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# Contact Us

Individual teacher contact phone numbers can be found on our website at:  
[www.melville.wa.edu.au](http://www.melville.wa.edu.au)

<b>Absentee Hotline (messages only)</b>	<b>9330 0213</b>
<b>SMS Absentee Hotline (text only)</b>	<b>0419 915 097</b>
<b>Email Absentee Hotline</b>	<b>absences.melville.shs@education.wa.edu.au</b>
<b>Student Services</b>	<b>9330 0365</b>
<b>School Email</b>	<b>melville.shs@education.wa.edu.au</b>
<b>Main Office</b>	<b>9330 0300</b>
<b>Main Office Fax</b>	<b>9330 3598</b>
<b>VET and Post School Transitions Manager</b>	<b>9330 0373</b>

Principal	Phillip White	phillip.white@education.wa.edu.au
Deputy Principals		
Senior School (Years 10-12)	Evan Floyd	evan.floyd@education.wa.edu.au
Middle School (Years 7-9)	Alanna Sherwood	alanna.sherwood@education.wa.edu.au
Student Services	Stephanie McDonald	stephanie.mcdonald@education.wa.edu.au
Strategic & Operational Planning	Paul Cooke	paul.cooke@education.wa.edu.au
Managers		
Literacy & Numeracy	David Combe	david.combe@education.wa.edu.au
Corporate Services	Bruce Winfield	bruce.winfield@education.wa.edu.au
Student Development & Support	Sass Vlasich	sass.vlasich@education.wa.edu.au
Vocational Ed and Transition	George Tills	george.tills@education.wa.edu.au
IEC	Taziana Leunig	taziana.leunig@education.wa.edu.au
Information and Communication	Nye Smith	nye.smith@education.wa.edu.au
Marketing and Communications	Kate Main	catherine.main@education.wa.edu.au
Student Services Senior School	Sandy Olney Thurstun	sandra.olneythurstun@education.wa.edu.au
Student Services Middle School	Jacquie Bogunovich	jacquie.bogunovich@education.wa.edu.au
Heads of Learning Area (HOLA)		
Arts and Technology	David Anderson	david.anderson@education.wa.edu.au
English & Languages	Christine Edgar	christine.edgar@education.wa.edu.au
Mathematics	Randa Collett	randa.collett@education.wa.edu.au
Physical Education	Kylee Coonan	kylee.coonan@education.wa.edu.au
Science	Kim Rosenthal	kim.rosenthal@education.wa.edu.au
Humanities and Social Sciences	Meredith Beaton	meredith.beaton@education.wa.edu.au
Teachers in Charge		
Gifted and Talented	Rhian Bilclough	rhian.bilclough@education.wa.edu.au
Languages	Linda Gangemi	linda.gangemi@education.wa.edu.au
Aviation	Randall Brink	randall.brink@education.wa.edu.au
Graphic Design Media	Lev Vykopal	lev.vykopal@education.wa.edu.au
Music in Focus	Ana Milas	ana.milas@education.wa.edu.au
Netball	Sonia Soltoggio	sonia.soltoggio@education.wa.edu.au
Melville Learning Centre	Janelle Cahoon	janelle.cahoon1@education.wa.edu.au
RISE	Shannon Sapienza	shannon.sapienza@education.wa.edu.au
Coordinators		
Year 7	Jacquie Bogunovich	Jacquie.Bogunovich@education.wa.edu.au
Year 8	Josh Barker	joshua.barker@education.wa.edu.au
Year 9	Sam Glazbrook	sam.glazbrook@education.wa.edu.au
Year 10	Sarah Hopley	sarah.hopley@education.wa.edu.au
Year 11	Jane Ayres	jane.ayres@education.wa.edu.au
Year 12	Sandy Olney Thurstun	sandra.olneythurstun@education.wa.edu.au
International Fee Paying Students	Deb Bewley	deb.bewley@education.wa.edu.au
Emergency Service Cadets	Joanne Daley	joanne.daley@education.wa.edu.au

Welcome to the Melville Senior High School Information Handbook. Please take the time to browse through the many pages of helpful information and keep it close at hand throughout the year in case you need to refer to it at some time in the future. If you have any comments or you would like to make any suggestions for improvement, please don't hesitate to email these to the school at [melville.shs@education.wa.edu.au](mailto:melville.shs@education.wa.edu.au).

Established in 1960, Melville Senior High School is a highly successful, comprehensive Independent Public School with a growing student population of around 1,450 and approximately 160 teaching and support staff. Located overlooking the Swan River between Perth and Fremantle, the school's convenient location and the ready availability of public transport along Leach Highway allows Melville SHS to welcome families warmly.

Melville SHS is a vibrant multi-cultural school, which aims to provide your child with a world class educational experience. This is achieved through the provision of opportunities for intellectual, physical, creative and social development through high quality teaching and strong pastoral care relationships.

