



MELVILLE
SENIOR HIGH SCHOOL

Melville Senior High School
Administration



Information Handbook

Our School Values

Achieving Excellence Today and Building Bright Futures for Tomorrow

We provide a distinctive, comprehensive education with strong academic and vocational pathways assisted by effective pastoral care programs, where all students are given the opportunity to become confident, innovative and successful learners and are supported in the process of defining themselves as they prepare to meet the challenges of the future. At Melville SHS we value:

Respect

- Be kind, courteous and actively listen to others. Show regard for the well-being of self, others and the environment.
- Be reflective and seek feedback.
- Act in accordance with the DoE Code of Conduct and Melville SHS Workplace norms.
- Be reflective and seek feedback.

Learning

- We all have the capacity to learn and achieve success.
- Be an active, positive and persistent learner to maximise your success.
- Embrace life-long learning as the key to our development and future.
- Learning is maximised when teachers, students and parents/carers work together.

Excellence

- Believe in yourself and your capacity to succeed.
- Strive to achieve your personal and collective best.
- Maintain high expectations for effort and endeavour.
- Celebrate success and continually strive for improvement.

Relationships

- Treat others the way you like to be treated.
- Show compassion and empathy.
- Engage in positive verbal and non-verbal communication.
- Work together as a team to achieve common goals.

Inclusivity

- Respect and appreciate cultural diversity.
- Accept and celebrate individual differences.
- Be inclusive to promote connection and belonging.
- Cater to individual needs to support well-being and achievement.



Contact Us

Absentee Hotline (messages only) 6274 1322
SMS Absentee Hotline (text only) 0419 915 097
Email Absentee Hotline:
absences.melville.shs@education.wa.edu.au

Student Services 6274 1321
Main Office 6274 1300
School Email:
melville.shs@education.wa.edu.au



Contacting Teachers - Connect

Please feel free to contact the school to discuss your child's progress. You may do this by emailing the teacher or 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. It is VITAL that parents join Connect and update their email addresses.

More information on CONNECT is [HERE](#)

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, you may also wish to talk to the appropriate Head of Learning Area. Please arrange an appointment time before arriving at the school.

Student Services and Staff contacts are [HERE](#)

Parent Contact Information

On occasion, the school may need to contact parents or guardians urgently but may be hindered by outdated 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.

Custody and Access

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

Update or add to contact information:
melville.shs@education.wa.edu.au

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
	Year Group Assembly		Year Group Assembly	Year Group Assembly	Year Group 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	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 the school calendar



Uniforms

Uniform Concepts Store

Melville SHS uniforms are purchased at the Uniform Concepts Store,
30 Kembla Way, Willetton
(08) 9270 4669.

More information on the store is [HERE](#)

Dress Code Policy

The School Board has established a dress code for all students. 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	MSHS plain white, buttoned, collared shirt with school logo Students may wear a plain white undershirt Leavers shirts (Year 12 only)
Shorts / Pants / Skirt	MSHS shorts / PE shorts / pants / skirt with MSHS logo (no generic alternatives) Skirts not longer than mid-calf or shorter than mid-thigh
Dress	MSHS checked dress (students may wear a plain black or plain white undershirt)
School Jacket	MSHS jacket - zipped, green, white and black with school logo MSHS leavers jacket - black and white with school logo (option for Years 11 and 12 only) or Jumper - MSHS bottle green woollen jumper.
Physical Education	Bottle green polo shirt with house colour stripe (ONLY worn in PE classes) Black microfiber PE shorts/tracksuit pants

- Footwear will be closed-in shoes with no thongs, slides or ugg boots.
- All clothing is to be clean and neat and worn appropriately.
- Excessive makeup or jewellery is not allowed.
- Official Melville SHS white shirts with plain white under-shirts 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 may need to modify the school dress code for religious or health reasons must make an appointment with the Deputy Principal of 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 student's responsibility 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 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 marked.

Student Responsibility

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



Transport

Public transport is widely used by students and is encouraged. A detailed list of bus services to and from the school is available on the Melville SHS website, showing 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 3.00pm due to early closing.

With the increase in 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 their home. Most buses drop the students outside the school or at the overpass, so they don't have to cross a busy 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 [HERE](#). The cards cost \$5.00 and is included in each student's Contributions and Charges account. Students will receive the card soon after they have started the school year.

See the Transperth services page [HERE](#)



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 compulsory and are each studied for four hours a week. The hours in a week are 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 or Year 7 Classes.

