



MELVILLE SENIOR HIGH SCHOOL

Information Handbook 2021

MELVILLE
SENIOR HIGH SCHOOL



Governor's STEM School of the Year



BEST STEM PROGRAM
Australian Education Awards - Finalist 2020

RESILIENT INNOVATIVE SUCCESSFUL

www.melville.wa.edu.au melville.shs@education.wa.edu.au (08) 6274 1300

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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)
SMS Absentee Hotline (text only)
Email Absentee Hotline
Student Services
School Email
Main Office

6274 1322
0419 915 097
absences.melville.shs@education.wa.edu.au
6274 1321
melville.shs@education.wa.edu.au
6274 1300

Principal

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Student Services	Sandy Olney Thurstun	Sandra.OlneyThurstun@education.wa.edu.au

Year Coordinators

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Year 11/12	Sally Narvaez	Sally.Narvaez@education.wa.edu.au
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Managers

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Heads of Learning Area (HOLA)

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Technologies & whole-school STEM	Dee Lewis	deirdre.lewis@education.wa.edu.au

Teachers in Charge

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Aviation	Graham McGinn	graham.mcginn@education.wa.edu.au
Graphic Design Media	Sam Cavallaro	sam.cavallaro@education.wa.edu.au
Music in Focus	Ana Milas	ana.milas@education.wa.edu.au
Netball	Taryn Smith	taryn.smith2@education.wa.edu.au
MLP	Marina Gaskell	marina.gaskell@education.wa.edu.au
RISE	Georgina Sobejko	georgina.sobejko@education.wa.edu.au
Emergency Service Cadets	Joanne Daley	joanne.daley@education.wa.edu.au



Welcome

Welcome to Melville SHS. 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. The information in this booklet and much more is also on our website: melville.wa.edu.au.

Melville SHS is a vibrant multicultural school which provides students with a world class education. This is achieved through the provision of opportunities for development in the intellectual, physical, creative and social domains combined with high quality teaching and strong pastoral care relationships.

We are a comprehensive Independent Public School with a student population of around 1400 and over 180 teaching and support staff. The school's convenient location and the ready availability of public transport along Leach Highway allows Melville SHS to welcome students from the local and wider community into our comprehensive educational program.

Acknowledged as a top public school we continually strive to improve student achievement across all domains each year. In Years 7 to 9 we offer students access to both an extensive range of challenging mainstream courses and a wide range of electives. In Year 10 students are introduced to more specialised curriculum programs as they begin their transition into Senior School. In Years 11 and 12 there is a large selection of academic (ATAR) subjects and vocationally focused certificate courses to choose from. Through these broad and challenging curriculum pathways, students are guided and supported by their dedicated classroom teachers and our caring Student Services team while they transition through school and on to post-secondary education or meaningful employment.

The school is a leader in the use of technology with students expected to commence Year 7 with an iPad with keyboard, which is used by teachers to enhance curriculum engagement and ensure student success.

The School has an Intensive English Centre (IEC) and welcomes International Fee Paying students who are attracted, in part, to the additional language support that is provided by our dedicated team of English as a Second Language (ESL) as well as trained mainstream teachers.

To further enrich student experiences at Melville SHS, we offer an expansive range of co-curricular programs that comprises over 30 inter-school sporting teams, music productions, dance and band festivals, debating, outdoor pursuits, camps and wilderness expeditions, State Emergency Services cadets, academic challenge, orientation and extension camps.

The school is well resourced with facilities that include a 25 metre swimming pool, gymnasium, weights room, a grassed oval and tennis, netball and basketball courts. The school also enjoys the support of a dedicated school board, a committed Parents and Citizens Association and specialist program parent support groups.

We continually improve our facilities and, in addition to over 80 general classrooms we have an attractive Learning Resource Centre (library), state of the art science laboratories, an Aviation Centre with two flight simulators and an Arts Centre with dance, drama, film and television, multi-media and music studios, as well as three visual arts studios and a specialised graphic design laboratories. We have recently completed a significant renovation of the schools' Administration and Executive Centre, and a brand new Performing Arts Centre was built in 2019.

Whilst we remain committed to our ongoing capital works program to ensure modern classroom and outdoor facilities, our primary focus has and always will be on the learning successes of our students. At Melville SHS we take pride in treating each student as an individual as we strive to meet their academic, cultural, sporting, civic and pastoral needs while preparing them to meet the challenges of the future.

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

Be Prepared

School commences at 8.35am (for 8.40am start) and concludes at 3.00pm. On Tuesdays, school finishes at 2.30pm.

