.**

## 3. Staff Responsibilities

It is the responsibility of the staff to:

- manage the assessment schedule.
- develop a teaching/learning program that adheres to current SCSA guidelines.
- ensure compliance with the school's *Curriculum, Assessment and Reporting Policy.*
- provide students with a course outline and scheme of assessment at the commencement of the course.
- ensure that assessments are fair, valid, comprehensive, explicit and supportive of learning.

- ensure that assessments are also reliable, able to differentiate performance, and are relevant to the current learning program, assisting students to meet the overall aims of the subject or course.
- provide detailed marking keys / assessment rubrics to provide feedback on student performance and clarity about how marks were awarded.
- maintain accurate records of student achievement.
- meet school and external timeframes for assessment and reporting.
- inform students and parents of academic progress as appropriate.

#### 4. Examinations and Set Assessment Times

##### (a) Regulations

- When attending examinations and General course Assessments, students must adhere to the regulations that apply to that context.
- Regulations will be issued with the examination timetable or course information.
- Contravention will result in an appropriate penalty.

##### (b) Attendance

- Students must attend scheduled examinations and Set Assessments. Any absence from an assessment will require completion of A "Sickness and Misadventure" form which needs to be returned to the Deputy of Senior Years within 48 hours of the missed assessment. In exceptional circumstances, special alternative arrangements may be made through the Deputy Principal.
- Participating in family holidays or misreading the examination timetable, for instance, will not be accepted as an exceptional circumstance.
- See **Section 5** for procedures and penalties.

#### 5. Absence from Assessment Tasks, Examinations, Tests. Class/Missed Work

##### (a) General Statement of Intent

If a student is absent from class, their ability to achieve to their potential is diminished. Extended periods of absence may result in lower levels of achievement, student not fulfilling the requirements of a subject and thus the process as outlined in this section will be followed.

##### (b) Absence from Scheduled Assessment Task

Absence from each scheduled assessment task must be explained by the following:

- initial advice from a parent by telephone, email, or letter, prior to or on return of the student to school,
- completion of the school's *Sickness and Misadventure Form* **within 5 school days**. If sick, a medical certificate covering that date, needs to be attached. The medical certificate must be sought within 2 days of the missed assessment or by return to school. The medical certificate cannot be signed by a family member. Medical certificates can be obtained from pharmacists.

##### (c) Absence from a Practical Assessment

If a student is absent from all or part of a practical assessment, the Learning Area must be notified prior to the commencement of the assessment, as early as reasonable possible, and a Sickness and Misadventure form must be completed. Depending on various factors of the practical assessment including, but not limited to type of practical assessment; length of preparation time; number of other students involved; ease of rearrangement, etc. a decision of how to accommodate the student's mark and assessment requirements, will be made by the panel in conjunction with the HoLA.

##### (d) Absence for School Sanctioned Events

If a student will miss an assessment item because they are attending a **school-sanctioned event**, they can apply by written request to the Deputy Principal -Senior Years for allowances from an assessment, **5 school days prior** to the assessment. Students must inform the teacher of an authorised event/excursion and the school will confirm this.

If the absence is approved, this may enable the student to complete a similar task, or to be exempt. If they are exempted, the student will receive an **x** but may still be able to sit the assessment for learning and feedback purposes.

If a student is undertaking the option to be off campus for school sanctioned training, for example VET Certificates conducted offsite, students are to negotiate conducting written assessments before being off campus or on return to



campus; conduct food preparation assessments at home; complete class work missed in allocated private study time and access online learning to keep up to date.

**(e) Prolonged Absence**

Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student's learning program. This may mean enrolling the student with the School Hospital Services.

**(f) Absence for Non School-Sanctioned Events**

Non-school-sanctioned absences such as family holidays or misreading an assessment timetable, for instance, will not be accepted as an exceptional circumstance or an approved absence.

In cases where the school determines there is no satisfactory explanation for an absence from an assessment task, the student will be awarded **zero** for that task. Students can complete a missed assessment for feedback, but no mark will be awarded.

**(g) Assessment of students who do not complete the Assessment Program**

If a student does not fulfil SCSA assessment requirements and the reason is accepted by the school, an alternative assessment will be provided. The mark will replace an exemption, and this will enable the teacher to have sufficient evidence to rank and grade the student.

If the student does not sit the alternative assessment, then an exemption will be replaced by a zero.

If the reason for non-completion is not accepted by the school, the student will receive a zero for the assessment and be graded accordingly.

If a student misses an ATAR examination, and it is deemed reasonable by the school (following the Sickness and Misadventure process), a predicted examination score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the examination.

If a student misses a General assessment and it is deemed reasonable by the school (following the Sickness and Misadventure process), a predicted score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in that assessment.

If a student misses a VET competency, they will be required to complete the competency at a later date.

**6. Non-Submission or Late Submission of Assignment Tasks**

**(a) General Statement of Intent**

It is a student's responsibility to submit assessed work on time. If the lateness is due to Sickness or Misadventure, refer to Section 5 of this policy. Parents/guardians will be notified in cases where concern for a student's progress is evident.