At Melville SHS selected students have access to our highly regarded specialist programs specifically: a state selected Gifted and Talented Education Program (G&T) in the humanities, maths and sciences as well as state accredited specialist programs in Aviation Studies, Graphic Design Media and Netball. In addition to these three state-wide testing programs, Melville provides a school-based merit select Academic Extension Course (AEC) in Years 7 to 10 and a widely acclaimed Music in Focus program. Any of these programs will provide your child with extension and acceleration opportunities.

Melville SHS is also privileged to host an Intensive English Centre (IEC) and welcomes a large number of International Fee Paying students who are attracted, in part, to the additional language support that is provided by a dedicated ESL team as well as trained mainstream teachers. This leads to benefits for our whole school community by providing our experienced staff and your children with the opportunity to mix with an array of talented and highly motivated young men and women from across the world.

In addition to the above specialist programs, we offer your child access to an extensive range of challenging mainstream courses. A variety of Senior School courses is then available in traditional university-bound subjects as well as vocationally focused Certificate Courses. Each of these pathways leads to attainment of the Western Australian Certificate of Education (WACE).

To further enrich your child's experience, Melville SHS offers an expansive range of co-curricular programs that have traditionally incorporated over 30 interschool sporting teams, musical productions, dance and band festivals, debating, outdoor pursuits, camps and wilderness expeditions, State Emergency Services Cadets, academic challenges and orientation and extension camps. The school is well resourced with facilities that include a 25 metre swimming pool, gymnasium, weights room (available to staff and students), a grassed oval and tennis, netball and basketball courts.

Melville Senior High School is the 'school of choice' in the local and wider community. We are enjoying a period of sustained growth and a building program has helped us to accommodate an increase in student numbers. Upgrades have included new science laboratories, a large library, Aviation centre and an Arts centre. This centre houses dance, drama, film and television, multi-media, and music studios as well as three visual arts studios and a graphic design laboratory.

The external spaces of the school have also been significantly enhanced with the redevelopment of the school quadrangles. The science quadrangle has been transformed into a masterly fusion of "classrooms meets relaxed outdoor living area". Three quads include socialisation spaces that double as outdoor classrooms and are joined by raised areas of grass, shady trees and fashionable umbrellas.

I recommend this Information Handbook to you and think that through familiarity with the contents, it will make your time (or that of your child) at Melville so much easier.

Yours sincerely,  
Phillip White AM, RFD, BA, Grad Dip Ed, MEd (Man)  
PRINCIPAL

School commences at 8.30am (for 8.40am start) and concludes at 3.00pm. On Tuesdays, school concludes at 2.30pm.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Session 1</b>	8.40 - 9.40	8.40 - 9.40	8.40 - 9.40	8.40 - 9.40	8.40 - 9.40
<b>Session 2</b>	9.40 - 10.40	9.40 - 10.40	9.40 - 10.40	9.40 - 10.40	9.40 - 10.40
<b>Assembly*</b>	Year 8 & 11/12	No Assembly	Year 10	Year 7	Year 9
<b>RECESS</b>	11.00 - 11.30	10.40 - 11.10	11.00 - 11.30	11.00 - 11.30	11.00 - 11.30
<b>Session 3</b>	11.30 - 12.30	11.10 - 12.05	11.30 - 12.30	11.30 - 12.30	11.30 - 12.30
<b>Session 4</b>	12.30 - 1.30	12.05 - 1.00	12.30 - 1.30	12.30 - 1.30	12.30 - 1.30
<b>LUNCH</b>	1.30 - 2.00	1.00 - 1.30	1.30 - 2.00	1.30 - 2.00	1.30 - 2.00
<b>Session 5</b>	2.00 - 3.00	1.30 - 2.30	2.00 - 3.00	2.00 - 3.00	2.00 - 3.00
<b>Finish</b>	3.00	2.30	3.00	3.00	3.00

\*Subject to change due to requests of school calendar

## Attending School

Under legislation, students are required to attend school until the end of the year they turn 17. It does not mean that all students have to stay at school but it does mean that staying home is not an option. Students must be in school, training, completing an apprenticeship or a traineeship, or approved full-time employment, or combinations of part-time education/training and employment. Many innovative, flexible and exciting programs are now available at Melville SHS to ensure students' needs are met. For those students who become at risk of not participating in education, employment or training, special support is provided through our Student Services team. Please contact the VET and Post Schools Transitions Manager, Year Coordinator or the Student Services Manager to discuss the issues associated with your son/daughter's career aspirations. Student Services will work with these young people to develop personalised education and training plans to suit their needs.

### Punctuality

Lateness is not acceptable and regular lateness will lead to underachievement. A student who is late to school (after 8.40am) must report to Student Services to sign in. This is done via their Academy Student Card which is 'swiped' through the kiosk. Students will receive a paper slip, which they must present to their classroom teacher upon arrival to class. A note or SMS to the Absent Line from parents is required to explain a child's absence. This can be written in the Student Diary and presented to Student Services. Repeated lateness may result in lunchtime or Tuesday after school detentions. Parents are notified of lateness via daily texts.