	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	8.40 - 9.40	8.40 - 9.40	8.40 - 9.40	8.40 - 9.40	8.40 - 9.40
Session 2	9.40 - 10.40	9.40 - 10.40	9.40 - 11.00	9.40 - 10.40	9.40 - 10.40
Assembly	Year 11 & 12 Assembly		Year TBA Assembly	Year TBA Assembly	Year TBA Assembly
Recess	11.00 - 11.30	10.40 - 11.10	11.00 - 11.30	11.00 - 11.30	11.00 - 11.30
Session 3	11.30 - 12.30	11.10 - 12.05	11.30 - 12.30	11.30 - 12.30	11.30 - 12.30
Session 4	12.30 - 1.30	12.05 - 1.00	12.30 - 1.30	12.30 - 1.30	12.30 - 1.30
Lunch	1.30 - 2.00	1.00 - 1.30	1.30 - 2.00	1.30 - 2.00	1.30 - 2.00
Session 5	2.00 - 3.00 Year 10	1.30 - 2.30	2.00 - 3.00	2.00 - 3.00	2.00 - 3.00
Finish	3.00	2.30	3.00	3.00	3.00

*Subject to change due to requests of school calendar

Uniforms

Uniform Concepts Store

Melville SHS uniforms are purchased at the Uniform Concepts Store, 30 Kembla Way, Willetton - 9270 4669. 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 SHS students, promote equality, promote self esteem and 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 under-shirt Leavers shirts (Year 12 only)
Shorts / Pants / Skirt	MSSH shorts / PE 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	Bottle green polo shirt with house colour stripe (ONLY worn in PE classes) Black micro fibre PE shorts/tracksuit pants

- 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 SHS white shirts with plain white undershirts 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 a 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.

Care of Property

Large sums of money, jewellery and other items of value should NOT be brought to school. If valuables must be brought to school they are the responsibility of the student at all times. Money and other valuables should not be left in unattended school bags, classrooms or change rooms. All articles of clothing and personal materials should be clearly marked.

If a student does bring a mobile phone to school the student must accept FULL responsibility for its care and safety. Chewing gum, liquid paper and large marker pens 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 until the end of each 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. All articles of clothing and personal materials should be clearly marked.

Transport

Public transport is widely used by most students and is encouraged. A detailed list of bus services to and from the school is available on the Melville SHS website. It has links to the many direct services and timetables. Buses arrive at approximately 8.30am. 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.

With the increase in numbers of students attending the school, parking difficulties and traffic jams are getting worse. Parents who drive are encouraged to drop students some distance from Potts St or at a bus stop closer to your home. Most of the buses drop the students outside the school or at the overpass, so they don't have to cross a single road.

Bicycle racks are provided next to Student Services for students who wish to ride to school. The enclosure is locked during school hours.

Smartrider/Academy/Library Card

All students will receive an Academy Card that is used to access the Learning Resource Centre (Library), as identification and is also their student Smartrider concession card. For more information about the student Smartrider card visit the Transperth website at: www.transperth.wa.gov.au. The cards cost \$5 and are included in each student's Contributions and Charges account. Students will receive the card soon after 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.



The School Day

Subjects

Students move class every hour for five sessions a day. 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. The week is made up as follows:

Hours	Subject	Total
4 each	English, HASS, Science and Maths	16
2	Physical Education	2
1	Chinese or Italian	1
2	Health	2
4	Arts/Technologies subjects*	4
		= 25

These 16 sessions are together in the same class group in Year 7. The classes are:

- Gifted and Talented
- Academic Extension
- Year 7 Classes

Further information on courses is available on our website:
melville.wa.edu.au/learning/handbooks

*Or Specialist Program (for 2 hours in Years 7-8)

Years 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 is available in link above.

Specialist Programs

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 5 or 6 for entry in Year 7. Top up testing for all programs is available in other years if a vacancy becomes available. See website for the link to the application.

Placement into specialist programs **is for four years (Years 7 to 10)**. If a student does not achieve adequate standards, an interview will be required with the Head of Learning Area, Specialist Teacher in Charge and Deputy Principal and students outside the local intake area may not be able to continue at the school. Melville SHS offers state-wide selection into three programs:

Approved Specialist Programs (school-based test):

- Aviation
- Graphic Design Media
- Netball

School Based Programs - Only offered to in-boundary tested students or those accepted into Gifted and Talented or Specialist programs.

- Music In Focus
- Academic Extension Course (study English, HASS, Science and Maths together). Students may be removed from this program according to the level of work they achieve.

