



MELVILLE
SENIOR HIGH SCHOOL



Information Handbook

Our School Values

Respect	Learning	Excellence	Relationships	Inclusivity
Be kind, courteous and actively listen to others	We all have the capacity to learn and achieve success	Believe in yourself and your capacity to succeed	Treat others the way you like to be treated	Respect and appreciate cultural diversity
Show regard for the well-being of self, others and the environment	Be an active, positive and persistent learner to maximise your success	Strive to achieve your personal and collective best	Show compassion and empathy	Accept and celebrate individual differences
Act in accordance with the DoE Code of Conduct and Melville SHS Workplace Norms	Embrace life-long learning as the key to our development and future	Maintain high expectations for effort and endeavour	Engage in positive verbal and non-verbal communication	Be inclusive to promote connection and belonging
Be reflective and seek feedback	Learning is maximised when teachers, students and parents/carers work together	Celebrate success and continually strive for improvement	Work together as a team to achieve common goals	Cater to individual needs to support well-being and achievement

Our Code of Conduct

Our Responsibilities

We all have the responsibility to:

Treat other people with courtesy and respect	Keep the school and the grounds clean and respect other people's work and possessions
Cooperate and work to the best of our ability and not disrupt the learning of others	Behave in a manner that will bring credit to the school

Our Rights

We all have the right to:

Be treated courteously and respectfully	Work in a clean and safe environment
Learn without being disrupted by others	Feel pride in ourselves and our school

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 email the teacher or phone the school to make an appointment. The preferred method to contact parents is 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 can also 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

Occasionally, the school may need to contact parents or guardians urgently but may be hindered by outdated contact information. Parents and guardians are asked to inform the school immediately if there is a change of address, email address, phone number, mobile contacts or emergency contact information.

Custody and Access

Where families have separated, the school needs information about custody and access arrangements. 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
Session 2a	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



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

- All clothing must be clean, neat, and worn appropriately and as intended (i.e. no rolling up of shorts or unbuttoned shirts).
- Footwear will be closed-in shoes with no thongs, slides or Ugg boots.
- Excessive makeup or jewellery is not allowed.
- Plain white under-shirts are allowed (long or short-sleeved).
- Black under-shirts may be worn under Leaver's shirts.
- 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.
- 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 the correct uniform, or parents may be contacted to bring the appropriate uniform to school.

Modification of Dress Code Items

Students who 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, expensive electronics and other items of value should not be brought to school. If valuables must be brought to school, they are always the student's responsibility. Money and other valuables should not be left in unattended school bags, classrooms or change rooms.

If a student brings a mobile phone to school, they must accept full responsibility for its care and safety. Chewing gum, spray deodorant, liquid paper and large marker pens are banned.

Lost Property

All lost property is held in Student Services until the end of each term. Any unclaimed items will be disposed of. To increase the chance that lost property is found, name all articles of clothing and report the lost item to Student Services immediately. All pieces of clothing and personal materials should be marked.

Student Responsibility

Students are responsible and accountable for their behaviour under the school code of conduct from when they leave home in the morning until they return home from school in the afternoon, including travel on public transport. Whilst wearing the school uniform at all times, students represent the school, and their behaviour and conduct must be of a high standard.



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 TransPerth website [HERE](#). School bus stops are located at the front of the school on Potts Street. Students will be supervised on Tuesdays while waiting for the buses to arrive at 3.00pm due to early closing.

We have limited street parking, and the many buses that stop at the school make it very busy at the start and end of the day. Parents who drive are encouraged to drop off students some distance from the school entrance 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 used to access the Learning Resource Centre (Library), as identification and as their student Smartrider concession card. For more information about the student Smartrider card, visit the Transperth website [HERE](#). The cards cost \$5.00 and are included in each student's Contributions and Charges account. Students will receive the card soon after they have started the school year.