### Absence

It is a requirement that all students are at school unless sick or for other matters that are considered urgent. It is not ok to just stay away.

All students are expected to provide a note of explanation from a parent or guardian on their return to school after any absence. Early on the day of an absence, parents are also encouraged to phone or SMS the school. The contacts are on page 3. Please try to contact Student Services rather than the main school phone number.

Students who are absent from school (with their parent or guardian's permission) for other than prolonged medical reasons have a responsibility to contact fellow students and relevant teachers to obtain details of work that has been missed. Parents of students who are absent for long periods due to medical reasons should provide a medical certificate and contact the relevant year coordinators to obtain details of work not completed. It is a Department of Education requirement that all holidays are taken within the school term vacation period only.

Poor attendance (less than 90%) will lead to poor results. Parents/guardians are required by law to ensure that their children attend school and provide a reasonable excuse if they are absent. Student Services will work with parents/guardians where student attendance is poor but it is every parents/guardians duty to ensure their child attends school.

### Leave Passes

A leave pass must be obtained from Student Services if a student needs to leave the school during the day. A note from a parent or guardian is required.

## Leaving school

Students must complete a Clearance Form before they go to another school or take up employment. The Clearance Form can be obtained from administration a week before departure with a letter advising the new school or institution. Students will also be asked to complete an exit survey. A refund of fees will not be given unless a Clearance Form is completed. Melville Senior High School follows the Department of Education refund guidelines.

## Custody and Access

Where families have separated, the school needs to be given information about arrangements in respect of custody and access. This may include court orders outlining special restrictions.

## Uniforms

### Uniform Concepts Store

Melville SHS uniforms are purchased at the Uniform Concepts Store, Unit 3/9 Kembla Way, Willetton. Times are:

Monday to Friday	9am - 5pm
Thursday	9am - 6pm
Saturday	9am - 1pm

### Dress Code Policy

The School Board has established a dress code for all students attending the school. The school believes a school dress code helps to:

- Identify Melville Senior High School students
- Promote equality
- Promote self esteem
- Enhance self and school image

### Compulsory Uniform for all Years

Shirt	MSSH plain white, buttoned, collared shirt with school logo Students may wear a plain white undershirt
Shorts / Pants / Skirt	MSSH black shorts / pants / skirt with MSSH logo (no generic alternatives) Skirts not longer than mid calf or shorter than mid thigh
Dress	MSSH checked dress (students may wear a plain black or plain white undershirt)
School Jacket	MSSH jacket - zipped, green, white and black with school logo MSSH leavers jacket - black and white with school logo (option for Years 11 and 12 only) or Jumper - MSSH bottle green woollen jumper.
Physical Education ONLY	Bottle green polo shirt with gold and white stripe Black micro fibre shorts/tracksuit pants
Scarf (optional)	Plain, black fleece or green with school logo

- Footwear will be closed-in shoes only (preferably black) with no thongs, slides or ugg boots.
- All clothing is to be clean and neat and worn appropriately.
- Excessive make up or jewellery is not allowed.
- Official Melville Senior High School white shirts with plain white undershirts are allowed.
- Official Melville Senior High School black pants, shorts or skirts with MSSH logo only are allowed.
- Leggings are only to be worn under a skirt, dress or shorts.
- Students must change before and after physical activities. Hats and sunscreen should be worn when participating in outdoor activities. After vigorous activities students should shower.
- Students out of uniform will be required to borrow uniform from Student Services (if available).
- All students may be requested to return home to change if out of correct uniform or parents may be contacted to bring the appropriate uniform to school.

### Modification of Dress Code Items

Students who for religious or health reasons may need to modify the school dress code are required to make an appointment with the Deputy Principal Student Services. Staff will be informed of any student granted a modification to the dress code.

## Student Responsibility

Students are responsible and accountable to behave in accordance with the school code of conduct from the time they leave home in the morning until they return home from school in the afternoon - which includes travel on buses. This includes wearing school uniform at all times.

## Care of Property

Money and other valuables should not be left in unattended school bags, classrooms or change rooms. If valuables must be brought to school they are the responsibility of the student at all times. Students should see that all articles of clothing and personal materials are clearly marked.

Large sums of money, jewellery, iphones/ipods/mobile phones and other items of value should NOT be brought to school. Jewellery should be worn to a minimum, e.g. necklaces, watch and small earrings. If a student does bring a mobile phone to school the student must accept FULL responsibility for its care and safety. Mobile phones must be turned off during class at all times. Mobile phones must not be seen or heard during class time. Chewing gum, liquid paper and large textas are banned at all times due to the cost of removing the vandalism and graffiti they can cause.