**Or Specialist Program (for 2 hours in Years 7-8)
Further information on Programs follows.



Melville SHS Programs

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 determined via a state selected exam conducted by the Education Department. Top up testing is available in other years if a vacancy becomes available.

Information on Gifted and Talented is [HERE](#)

Approved Specialist Programs Aviation | Graphic Design Media | Netball

Selection into Specialist programs is based on school testing in Years 5 or 6 for entry in Year 7. Successful candidates are then asked to an interview or audition in Year 6.

School-Based Programs Music in Focus | Academic Extension

School-Based Programs are available to students who live in the local intake area or are in an Specialist or Gifted and Talented program above. Selection into the Music in Focus and AEC programs is based on school testing in Years 5 or 6 for entry in Year 7. Top up testing for all programs is available in other years if a vacancy becomes available.

Information on Programs is [HERE](#)



Digital Devices

Melville SHS students must bring an iPad with a keyboard case (a MacBook is also acceptable). The device is 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 interest-free for six months 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 (see list in the link below).

Graphic Design Media Specialist Program students require a MacBook Pro and the details are [HERE](#). It is the third device listed. It can be bought at any outlet.

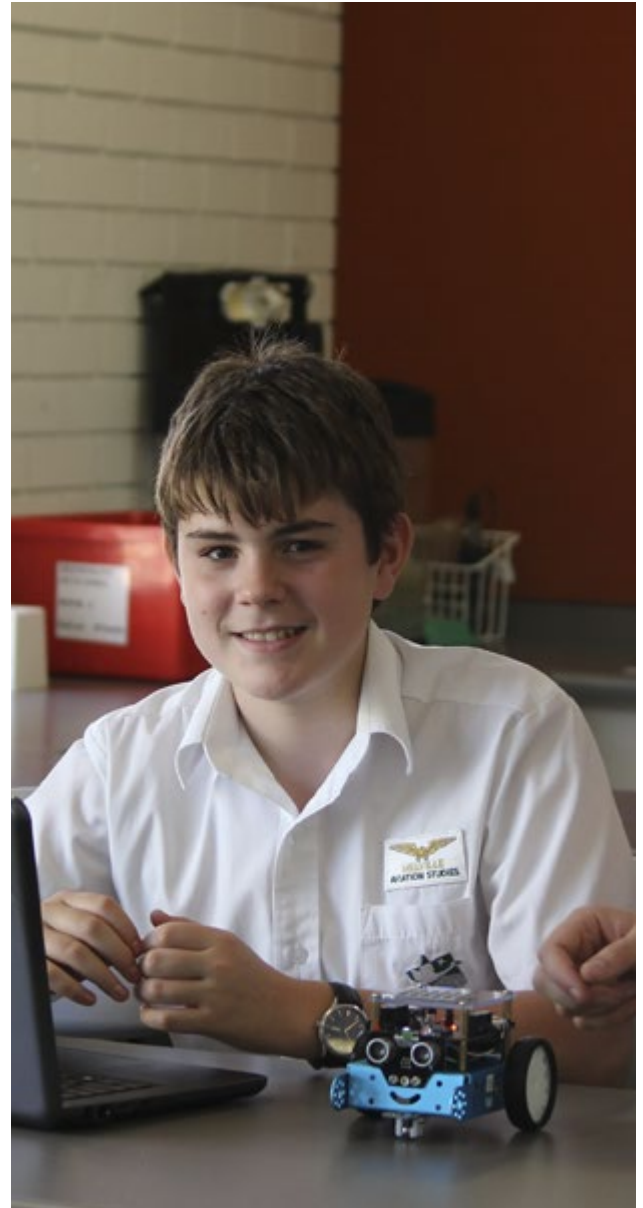
More information on Devices is [HERE](#)

Mobile Phones

Off and Away All Day

If your child has a mobile phone, please read the Mobile Phone Policy with your child to ensure they understand the appropriate use of mobile phones during school hours.

Mobile Phone Policy is [HERE](#)



Student Diaries

All students receive a diary. The diary is used to communicate and as an 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 has the best opportunity to succeed in any chosen course. Students wishing to do homework or study after school may do so until 4.00pm.



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 student's 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 Years 7, 8, 9, 10 and 11. These reports will reflect students' grades throughout the second semester. A Statement of Results is available for Year 12 students in Term 4.

Melville Matters School Newsletter

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 link is emailed, so a current email address is essential.

Recent issues are [HERE](#)



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 follow the prompts to create a parent's account and link it to Melville SHS.