**(b) Extensions**

A student may apply to the class teacher for an extension to the due date for an assignment, prior to the due date. An extension MAY be approved at the discretion of a teacher in cases of illness or significant personal problems. For assessments conducted over more than one lesson, consideration on amount of work completed when in class and the amount of assessment class time missed will determine if there is an extension or penalty related to absence that is sanctioned by the school.

**(c) Late submission**

Where work is submitted after the due date, and an extension has not been granted, **a daily reduction of 10%** of the student's marks allocated to that task will be made for each of the first five days, including the weekend, that the assessment is late. 3:30pm will be taken as the end of each school day. After this time, work can only be accepted for assessment until 7 days prior to the school's reporting date for the current unit and will be worth a maximum of 50% of the original marks.

## 7. Changing Courses or Subjects

### (a) General Statement of Intent

It is strongly advised not to change course or subject after the first four weeks of commencing the unit or subject, as to do so would place the student at risk of not completing the requirements for the new course. No changes to a course can occur after the school deadline to meet Authority deadlines.

### (b) Credit for previous work

Students cannot generally be given credit for work not completed in the subject. However, where possible:

- students will be given the opportunity to complete assessments missed and gain credit.
- recognition of comparable achievement will be given and gain credit.
- Recognition of prior learning will be considered for VET courses.

### (c) Changing Schools

Where a student changes school during a school year, credit for completion of work in the same subject will be given upon the student and/or previous school supplying evidence (also see (b) above)

## 8. Cheating, Collusion and Plagiarism

Cheating, collusion and plagiarism is both an academic and behavioural concern.

- Students, who in the opinion of the school, have been shown to have cheated in examinations or assessed work, will not have that work accepted as valid evidence of their achievement and will receive a **penalty** for that assessment.
- Cheating includes the use of any unauthorised resource during an assessment. This includes access to phones and watches.
- Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so. This can be from the internet sites and any other resource. That is, work is essentially copied.
- Collusion is when a student allows someone else to assist in producing any assessment task. Any changes, additions, deletions and or corrections must be the student's own work.
- If work that is not the original product of that student is submitted for assessment, it will be deemed **not** to have been completed, and may not be resubmitted for assessment.
- Penalties for cheating, collusion and plagiarism will apply to **all** students involved.
  - Instances of cheating, collusion and plagiarism will be investigated by the HOLA and/or Deputy Principal – Senior Years.
  - The penalty will be determined by the school, by the Deputy Principal - Senior Years, based on the circumstances. Correspondence will be sent home to inform parents of the penalty. Penalties may include reduction of marks, a score of zero, suspension, ineligibility for awards or a combination of these.

## 9. Students with Cultural and/or Special Needs

- The school will ensure that students with cultural and/or special needs are catered for in an appropriate way and in accordance with school and SCSA guidelines.
- Students should advise the school as soon as possible of any special needs so that adequate time is given to organise special arrangements such as increased examination time, use of a computer or special rooms.

## 10. Retention and Disposal of Student Work

Students in the Senior Years must keep all marked, returned assessment tasks for review until the grades have been approved by the Authority, at the conclusion of student appeals at the **end of March in the following year**. All assessment material may be required by the teacher when assigning grades at the completion of the pair of units. SCSA may also request access to the assessment works for moderation purposes.

For practical assessments proof of achievement is required. For example, a photo or recording.

Please note, if work is not available, grades cannot be validated and approved by SCSA in case of an audit.

## 11. Procedures for Catastrophic Events

If the assessment of individual students or groups of students is affected by a catastrophic event (e.g., if a number of staff and/or students are absent from school for an extended period) the school will follow the absence procedures as described in Section 5 and guidance from SCSA.

## 12. Reporting

- Students will be kept informed of their progress throughout their study of a course through teacher contact and using online data.
- Teachers will assess completed tasks and relay assessment information to the student within 10 working days.
- Parents will be informed about a student's progress regularly and have online access to student data.
- Both students and parents/guardians will be informed when it is identified that there is a risk of the student not completing the subject or at risk of failure, and the potential implications for not completing WACE requirements.

## 13. School Awards

To be eligible for the Course Award (top student), the relevant semester examination must be completed. General Course awards will be based on high achievement, completion of assessment program and demonstrating the school values of Respect, Responsibility and Resilience.

## 14. Student Appeals Against School Assessment Decisions

Students may appeal against their school assessments decisions to determine whether:

- the assessment program conforms with Authority requirements.
- the assessment procedures conform with the assessment policy based on SCSA guidelines.
- there are any procedural or computational errors in determining the assessment.

Student appeals against assessment decisions will normally be directed to the Head of Learning Area, followed by the Deputy Principal- Senior Years.

In the case of appeals to SCSA, the school is required to provide the following information to the Appeals Panel:

- a copy of the school's assessment policy.

*To return, press ABRIDGED ASSESSMENT POLICY.*





# Shine Forth



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