## Lost Property

All lost property is held in Student Services for a period of one term. Any unclaimed items will be donated to charity. To increase the chance that lost property is found, report the loss to Student Services immediately.

## Transport

Bicycle racks are provided near the bus shed for students who wish to ride to school. It is essential that students secure their bicycle and helmet with a strong chain and lock. Southern Coast Transit provides a bus service for students. Buses arrive at approximately 8.30am. Buses depart shortly after the close of school, so students need to move quickly to their bus at the end of the day. School bus stops are located at the front of the school in Potts Street. On Tuesdays, students will be supervised while waiting for the buses to arrive at 3pm due to early closing or alternatively students can make other arrangements for pickup.

A detailed list of bus services to and from the school is available on request. It lists services available to and from most areas and it details routes and pickup points along the way.

## Smartrider Cards

The Public Transport Authority (PTA) advises that all students are eligible to receive a student Smartrider concession card. The student Smartrider card is similar in size to a credit card and will be made available for all students throughout the state. For more information about the student Smartrider card visit the Transperth website at: [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au). Students can apply directly at Melville SHS once they have started the school year. Please contact the school or the Transperth Info Line on 13 62 13 if you have any further questions.

## Courses

In Years 7 to 10 English, Maths, Science and Humanities and Social Sciences are all compulsory and are each studied for four hours a week. There will also be two hours of compulsory Physical Education and a language. Students studying specialist programs will typically have four hours of contact per week with the exception of Year 7. Otherwise students in Year 7 choose from a wide range of semester-long courses from the arts, health and technology and enterprise.

In Year 10 students begin to specialise in courses they enjoy and are good at and will generally study these for the whole year. This is to prepare them for Senior School. Further information on non-compulsory courses in the arts, languages, health and physical education and technology and enterprise is available in the Middle School Handbook issued in Term 3 of each year.

Year 11 and 12 (Senior School) students select either six courses from the list of accredited subjects on offer or a pathway of set courses. Each course has four hours of contact time. Further information on Senior School subject selection is available in the Senior School Handbook issued to students in Term 2.

# Specialist Programs

Melville SHS offers state-wide selection into four specialist programs: Gifted and Talented Education, Aviation, Graphic Design Media and Netball. We also have two highly acclaimed school based programs, the Academic Extension Course available in Mathematics, Science and the Humanities and our Music in Focus program.

Selection into specialist programs, other than for Gifted and Talented students (which is managed on a state wide basis by the Department of Education) is based on school testing and/or interview in Year 6 for entry in Year 7 (see the school website for dates and an application). Placement into specialist programs is for four years (i.e Years 7 to 10) subject to maintaining specific achievement standards. The website also has information on Year 7 course information and specialist programs applicable.

Top up testing for all programs is available in other years as vacancies become available. You can contact administration for more information on 9330 0300.

## Gifted and Talented Secondary Selective Entrance Program

(State selected exam - conducted by the Education Department)

The 16 hour per week Gifted and Talented program is offered at Melville SHS in Years 7 to 10 and also as a support program in Year 11 and 12. Students chosen for this innovative program are encouraged to excel in their area of academic talent. Students are regularly challenged through extended learning and enrichment learning opportunities. Top-up testing is available in other years as vacancies arise. Ask the G&T Coordinator for more information.

In Years 7 to 10, teams of specialist teachers create a stimulating learning environment for students to develop their critical thinking skills, harness creativity and nurture their ability to care for others. Students learn to explore an issue, text or problem in depth and effectively communicate their conclusions through the enrichment programs on offer. In Years 11 to 12, tutoring, specialist incursions and excursions and academic and pastoral support is offered to students.

## Aviation

(State accredited - school-based test)

Selected students can study the specialist Aviation program in Year 7 to 10 as a part of their program leading to the Aviation Course in Year 11 and 12. The Aviation course caters for the learning needs of all students, from those seeking a career in aviation, science or engineering to others pursuing a keen interest in the subject. Students, in their progress to post school destinations, may use achievement in the WACE course.

The Aviation course draws from such diverse disciplines as science, business, economics, engineering, management, environmental science, social science, mathematics, English and information technology. The program encompasses a range of mathematical, technological and humanities concepts and draws together a broad variety of skills, processes, understandings and strategies that promote safe and effective practice in the aviation industry.

Students can also undertake flying training through the school with qualified flying instructors. Students who wish to join the program will need to sit a school-based test and interview. There is one academic test to gain entry to Aviation, Graphic Design Media and Music in Focus.

## Graphic Design Media

(State accredited - school-based test)

Graphic Design Media specialist program students study from a wide variety of sub-categories in the area of design such as multi-media, time based work, print production, animation, packaging, fashion and interior design. This leads



to the WACE course that commences in Year 11. Students will take advantage of an excellent purpose built facility, a core group of highly experienced teachers who have both taught and worked in this field and a well developed series of workshops and study resources created in conjunction with the leading universities and tertiary institutions. The aim of the course is to provide students who demonstrate applied arts skills with the opportunity to develop their creative thinking process as a designer, as well as being exposed to a high level of industry standard design software in their final productions such as the Adobe CS5 Creative Suite. It is recommended that students in the program purchase a MacBook Pro or suitable computer so that they will be able to continue their development and learning at home.