Gifted and Talented Secondary Selective Entrance Program

The Gifted and Talented Program is one class of students who study English, HASS, Science and Maths together from Years 7 to 10. Entry is via a state selected exam conducted by the Education Department. Top up testing is available in other years if a vacancy becomes available. See website for the link to the application.

Digital Devices Program

Melville SHS students must bring an iPad with keyboard case (a MacBook is also acceptable). Graphic Design Media Specialist Program students have different requirements that are outlined on the website. Your BYO iPad may be purchased from a supplier of your own choice. However, you can access the Winthrop Australia portal on the website (under Learning - Digital Devices) to extend payment, for six months interest free or

a leasing option. It is recommended that the iPad be insured and have Applecare. 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.

Contacting Teachers - Connect

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. The preferred method to contact parents is using the Connect learning management system, which allows teachers, parents and students to share information and liaise with each other. More information is here: melville.wa.edu.au/learning/connect. **It is VITAL that parents join Connect and update their email address.**

Connect provides a secure internet service that allows your child's teachers to provide information about the teaching and learning activities occurring in their class directly to the parents of students in each class. Participation in Connect is optional for parents and is an opt out process. The Department of Education will issue you with a unique user name and password which will provide you with online access to Connect when your enrolment is current (usually one or two weeks after you commence at school).

The service allows for flexible communication between parents and teachers as well as providing personalised information about your child's learning activities and progress. This is the only way you will receive school reports. The school also shares information about student course materials, assessment schedules, homework, grades, attendance, school events and the like with parents and students.

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. **Please make sure that an appointment time is arranged before arriving at the school.**

Student 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.

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.

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 provides a basis to ensure 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 until 4pm.

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.

School Reports

Reports are issued at different times for different year groups and will be available on Connect. Progress reports are issued to Years 7, 10 - 12 only in mid term 1 to provide feedback of a students initial progress in key year groups. There will then be an associated parents' night.

Mid-year reports are available 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 the individual teachers of their child throughout the year.

End of year reports are available for 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 available for Year 12 students in Term 4.

Canteen

The canteen is operated by the P&C and provides nutritious home cooked food at recess and lunch. Lunches can be ordered from 8.15am to 8.35am and again at recess. Online ordering is preferred and you simply follow the prompts to create a parent's account and link it to Melville SHS. The link for the online system is myschoolconnect.com.au/mshs. 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 welcomed and anyone willing to assist for 2 to 3 hours per month is asked to contact the Canteen Manager on 6274 1300.

School Newsletter - 'Melville Matters'

The Melville Matters school newsletter is produced twice a term giving details of school activities, student achievements, 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.

Intensive English Centre (IEC)

Melville Senior High School hosts an Intensive English Centre, which enrolls newly arrived migrant and refugee background students aged 11 ½ to 12 ½ 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. 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.

International Fee Paying Student Program

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

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

Newly arrived IFPS 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 can also receive language and literacy development support through our IEC program. For more information, please ring our International Study Program Coordinator on 6274 1300.



School Attendance

Attending School

Under legislation, students are required to attend school until the end of the year they turn 17 years and 6 months. 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 trainee-ship, 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. 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 8:35am) must report to Student Services to sign in. 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 recess or possibly after-school detentions.

Absence

It is a requirement that all students are at school unless sick or for other matters that are considered urgent. *Students must attend every class every day.* All students are expected to provide a note of explanation from a parent or guardian on their return to school after any absence. On the day of an absence, parents are also encouraged to phone or SMS the school. The contacts are on page 4. Please try to contact Student Services before 8.30am to avoid an absentee text.

Students who are absent from school (with their parent or guardian's permission) for other than prolonged medical reasons have a responsibility to contact 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 their year coordinators to obtain details of work not completed or contact teachers via Connect. It is a Department of Education requirement that all holidays are taken within the school term vacation period only.

Poor attendance (less than 92%) 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 before school has finished on that day. A note from a parent or guardian is required.

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 the school uniform at all times.

Leaving & Changing Schools

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 SHS 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.



Student Services

The Student Services team is located in the purpose-built centre next to Administration. Parents are welcome to make appointments through the centre to meet with staff and discuss educational, pastoral, attendance 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 Psychologists, Community Nurses, Aboriginal and Islander Education Officer, School Chaplain and Learning Support Coordinator.

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.

The School Chaplain - Is an integral part of the Student Services team. The Chaplain provides pastoral care to all students, parents and staff regardless of their personal religious faith. 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 and promotes cultural awareness across the school and wider community.

Learning Support Coordinator - Provides support to parents and teachers of children with diagnosed learning difficulties.