The link for the Canteen online system is [HERE](#)

Profits from the canteen help provide additional amenities to the school and assist in maintaining the school swimming pool. Voluntary helpers are welcomed and anyone willing to assist for 2 to 3 hours per month is asked to contact the Canteen Manager on 6274 1300.

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 Attendance

Under the legislation, students are required to attend school until the end of the year they turn 17 years and six 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 traineeship, 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 late to school (with a note) must report to Student Services to sign in. Students will receive a paper slip, which they must present to their classroom teacher. Any lateness after Session 1 must report straight to Student Services. 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. Students are expected to provide a note of explanation from a parent or guardian on return after any absence. On the day of an absence, parents are also encouraged to phone or SMS the school. 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 are responsible for contacting relevant teachers to obtain details of missed work. Parents of students absent for long periods due to medical reasons should provide a medical certificate and contact their year coordinators to receive details of work not completed or contact teachers via Connect. The Department of Education requires that all holidays be taken within the school term vacation period.

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 parent/guardians duty to ensure their child attends school.

Leave Passes

Students must obtain a leave pass from Student Services to leave before school has finished on that day. A note from a parent or guardian is required.

Leaving & Changing Schools

Students must complete a Clearance Form before going to another school or taking up employment. The Clearance Form can be obtained from the 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.

Intensive English Centre (IEC)

Melville SHS hosts an Intensive English Centre, which enrolls newly arrived migrant and refugee 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 practical speaking and listening skills 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 ongoing EALD support from Years 7 to 12.

International Fee Paying Student Program

Melville SHS has welcomed numerous international students since 1998 and has remained a leading provider. 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. Student progress and attendance are closely monitored to ensure smooth academic progress. The coordinator also maintains regular contact with the teachers to ensure the well-being 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. Through our IEC program, international students in mainstream schooling can also receive language and literacy development support. For more information, please ring our International Study Program Coordinator on 6274 1300.



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 assists students who may be experiencing academic, vocational, social, emotional or health concerns. Parents are strongly advised to contact them if they have any concerns regarding their child.

The team consists of the following:

Deputy Principal Student Services
Manager Student Services – Senior School
Manager Student Services – Middle School
Year Coordinators
The School Chaplain
The Aboriginal and Islander Education Officer
Learning Support Coordinator
Community Nurse
The School Psychologists

School Health Services

Community Health Nurses provide the first point of entry into the health system for children and adolescents and are the critical health contact for the school.

Information on School Health Services are [HERE](#)

Action Plans for Anaphylaxis and Allergic Reactions:
[HERE](#)

Student Rights and Responsibilities

Melville SHS 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 for learning and teaching, increasing 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 Policy

Melville SHS is a friendly and safe school that embraces a supportive and caring pastoral care system, recognising close attention to its students' needs, welfare, and progress. This forms the foundation of a safe learning environment. The establishment of positive relationships between staff and students is of paramount importance if a sense of pride and commitment to learning is developed and maintained. Successful relationships foster positive self-concepts and attitudes that lead to successful outcomes for students.

The school's Student Engagement Policy embodies the school's vision statement. It represents a whole school approach towards providing the opportunity for students to become confident, innovative and successful learners while enjoying a world-class educational experience. The Policy aims to create a safe, supportive and engaging learning environment where all students can learn without disruption while being responsible for their behaviour.

The Student Engagement Policy is [HERE](#)



Other Information for Parents

School Board

The School Board provides a formal means of achieving community participation 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 comprises representatives from staff, parents, and the wider community. Generally, the constituent groups elect representatives, but there is a 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 the Melville SHS website calendar for details).

Parent and Citizen Association

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

There is always room on these committees for new parents and interested community members. Your participation is always welcomed and appreciated. The P&C also fund improvements to the student

facilities at school. It has supported many initiatives over the past years, 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 meets 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 the calendar on website for details).

School Dental Service

The School Dental Service provides 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.

More information is available [HERE](#)

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

Enrolment in a Course - Payment Request

Years 7 to 10: Options can only be selected if 50% of the total cost is paid upfront*. Options are voluntary courses and activities that incur an extra charge, where parents/students 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 programs).
- Other optional school-based activities that address broad learning outcomes and for which there is a high cost (eg graduation dinners, picnics).

The remaining course payments are required prior to the 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.

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
- Centrelink Pensioner Concession Card
- Veteran's Affairs Pensioner Concession Card (Blue only).

Application forms are only available from Melville SHS.

The allowance application deadline is 8 April 2022. Contributions and Charges Booklets are [HERE](#)

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 so 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.