



INFORMATION GUIDE FOR PARENTS AND CARERS 2017



Side by Side, Beneath the Southern Cross, We Strive and Achieve

CONTENTS

From The Principal.....	3
Contact Details	3
Term Dates 2017	4
Lesson Times	4
Student Details.....	5
School Publications	5
School Visitors.....	6
Parent/Volunteer Information	6
Phone Messages	6
Transport to and from School	6
Student Behaviour	7
Canteen	7
Attendance and Punctuality	8
Frequently Asked Questions.....	9
Excursions.....	9
Uniform Policy	10
Uniform Shop	12
Uniform Combinations.....	13
Health.....	14
Learning Support.....	15
School House System.....	15
Homework Policy	16
Curriculum, Reporting and Assessment Policy.....	17
Bullying.....	17
Online Services.....	17
Internet Acceptable Use Policy	18
Personal Technologies.....	19
Parent Contribution and Charges.....	21
Government Assistance (Secondary Assistance Scheme)	21
Library	22
School Board	22
P & C Introduction	22

From The Principal

The information in this booklet is important because it supports the relationship between home and school and seeks to clarify any confusion that may arise during the school year. However, we encourage parents/carers to contact us if we can assist in any way. We welcome your contact with us if there are any matters in this Information Guide about which you are unclear or any other queries you may have. Building positive and strong partnerships with our families is an important part of any child's development at school.

OUR COMMUNITY - OUR SCHOOL

Please put this in a safe place and refer to it as you need to. This is one way that we inform parents. The others include:

- our website (www.bullsbrook-college.wa.edu.au):
- Skoolbag App (can be downloaded for free) to most smartphones;
- the Department of Education's website (www.det.wa.edu.au);
- the Schools Curriculum and Standards Authority website (www.scsa.wa.edu.au);
- The Leschenaultia – our school newsletter produced two to three times per term;
- text messages; and,
- ongoing information as and when necessary (eg letters, flyers)

During the school year we hold parent workshops, information sessions and, very importantly report evenings. Letters and notices are sent out to promote school events as and when they occur. Reception hours are 8.00 am to 4.00 pm.

Contact Details

Talking to Your School

If you are concerned about issues concerning your child, the learning environment or special services you require, then do not hesitate to contact the school, by telephone, in writing/email or make an appointment to see someone in person.

Bullsbrook College
95 Chittering Road
BULLSBROOK WA 6084

Telephone: 08 9571 1220
Email: bullsbrook.college@education.wa.edu.au
Fax: 08 9571 1776

It is very important to us that you make contact rather than feeling anxious or uncertain about issues impacting upon your child's learning and development.



Term Dates 2017

SEMESTER 1

	STUDENTS	TEACHERS
TERM 1	Wednesday 1 February – Friday 7 April	Monday 30 January – Friday 7 April
VACATION BREAK	Monday 10 April – Friday 21 April	Monday 10 April – Friday 21 April
TERM 2	Wednesday 26 April – Friday 30 June	Monday 24 April – Friday 30 June
VACATION BREAK	Monday 3 July – Friday 14 July	Monday 3 July – Friday 14 July

SEMESTER 2

	STUDENTS	TEACHERS
TERM 3	Tuesday 18 July – Thursday 17 August	Monday 17 July – Friday 18 August
	Monday 21 August – Friday 22 September	Monday 21 August – Friday 22 September
VACATION BREAK	Tuesday 26 September – Friday 6 October	Tuesday 26 September – Friday 6 October
TERM 4	Tuesday 10 October – Thursday 14 December	Monday 9 October – Friday 15 December

SCHOOL DEVELOPMENT DAYS AND PUBLIC HOLIDAYS

	DEVELOPMENT DAYS	PUBLIC HOLIDAYS
TERM 1	Monday 30 & 31 January	Labour Day – Monday 6 March
TERM 2	Monday 24 April	ANZAC Day – Tuesday 25 April Western Australia Day – Monday 5 June
TERM 3	Monday 17 July & Friday 18 August	
TERM 4	Monday 9 October & Friday 15 December	

NOTE: Friday 18 August is a School Development Day. No students will be attending school on that day. Staff only.
EASTER HOLIDAY DATES - Friday 14 April to Monday 17 April (During School Holidays)

Lesson Times

FORM	*8.45am	9.00am
PERIOD 1	9.00am	10.00am
PERIOD 2	10.00am	11.00am
Break 1	*11.00am	*11.30am
PERIOD 3	11.30am	12.30pm
PERIOD 4	12.30pm	1.30pm
Break 2	*1.30pm	*2.00pm
PERIOD 5	2.00pm	3.00pm

NOTE: Bullsbrook College does not have a siren. We have music playing over the public address system for start times. * indicates these times.

