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Contact Us

Individual teacher contact phone numbers can be found on our website at:
www.melville.wa.edu.au

Absentee Hotline (messages only) 9330 0213
SMS Absentee Hotline (text only) 0419 915097
E-Mail Absentee Hotline absences.melville.shs@education.wa.edu.au
Student Services 9330 0365
School E-mail melville.shs@education.wa.edu.au
Main Office 9330 0300
Main Office Fax 9330 3598
VET and Post School Transitions Manager 9330 0373

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) Kylie Bottcher kylie.bottcher@education.wa.edu.au
Managers
Business Anne Tims anne.tims@education.wa.edu.au
Student Services (Years 7 to 9) David Combe david.combe@education.wa.edu.au
Student Services (Years 10 to 12) Sass Vlasich sass.vlasich@education.wa.edu.au
VET and Post-School 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
Heads of Learning Area (HOLA)
Arts and Technology Alanna Sherwood alanna.sherwood@education.wa.edu.au
English & Languages Richard Slade richard.slade1@education.wa.edu.au
Mathematics Mike Andrews mike.andrews@education.wa.edu.au
Physical Education Paul Cooke paul.cooke@education.wa.edu.au
Science Kim Rosenthal kim.rosenthal@education.wa.edu.au
Society and Environment Meredith Beaton meredith.beaton@education.wa.edu.au
Teachers in Charge
Gifted and Talented Hilary Browton hilary.browton@education.wa.edu.au
Delma Spencer delma.spencer@education.wa.edu.au
Melville Learning Centre Janelle Cahoon janelle.cahoon1@education.wa.edu.au
BUILD Shannon Sapienza shannon.sapienza@education.wa.edu.au
Coordinators
Year 7 (from Semester 2) Heath Adams heath.adams@education.wa.edu.au
Years 8 to 9 Damien Fawkes damien.fawkes@education.wa.edu.au
Year 10 Nicole Clune nicole.clune@education.wa.edu.au
Years 11 to 12 Sandy Onley Thurstun sandraonleythurstun@education.wa.edu.au
International Fee Paying Students Bina Kadaba bina.kadaba@education.wa.edu.au
Emergency Service Cadets Jo Daley joanne.daley@education.wa.edu.au
Enrolment Officers
Years 7 to 9 David Combe david.combe@education.wa.edu.au
Years 10 to 12 George Tills george.tills@education.wa.edu.au
School Day

School commences at 8.40 am and concludes at 3.00 pm. On Tuesdays, school concludes at 2.30 p.m.

<table>
<thead>
<tr>
<th>MODAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly</td>
<td>Year 11/12</td>
<td>No Assembly</td>
<td>FORM</td>
<td>Year 8/9</td>
</tr>
<tr>
<td>RECESS</td>
<td>11.00 - 11.30</td>
<td>10.40 - 11.10</td>
<td>11.00 - 11.30</td>
<td>11.00 - 11.30</td>
</tr>
<tr>
<td>Session 3</td>
<td>11.30 - 12.30</td>
<td>11.10 - 12.05</td>
<td>11.30 - 12.30</td>
<td>11.30 - 12.30</td>
</tr>
<tr>
<td>Session 4</td>
<td>12.30 - 1.30</td>
<td>12.05 - 1.00</td>
<td>12.30 - 1.30</td>
<td>12.30 - 1.30</td>
</tr>
<tr>
<td>LUNCH</td>
<td>1.30 - 2.00</td>
<td>1.00 - 1.30</td>
<td>1.30 - 2.00</td>
<td>1.30 - 2.00</td>
</tr>
<tr>
<td>Session 5</td>
<td>2.00 - 3.00</td>
<td>1.30 - 2.30</td>
<td>2.00 - 3.00</td>
<td>2.00 - 3.00</td>
</tr>
<tr>
<td>Finish</td>
<td>3.00</td>
<td>2.30</td>
<td>3.00</td>
<td>3.00</td>
</tr>
</tbody>
</table>

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 “doing nothing” 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 at risk of not participating in education, employment or training, special support is provided through our Student Services area. 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 the Student Services Centre and sign the late book to have their diary stamped with the late time. The stamp is then shown to the teacher for the first lesson attended to explain their lateness. Repeated lateness may result in daily lunchtime detention. Parents will be contacted.

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. Parents are encouraged to phone or SMS the school early on the day of an absence. The absentee-hotline is 9330 0213, 0419 915 697 (text only) or email absences to: melville.shs@education.wa.edu.au. 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 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 breaks provided.

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 note 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.
Uniform 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

The running of the uniform shop is outsourced to Uniform Concepts, which provides a wonderful service to the school community with profits going to the P&C. For further information ring 9270 4662.