Community Nurse - School Health Services are delivered in all public secondary schools and colleges across Western Australia. Community Health Nurses provide first point of entry into the health system for children and adolescents and are the key health contact for the school. School staff and Community Health Nurses work in partnership to enhance the health, well-being and educational outcomes for individuals and groups of students.

Our Community Health Nurses collaborate with the Student Services team to provide care for students with particular difficulties. They are skilled in assessing adolescent health needs and frequently engage in health counselling to identify issues, risks and protective factors, provide advice, brief interventions, referral to other services, health promotion and follow-up care.

The Health Centre, located in the Student Services area, is a place where students can either drop in (ideally at recess or lunch) or make an appointment to discuss health and well-being issues. The recommended pathway for attending the Health Centre is that the student requests permission to leave class by showing his/her diary to the teacher. The student may then walk to Student Services and sign in using their Academy card at which point they may see the Community Nurse.

If deemed unwell enough to be excused from school, the Community Nurse will phone the student's parent/carer. To improve overall resiliency, we discourage mobile phone messaging between students and parents during the school day as miscommunication regarding illness or injury may lead to confusion. The school drug policy states that no drugs are to be kept in the Health Centre and we encourage students to carry one dose of Paracetamol for personal use in their school bags. 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. The school recommends that parents/guardians take out ambulance cover in your health insurance policy.

The School Psychologists - Are available (by appointment) for consultation with students and parents. The psychologists assist with the areas of behaviour management, students with special needs, problem solving strategies and evaluation of education programs. Please contact the appropriate Year Co-ordinator to discuss if a referral is appropriate.

The Managers of Student Services - In senior school (Years 10, 11 and 12) and middle school (Years 7, 8 and 9) lead 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.

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

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.
- Develop resilience, build responsibility and exercise emotional regulation.
- Work restoratively to address and resolve conflict where possible.

Student Engagement

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 demonstrate acceptable 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 Melville/School Overview and Information.

Good Standing Policy

GOOD STANDING RATIONALE

In 2018 the Minister for Education and Training released a policy titled "Let's Take a Stand Together". A requirement of this policy is that all public schools implement a Good Standing as part of their Student Engagement policy.

WHAT IS GOOD STANDING?

All students commence the year with Good Standing. Maintaining Good Standing requires students to adhere to the school rules which have been derived from the Code of Conduct, outlined within the Student Engagement Policy and the Attendance Policy.

The Foci of Good Standing is linked to:

- Adherence to the School's Code of Conduct
- Regular school attendance and punctuality with productive engagement and commitment to learning
- Demonstration of personal responsibility, self-care and respect, confidence in making positive choices and decisions
- Demonstration of courtesy, care, cooperation and respect for the rights of others and the school environment
- Engages positively within the school and wider community fostering pride, and brings credit to themselves, their family and the school

WITHDRAWAL OF GOOD STANDING

Withdrawal of Good Standing will result in the student not being able to participate in extra and co-curricular activities as decided by the Principal or delegate. Parents will be notified in writing if a student has lost Good Standing.

Withdrawal of Good Standing will occur when:

- A student is suspended from school for any reason
- A student fails to maintain regular attendance
- A student fails to be accountable for their non-attendance via on-site & off-site Truancy
- A student is persistently absent with unacceptable reasons

REGAINING GOOD STANDING

Students will be given ample opportunities to regain Good Standing.

In the instance a student has been suspended, a Positive Support Plan will be negotiated and documented at the Return From Suspension meeting.

When Good Standing is withdrawn due to failing to maintain regular attendance, truancy and/or absences for unacceptable reasons steps to assist the student to regain Good Standing will be negotiated and documented in an Individual Attendance Plan at an Attendance case conference.

Phone Calls and Messages to Students

If contacting your child by mobile phone, please do so only during recess and lunch times. In the case of an emergency, please contact Student Services on 6274 1321 and a message will be brought to the student's class.

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 representatives 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.

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 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 on the website under the heading "Schools-Government, Primary, Junior Primary and Pre-Primary".

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.

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 6274 1300 or Joanne.Daley@education.wa.edu.au.

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

Years 7 to 10: Options 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 7 to 10 that have a high cost associated with their provision (eg outdoor education, art, camps).
- Course for which there is a high cost associated with their provision (eg Specialist and Focus 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.

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

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 and student number - 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: 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 1 April 2021.
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 6274 1300 to seek any clarification or assistance on any of the above matters.





Melville Senior High School acknowledges the Noongar people as the Traditional Owners of the land on which the school stands today and pays its respects to the Whadjuk people, and Elders past, present and emerging.