## Netball

(State accredited school-based test)

The Netball Specialist program has been developed in association with Netball WA and is designed to add to the experience and skills that have been developed in the individual through their club participation and training. Students will follow individual programs and will be able to chart their improvement and progress as they go through the course. Students will become flexible in the positions in which they can play and will also be provided with opportunities for development in positions in which they may specialise.

Students learn to manage, coach and umpire throughout the program and will be expected to put their experience and knowledge into practice within their club. There will be a practical experience component to the course where the students will be expected to demonstrate their management, coaching and umpiring abilities as part of their assessment. Outcomes anticipated are available on the Melville SHS website. Students who wish to apply for this program will need to take part in a school netball trial.

## School Based Programs

(School-based test available to students in-boundary or if in an Approved Specialist program)

### Music In Focus

The Melville Music program offers students from Years 7 to 12 a range of opportunities. Students in lower school (Years 7 to 10) continue their lessons with their instrumental teachers while completing their musical training with the classroom Music program. While students in Year 11 and 12 will have the opportunity to take the Music WACE to Stage 3 if they wish.

In addition, students will be required to join our Vocal Ensemble as well as either our Senior Concert Band, Intermediate Band, Swing Band or Classical Guitar Ensemble which all rehearse once a week. Other exciting opportunities include musical performances, music tours and camps, school musicals, annual variety shows and social outings.

### Academic Extension Course

The Academic Extension Course (AEC) is offered to students in Years 7 to 10. The course varies from the state selected Gifted and Talented education program in that it is a school-based program for students who show academic talent in science and mathematics or the humanities. This course is suited to academically able students who do not necessarily want the acceleration and rigour of the gifted and talented education program but enjoy the challenge of problem solving with an academic focus in various learning areas.

Students may be removed from this program according to the level of work they achieve in any one semester or year. The program aims to extend and accelerate students to a higher level of work while still progressing with mainstream topics. Students who wish to apply for this program will need to sit a school based test. Testing for this program will be in the same weeks as the other school specialist programs.





## Other School Programs

### Melville Intensive English Centre (IEC)

Melville Senior High School hosts an Intensive English Centre, which enrolls newly arrived migrant and refugee background students aged 11.5 to 15.5 years. Students are eligible for a 12 to 24 month intensive English program in preparation for entry into mainstream schooling in their local area.

The IEC provides students with an opportunity to learn and develop effective speaking and listening skills, so they are able to make friends, interact with English speaking peers and respond effectively to teachers. Along with this, IEC programs focus strongly on developing reading comprehension and writing skills so that students have an improved chance of achieving successful outcomes from secondary schooling. This takes place in a safe, student-centred, inclusive classroom environment. Students enrolled in the Intensive English Centre (IEC) follow a different program from that described in the Year 7, 8, 9 and 10 handbooks.

Classes in the IEC are generally discrete. Upon graduation from the IEC, local intake students join mainstream classes and out of boundary students join their local high school. The Program Manager of IEC is responsible for both the IEC and EALD (English as an additional Language/Dialect) programs within the school. Those students who remain are provided with on-going EALD support from Years 7 to 12, enabling them to successfully achieve secondary graduation and entry into chosen post-school destinations.

### International Fee Paying Student Program

Melville SHS has had numerous international students since 1998 when the program was first introduced. International fee paying students experience an enriching and stimulating learning environment with the opportunity to be part of a vibrant and multicultural school.

The International Fee Paying Student Coordinator is responsible for the management and administration of the international students. All student progress is closely monitored. Attendance is checked regularly to assure smooth academic progress. The coordinator also maintains regular contact with the teachers to ensure the wellbeing of students at all times.

Newly arrived international fee paying students have the opportunity to study at our Intensive English Centre to strengthen their language skills before being integrated into mainstream classes. International students in mainstream schooling also receive language and literacy development support through our EALD program. For more information, please ring our International Study Program Coordinator on 9330 0300.

### Emergency Services Cadet Corps

The school has a branch of the Emergency Services Cadet Corps. Students who join can become involved in First Aid and Emergency Response training, combined with adventure activities. For further information contact Jo Daley on 9330 0300.

## School Reports

Reports are issued at different times for different year groups. Interim Progress Statements are issued to Year 7s and Years 11 and 12 during Term 1 and have an associated parents' night.

Mid-year reports are issued to all students in Years 7 to 12 and a parent's night is held to discuss their progress. (Refer to term calendar on the school website). These reports will reflect the grades that students have attained throughout the semester. Parents are encouraged to contact individual teachers of their child throughout the year.