The School Day

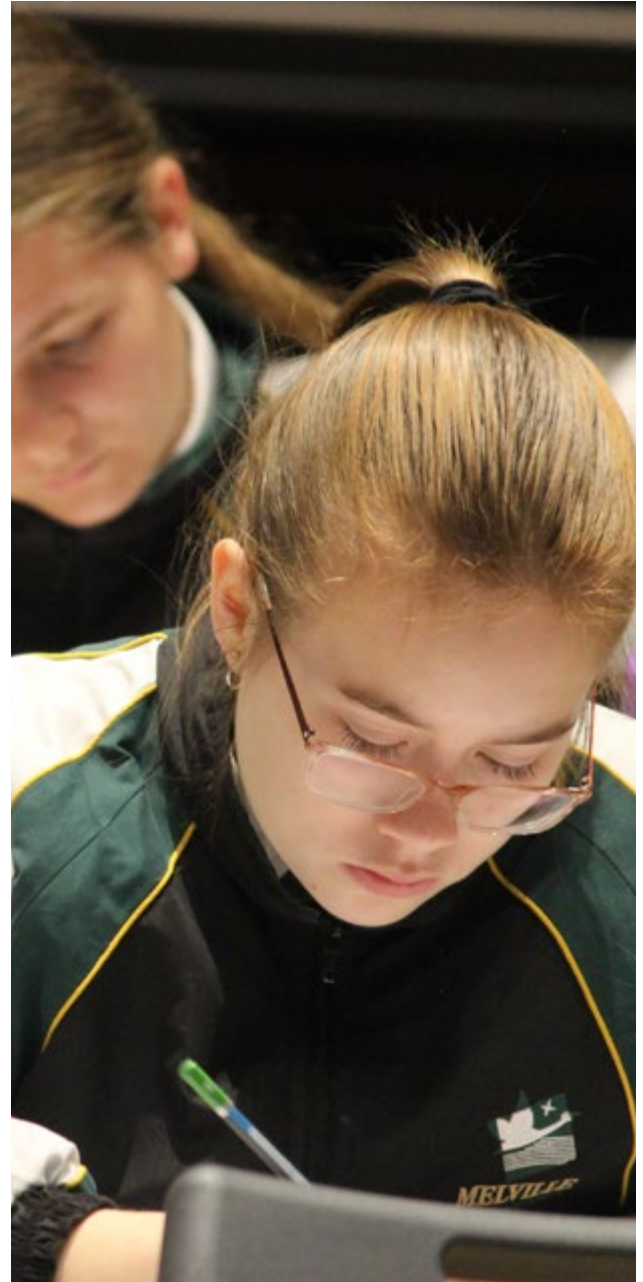
Subjects

Students move classes every hour for five sessions a day. In Years 7 to 10, English, Maths, Science and Humanities and Social Sciences are compulsory and 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 in the same class group in Year 7. The classes are Gifted and Talented, Academic Extension or Year 7 Classes.

**Or Specialist Program (for two 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 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 Course (AEC)

School-Based Programs are available to students who live in the local intake area or are in a 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 are expected to bring an iPad with a keyboard case (a MacBook is also acceptable). The device is purchased from a supplier of your 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 the 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, and 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 policy and the consequences of breaching this policy.

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. The amount of homework set varies from subject to subject. Each student should carry their school diary with them at all times to keep a record of homework deadlines.

A Year 7 student should do about one to one and a half hours of homework five days per week. This should increase until Year 12, when a student should do 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 and use their diary so that all deadlines are met.

Teachers attempt to avoid setting homework due the next day; however, in some courses (e.g. maths), students often must 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 in the Learning Resources Centre (LRC).



School Reports

Reports are issued at different times for different year groups and will be available on Connect. Mid-year reports are available to all students in Years 7 to 12, and a Parent Evening is held to discuss their progress (refer to the Term calendar on the school website). These reports 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 once a term giving details of school activities, student achievements, P&C, canteen and Student Services news. The newsletter link is emailed to families.

Recent issues are [HERE](#)



Canteen

The P&C operates the canteen and provides nutritious home-cooked food at recess and lunch. Students can order lunches 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 and contribute to the cost of maintaining the school swimming pool. Voluntary helpers are welcomed, and anyone willing to assist for two to three 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 and adventure activities. For further information, contact Jo Daley at 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. A student must be in school, training, completing an apprenticeship or a traineeship, approved full-time employment, or a combination 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 to present to their classroom teacher. Any lateness after Session 1 must report straight to Student Services. A parent note or SMS to the Absent Line 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. Parents are encouraged to phone or SMS the school on the day of an absence. Please try to contact Student Services before 8.30am to avoid an absentee text.

Students absent from school (with their parent or guardian's permission) are responsible for contacting relevant teachers to obtain details of missed work. Parents of students absent for long periods for medical reasons should provide a medical certificate and contact their Year Coordinators to discuss their child 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%) places a student at 'educational risk'. Parents/guardians are required by law to ensure that their children attend school and provide a reasonable explanation if they are absent. Student Services will work with parents/guardians where student attendance is poor, but every parent/guardian must 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 starting 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 only be given if 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 16 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 allows students to learn and develop practical speaking and listening skills to make friends, interact with English-speaking peers, and respond effectively to teachers. 2. The IEC Program manager is responsible for the IEC Phase 1 on arrival students. Once the students exit the IEC and transition to Phase 2 EALD (English as an Additional Language), the programs are then managed by the school's English Department.