Uniform shop opening hours:
- Tuesday 8.00am – 11.30am
- Thursday 12.30pm – 3.30pm

Compulsory Uniform for all Years

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>MSHS plain white, buttoned, collared shirt with school logo</td>
</tr>
<tr>
<td></td>
<td>Students may wear a white undershirt</td>
</tr>
<tr>
<td>Shorts / Pants / Skirt</td>
<td>MSHS black shorts / pants / skirt with MSHS logo</td>
</tr>
<tr>
<td></td>
<td>Skirts not longer than mid calf or shorter than mid thigh</td>
</tr>
<tr>
<td>School Top</td>
<td>MSHS jacket - zipped, green, white and black with school logo</td>
</tr>
<tr>
<td></td>
<td>MSHS leavers jacket - black and white with school logo (option for years 11 and 12 only)</td>
</tr>
<tr>
<td>Jumper</td>
<td>MSHS bottle green woollen jumper.</td>
</tr>
<tr>
<td>Scarf</td>
<td>Plain, black fleece or green with school logo (optional)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Bottle green polo shirt with gold and white stripe</td>
</tr>
<tr>
<td></td>
<td>Black micro fibre shorts/tracksuit pants</td>
</tr>
</tbody>
</table>

- Footwear will be closed in shoes only 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 white undershirts only are allowed.
- Official Melville Senior High School black pants, shorts or skirts with MSHS logo only are allowed.
- Leggings are only to be worn under a skirt or shorts.
- Students must change before and after physical activities. Hats and sunscreen should be worn when 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 one of the Student Services Managers. Staff will be informed of any student granted a modification to the dress code.

Enrolment

An appointment with the relevant enrolment officer is necessary for student enrolment. The process can take at least an hour and the student needs to be present with a parent or guardian, with proof of ID. e.g. birth certificate, proof of address and a recent school report. Not providing these documents will lead to delays in the enrolment process.

Students enrolling at Melville Senior High School must be in the local area intake unless they are in a specialist program. The map for the intake boundaries can be found on the school website. Out of boundary enrolments will be accepted only if a vacancy arises.

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. Provision is made for the safe storage of school laptops while doing physical education classes.

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

Lost valuables are held at the front office reception desk for collection. A lost property box for uniforms etc is located in Student Services.

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. Students can apply directly at Melville Senior High School 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 8-10 (Middle School) English, Maths, Science and Society and Environment (including the Australian Curriculum subject of history) are all compulsory and are each studied for four hours a week. There will also be two hours of compulsory physical education. Students studying specialist programs will typically have four hours of contact per week. Otherwise students in Year 8 choose from a wide range of semester-long courses from the arts, languages, health and technology and enterprise.

In Years 9 and 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 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 namely 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 and 7 for entry in 2015 (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 from 2015.

Top up testing for all programs is available in other years as vacancies become available. Contact administration for more information on 9330 0300.
Gifted and Talented Education Program  
(State selected)

The 16 hour per week Gifted and Talented program is offered at Melville SHS in Years 7 to 10 and in Year 11 and 12 as a support program. 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.

In Years 7 to 10, teams of specialist teachers create a stimulating learning environment for students to help their critical and creative thinking skills as well as 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 science 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. Testing for this program will be in the same weeks as other specialist programs.

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 10. 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. Students in the program will also have access to MacBook resources 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.

Music In Focus Program  
(School-based test)

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. Students in Year 10 commence their study of the WACE Music course, 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 either our Senior Concert Band, Intermediate Band, Swing Band, Vocal Ensemble or our 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**

_(School-based test)_

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 13 to 15 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 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 Deputy Principal 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 a further two years language and literacy development support through our EALD program. For more information, please ring our international study program coordinator, Bina Kadaba on 9330 0379.

**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 8s 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 is offering the parents of Year 8 and 9 students (Year 7s in 2015) the opportunity for their child to bring their own connectable digital device (BYODD). Any model of iPad is considered acceptable for use, from the first iPad, 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/IPad 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. Students in other years will continue with the existing MacBook Program.

Assemblies

Specific year assemblies are held under the guidance of Year Coordinators. Full school assemblies occur approximately once a term or on special occasions. Parents and community members are always welcome to attend.

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 skills 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 8 students are requested to sign the diary weekly.

As a rule, a Year 8 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. Teacher contact phone numbers can be found on our website.

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 occasions, 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.

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 manage student behaviour. The procedure is as follows:

• Disruption in lessons is handled by removal 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.

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
• With 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
• And provide support where required

STAGE 4
Non completion of course work/assessment without satisfactory explanation or failure of an assessment task.

• Senior School Student Services Manager assesses overall progress and
• Contacts parent/guardian to organise meeting, with Senior School Management Team if required, to discuss alternative or more appropriate education/career pathways
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 control over learning and teaching and that increases a sense of belonging.
- encourage student centred learning and instruction.
- model and communicate the value of life long 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.

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 8 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”.

9330-0300  melville.shs@education.wa.edu.au  www.melville.wa.edu.au
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.

Student Services

The Student Services centre has been set up to provide 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 Managers of Student Services (Middle School Years 7 to 9, and Senior School Years 10 to 12) Year Coordinators, School Psychologist, Community Nurse, Aboriginal and Islander Education Officer, School Chaplain, Learning Support Coordinator and Deputy Principals Senior and Middle Schools. All support staff are located in the Student Services area adjacent to the Middle School Quadrangle.

Student Services Managers - coordinate and manage the Student Services team. If parents cannot reach a Year Coordinator, 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, this person 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 or year group, 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 discuss 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 immunised for Rubella MMR (German Measles). The school also recommends that parents/guardians take out ambulance cover in your health insurance policy.

School Psychologist – 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.

Chaplain – 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.

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 learning difficulties.

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 and may use the free parking in Potts Street or Winfield Road.

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 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 8 to 10:

Option in Year’s 8 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 & CC 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

Application forms are only available from Melville SHS

The allowance application deadline is 11 April 2014.
Late applications will not be accepted.

Note that students in receipt of ABSTUDY are eligible for the ABSTUDY supplement allowance.

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.