End of year reports are issued to students in Year 7, 8, 9, 10 and 11. These reports will reflect the grades that students have attained throughout the second semester. A Statement of Results is issued to Year 12 students in Term 4.

## School Newsletter - 'Melville Matters'

The Melville Matters school newsletter is produced twice a term giving details of school activities, student achievements, and P&C, canteen and Student Services news. The newsletter is posted to each family once a term to ensure that all members of the school community are kept informed. Every second edition is emailed so a current email address is important to us.

## IPad Program

Melville Senior High School students must bring their own connectable digital device (BYODD). Any model of iPad is considered acceptable for use, from the iPad 2, to the latest iPad Air and iPad mini.

Your BYO iPad may be purchased from a supplier of your own choice. However, it is possible to lease rather than buy an iPad (see the Melville SHS Website for more details - under *About Us/Ipap Program*). It is recommended that the iPad be insured and has a strong protective case. Parents or students will need an iTunes account to access the Apps store and some selected apps will be required as part of the program.

## School Diaries

All students receive a diary. The diary will be used as a means of communication and information booklet for students to share with parents and teachers. Parents are encouraged to help their child use the school diary to plan and develop time management and communication skills. As well as specific information about the school (uniform, good standing, attendance etc) the student diary also contains very useful sections on study skills, healthy living, essay writing, note taking etc.

## Homework

At Melville SHS, homework is viewed as an integral part of all subjects. Amounts vary from subject to subject. Each student should carry their school diary with them at all times to keep a record of homework deadlines. Parents of Year 7 students are requested to sign the diary weekly.

As a rule, a Year 7 student should do about 1 to 1½ hours of homework five times per week. This should increase until Year 12 by which time a student should be doing three hours of homework or study per night.

Despite many requests from parents it is not always possible for teachers in widely differing subject areas to confer on deadlines. You can assist your child by helping them to spread work so that all deadlines are met.

Teachers attempt to avoid setting homework that is due the next day, however in some courses (e.g. maths) it is often necessary for students to complete some examples at home to reinforce principles taught in class that day.

This policy provides a basis for ensuring students maintain a good level of attendance, course participation, and behaviour - all essential qualities if a student is to have the best opportunity of success in any chosen course. Students wishing to do homework or study after school may do so in the school library until it closes at 4pm.

## Contacting Teachers

Please feel free to contact the school if you wish to discuss your child's progress. You may do this by e-mailing the teacher or by phoning or writing to the school and making an appointment. Teachers' email address can be found on our website and the *Connect* learning management system, which allows teachers, parents and students to share information and liaise with each other. More information is on the Melville SHS website under About Us/Connect.

Please be aware that an appointment is the only way to ensure contact at a specific time with a teacher or administrator. The appropriate Year Coordinator is generally the best person to contact for general concerns. If your question is subject based and the teacher is unavailable then you may also wish to talk to the appropriate Head of Learning Area, who can also be contacted if you have concerns that your child's teacher is unable to resolve. If the matter is extremely urgent, one of the Deputy Principals will assist. Please make sure that an appointment time is arranged before arriving at the school.

## Parent Contact Information

On occasion, the school may need to contact parents or guardians urgently but may be hindered by out of date contact information. Parents and guardians are asked to keep the school informed immediately if there is a change of address, email address, phone numbers, mobile contacts or emergency contact information.

The Student Services centre assists the smooth running of the school. Parents are welcome to make appointments through the centre to meet with staff and discuss educational, pastoral and welfare needs. The Student Services team provides assistance for students who may be experiencing academic, vocational, social, emotional or health concerns and parents are strongly advised to contact them if they have any concerns regarding their child. The team consists of the Deputy Principal Student Services, Manager Student Services – Senior School, Manager Student Services – Middle School, Year Coordinators, School Psychologist, Community Nurses, Aboriginal and Islander Education Officer, School Chaplains and Learning Support Coordinator. All support staff are located in the Student Services area adjacent to the Middle School Quadrangle.

**The managers of Student Services** in senior school (Years 10, 11 and 12) and middle school (Years 7, 8 and 9) coordinate the Student Services year coordinator teams and oversee behaviour line management for all students. If parents cannot reach a year coordinator and the matter is urgent, please contact the appropriate manager of Student Services.

**Vocational Education and Training (VET) and Post School and Transitions manager** – While not a member of Student Services, the VET Manager coordinates all elements of vocational and enterprise education at the school, including Structured Workplace Learning and work experience.

**Year Coordinators** oversee the broad educational and pastoral care needs of the students. If you have general concerns about your child's educational progress or behavioural, social or emotional concerns relating to your child, then contact the relevant Year Coordinator.