International Fee Paying Student Program

Melville SHS has welcomed numerous international students since 1998. 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 managing and administering these 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. International students in mainstream schooling can receive language and literacy development support through our IEC program. 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 experiencing academic, vocational, social, emotional or health concerns. Parents are strongly advised to contact Student Services if they have 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
- School Chaplains
- Aboriginal and Islander Education Officer
- Learning Support Coordinator
- Community Nurse
- 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 is [HERE](#)

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

Student Rights and Responsibilities

Melville SHS aims to create a supportive culture and positive learning environment. We recognise that 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 caring, supportive classrooms where everyone is valued and respected.

Develop resilience, build responsibility and exercise emotional regulation.

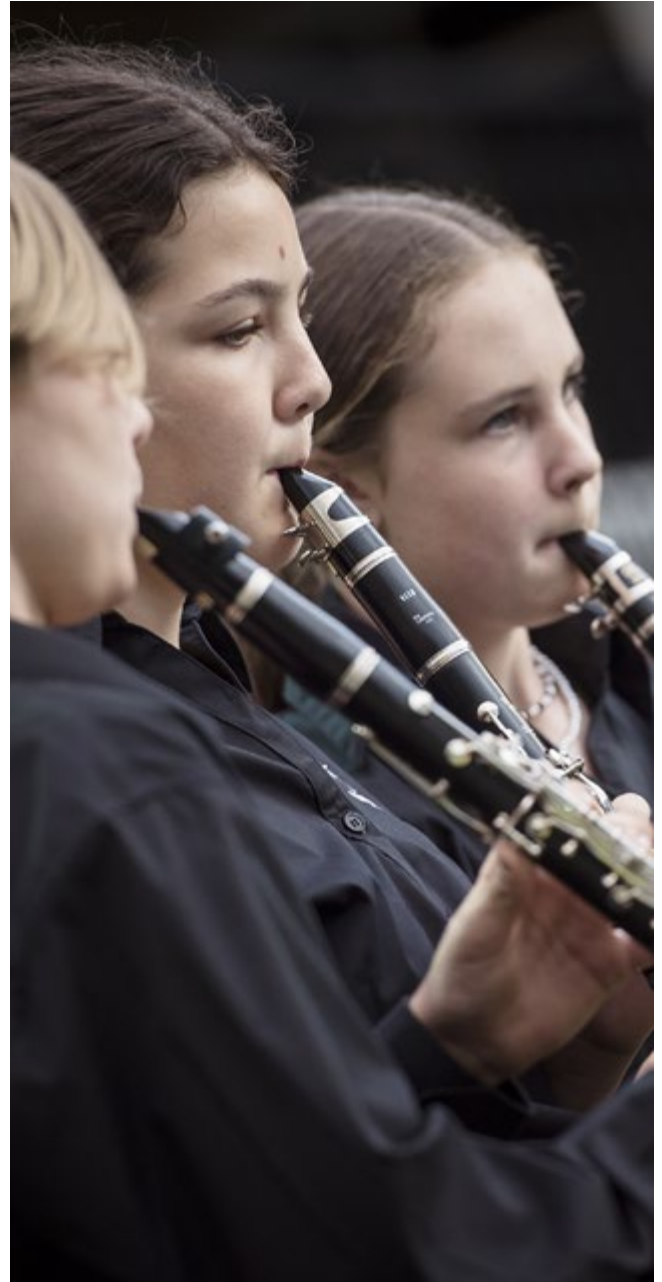
Work restoratively to address and resolve conflict where possible.

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. Establishing positive relationships between staff and students is paramount 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 student outcomes.

The school's Student Engagement Policy embodies the school's vision statement. It represents a whole school approach towards allowing 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 and
- promoting the school in the community.

The Board comprises representatives of 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.

These committees always have room 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 our website for details).

School Dental Service

The School Dental Service provides free general and preventative dental care for all Year 7 to 11 students. Your child can continue to attend 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 they can post a recall reminder. If you still need to enrol, there is still time to register.

More information is available [HERE](#)

Staff Car Park

Parents are not to use the staff car park to drop off or pick up students for the safety of all concerned. 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. Student drivers must complete the paperwork to register themselves and their car.

School Charges, Contributions and Financial Assistance

Parents/Guardians receive a copy of their child's Voluntary Contributions and Charges sheet in December for the following 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 (e.g. Specialist Programs, outdoor education, art, camps).
- Other optional school-based activities that address broad learning outcomes and for which there is a high cost (e.g. graduation dinners).

The remaining course payments are required before the commencement of Semester 2. If unpaid, students may be asked to switch to a lower-cost option, and the outstanding amount will be sent to a debt collection agency.

Years 11 and 12

Compulsory charges apply to all courses.

*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 additional cost optional components.

The Contributions and Charges Booklets are [HERE](#)



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.

Students receiving 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.