**Community Nurse** – The Health Centre is located in the Student Services area. The role primarily is health promotion and education and first aid to students on campus. Students who are unwell with viral illnesses (e.g. colds, flu, stomach bugs) should rest at home until they are over the initial stages. If your child is unwell at school and needs to rest, parents will be contacted to collect their child to be taken home. In keeping with the school drug policy and Fremantle Hospital community health policy, medication is not kept in the centre. If your child needs Panadol for a headache, migraine or period pains then they need to carry 'one dose one day' for their own use. Students who regularly need medication for headaches will have Care Plan forms that need to be filled out by a doctor and parent in conjunction with the nurse. If your child has an illness or medical condition and needs support with medications please contact the nurse at the Health Centre to develop a Care Plan.

If your child has an accident or serious illness while at school and you are unable to be contacted, they will be transported to hospital by ambulance at your expense. Please check that your child's immunisation status is up to date. Now is a good time to make sure that your child is fully immunised. The school also recommends that parents/guardians take out ambulance cover in your health insurance policy.

**The School Psychologist** is available (by appointment) for consultation with students and parents. The psychologist assists with the areas of behaviour management, students with special needs, problem solving strategies and evaluation of education programs.

**The School Chaplain** is an integral part of the Student Services team. The chaplain provides pastoral care to students, parents and staff. The chaplain is supported by Youth Care WA in schools.

**The Aboriginal and Islander Education Officer** caters to the pastoral care needs of our Aboriginal and Islander students.

**Learning Support Coordinator** provides support to parents and teachers of children with diagnosed learning difficulties.

## Managing Student Behaviour

At Melville SHS all students are encouraged to display self-discipline and behaviour that is positive, courteous and mindful of the well-being of all who use or visit the school.

A 'whole school' approach is used to encourage positive student behaviour. Continued disruptive behaviour may mean:

- students are buddied to a parallel class from a lesson after in-class strategies have been exhausted.
- counselling is available at each step and students are expected to give a commitment to better behaviour before being allowed to re-join the class. Student Services, Heads of Learning Areas and staff are available to support students and parents at this stage. Severe misbehaviour may result in a period of suspension.

More information is in the School Engagement Policy on our Website under About Us/School Overview and Information.

## Student Rights and Responsibilities

Melville Senior High School aims to create a supportive culture and positive learning environment. We recognise student development is different, which means students will be dealt with differently depending on individual circumstances. To achieve these the school will:

- create a school culture that emphasises the importance of education and encourages learning, task mastery and effort.
- facilitate a learning environment that allows students and teachers responsibility over learning and teaching and that increases a sense of belonging.
- encourage student centred learning and instruction.
- model and communicate the value of lifelong learning.
- create classrooms that are caring, supportive and where everyone is valued and respected.
- establish procedures to address conflict resolution through positive non-violent methods.
- reinforce the value of positive behaviour through intrinsic and extrinsic rewards.

## Good Standing Policy

### Senior School Assessment Policy

The Senior School Assessment Policy has been developed so that students, parent/guardians and school staff are aware of their responsibilities in the assessment process. The application of this policy and guidelines may vary according to a specific learning area. A copy of the policy will be issued to all Senior School students at the beginning of the school year.

The Senior School Stages of Concern is an information tool used by the school to ensure that all parties are fully informed of the student's satisfactory movement along his/her educational pathway.

### Summary of Senior School Stages of Concern

#### STAGE 1

- Non completion of course work/assessment without satisfactory explanation or failure of an assessment task
- Stage 1 letter to parent/guardian from teacher

#### STAGE 2

- Non completion of course work/assessment without satisfactory explanation or failure of an assessment task
- Stage 2 letter to parent/guardian from teacher
- Plus additional parent/guardian contact by teacher

#### STAGE 3

- Non completion of course work/assessment without satisfactory explanation or failure of an assessment task
- Stage 3 letter to parent/guardian
- HOLA/teacher contact with parent/guardian
- Year Coordinator to meet with student to discuss alternatives
- Provide support where required

#### STAGE 4

- Non completion of course work/assessment without satisfactory explanation or failure of an assessment task
- Stage 4 Letter to parent/guardian
- Senior School Manager assesses overall progress
- Contacts parent/guardian to organize meeting, with Senior School Management Team if required, to discuss alternative or more appropriate education/career pathways

## Phone Calls and Messages to Students

Staff cannot deliver messages to students unless it is a matter of extreme urgency. Please make all arrangements before school. If contacting by mobile phone, please do so only during recess and lunchtimes.

## School Board

The School Board is formed to provide a formal means of achieving community participation in schools to ensure they are responsive to local needs. The functions of the board include:

- taking part in establishing and reviewing the school's objectives.
- prioritising general policy directions of the school.
- taking part in financial planning (including our budget).
- taking part in the evaluation of the school's performance.
- determining the school's dress code.
- promoting the school in the community.

The board is made up of representation from staff, parents and the wider community. Generally, the constituent groups elect representatives but there is provision for direct appointment (co-opting). Recommendations made by the school board are referred to the School Executive for action.

There is one designated Board meeting per year open to the public. This is the first meeting in Semester 2 (see calendar on the Melville SHS website for details).

## Parent and Citizen Association

The P&C administers, (through an Executive Committee and a number of sub-committees) the operations of the canteen, the swimming pool, improvements to the school environment and promotion of the school to the wider community.

There is always room on these committees for new parents and interested members of the community. Your participation is always welcomed and appreciated. The P&C also fund improvements to the student facilities at school and over the past few years has funded many initiatives including air conditioning, computers, PA systems, uniforms and blazers, sporting trips, media equipment and stage sets. The P&C provides financial support to our school chaplain and the Local Drug Action Group.

Your valued support helps continue these efforts. The P&C meet in the school conference room in the school library at 7.30pm on a Monday after the School Board. The Annual General Meeting is the second meeting of the year (see calendar on web-site for details).

## School Dental Service

The School Dental Service (Located at Caralee Community School) continues to provide free general and preventative dental care for all enrolled students in Year 7 to 11. Your child can continue to go to the same Dental Therapy Centre attended in primary school, or you can contact a new centre if it is more convenient. Please advise the Dental Therapy Centre if you have changed your address so you can be posted a recall reminder. If you are not already enrolled, it is not too late to enrol now. Ring for an appointment. The address and phone number of your nearest Dental Therapy Centres is listed in the White Pages telephone book under the heading "Schools-Government, Primary, Junior Primary and Pre-Primary".

## Canteen

The canteen is operated by the P&C and provides nutritious morning teas and lunches. Lunches can be ordered from 8.15am to 8.35am and again at morning recess. Profits from the canteen help to provide additional amenities to the school and assist in the cost of maintaining the school swimming pool. Voluntary helpers are always required and anyone willing to assist for 2 to 3 hours per month is asked to contact the Canteen Manager on 9330 0317.

Online ordering is available. You simply follow the prompts to create a parent's account and link it to Melville Senior High School. The link for the online system is <http://www.flexischools.com.au>.

## Staff Car Park

For the safety of all concerned, parents are NOT TO USE the staff car park to drop off or pick up students. Upper school students who drive to school CANNOT park inside the school grounds or on Potts St but may use the free parking in Winfield Road.

# School Charges, Contributions and Financial Assistance

Parents/Guardians will receive a copy of their child's Voluntary Contributions and Charges sheet for the next school year in December.

## Enrolment in a Course - Payment Request

Year 11 and 12: Compulsory charges apply to all courses.

Year's 7 to 10:

**Options in Year's 7 to 10 can only be selected if 50% of the total cost is paid up front\***. Options are voluntary courses and activities that incur an extra cost, where parent/student elect to participate. These include:

- Courses in Years 8 to 10, which have a high cost associated with their provision (eg outdoor education, art, camps)
- Activities in any course for which there is a high cost associated with their provision (eg Specialist programs)
- Other optional school based activities which address broad learning outcomes and for which there is a high cost (eg graduation dinners, end of term activities such as picnics)

Remaining course payments are required prior to commencement of Semester 2. If unpaid, students may be asked to switch to a cheaper option and the outstanding amount will be sent to a debt collection agency.

## Payment Options Available

- Direct to the school office, cash, EFTPOS and credit card payments are all welcome.
- Should you wish to pay your account via EFT, our bank details are as follows:  
BSB: 016 008  
Account No: 3408 80569  
(Please quote student's surname & student No. - this is shown on the Contributions and Charges Sheet)
- Regular direct debits can be established if you would like to pay your school charges by instalments.
- Centrepay  
Through Centrepay you can choose to have a regular manageable amount deducted from your payment to pay for your child's schooling. Information and forms regarding this free direct bill-paying service offered to customers receiving payments from Centrelink is available from the school office.

## Secondary Assistance Scheme

The WA Department of Education provides an allowance to assist eligible families with secondary schooling costs. Parents/Guardians who hold one of the following cards are eligible to apply for this assistance:

- Centrelink Family Health Care Card (example right)
- Centrelink Pensioner Concession Card (example right bottom)
- Veteran's Affairs Pensioner Concession Card (Blue only). Application forms are only available from Melville SHS.

**The allowance application deadline is 7 April 2017.  
Late applications will not be accepted.**

Note that students in receipt of ABSTUDY are eligible for the ABSTUDY supplement allowance, which must be applied for at Melville SHS

Other allowances are available including Boarding Away from Home Allowance and Scholarships. Information is available from the school. Contact Centrelink regarding assistance for isolated children and mobility allowance for students with disabilities aged 16 years and over.

\* The Department of Education's Contributions, Charges and Fees Policy states that *a school may request a confirmation charge of up to 50% of the total cost of an extra cost optional component in order that a student's enrolment in a course be confirmed*. Our school council has ratified all voluntary contributions, charges and extra cost options and has approved a 50% confirmation charge for extra cost optional components.

Please phone the school on 9330 0300 to seek any clarification or assistance on any of the above matters.