Students should not be dropped off at school prior to 8.20am

At Bullsbrook College as many as 600 students catch buses. The buses leave promptly at 3.07pm. For this reason, classes should finish at 3.00pm sharp.

Student Details

It is essential that we know your current contact details and are kept up to date with key relevant information. In particular, we need to know any changes of:

- Address
- Telephone number
- Parent/carer work arrangements
- Family circumstances and custody arrangements
- Emergency contact numbers if parents are unavailable
- Medical information

Please provide written confirmation to the school. Email: bullsbrook.college@education.wa.edu.au

School Publications

"The Leschenaultia" is published at least monthly and distributed via Skoolbag, email and placed on our website www.bullsbrook-college.wa.edu.au. If you are unable to access the newsletter from the above, please pick a copy up from the main Reception or the Library.

Follow the directions below to upload Skoolbag:-

iPhone & iPad Users

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps", your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.

Android Users

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.

School Visitors

All persons, including parents, who wish to make contact with staff or students on school premises are required to register at the Main Reception on Chittering Road. Upon registration visitors will be provided with a pass, which is to be worn while on our grounds. When leaving the school, visitors should return the pass and sign out. This allows staff to easily identify any strangers who have entered the grounds and enables us to provide a safe environment for all students.

Parent/Volunteer Information

We welcome volunteers at the school. If you are interested please collect an Information Sheet for Volunteers and Parent Helpers from the Reception counter. Before being able to commence volunteer work, the School Volunteer Registration Form needs to be completed and a Confidentiality Agreement must be signed. Volunteers and Parent Helpers must also sign a Confidential Declaration. All parent helpers and volunteers entering our school are required to sign in and out at the Reception Counter upon arrival and departure. A visitors badge will be issued and is to be worn at all times. These procedures help to ensure student and staff safety. Opportunities include helping in the school canteen or uniform shop – both run by the P and C.

Phone Messages

Parents/Carers are requested to keep phone messages to their child/children to a minimum. With students participating in out of class activities e.g. sport, music, library etc. it is not always possible to locate students in time to relay messages, especially during the last period of the day. **Except in cases of EXTREME EMERGENCY, parents/carers are asked to place calls prior to 2.00pm. WE CANNOT GUARANTEE LATE MESSAGES WILL BE DELIVERED ON TIME.** Students, as part of our school rules, have been informed that, if they need to phone home urgently, they are to see a staff member at reception (Learning Support office or main office) rather than using their own phones. Mobile phones are not to be seen or heard at school unless the student has signed up as part of our BYOD (Bring Your Own Device) protocol.

Transport to and from School

Many of our students travel by school bus from areas such as Bindoon, Gingin, Maryville Downs, Muchea and Chittering. We have a close working relationship with the Public Transport Authority (PTA). Their website is www.pta.wa.gov.au. Follow the links from *School Bus Services* to find out more information and download the appropriate forms. The school works very closely with the PTA.

Behaviour on Buses

There is a Code of Conduct for Bus Behaviour. Bullsbrook College and the Public Transport Authority require students to behave in a way which is both safe and considerate of other patrons, and the driver, at all times. Referrals for impolite or dangerous behaviour by students from drivers, parents or fellow students are treated very seriously. Students who are reported for inappropriate behaviour may be suspended off the bus for a period of time. We take safety on buses very seriously. Transport to and from school carries with it responsibilities as well as rights.

Special Permission to Travel on a Bus

Generally speaking, students are not permitted to travel on a bus that is not their normal entitlement. However, on rare occasions, special permission may be granted for a student to take another bus route due to changed circumstances/emergencies. Parents are required to make contact with the Principal with two days' notice wherever possible for this to be considered. This is also subject to availability of seats on the bus. Permission is not granted for social occasions such as parties or sleepovers.

Bicycles/Skate Boards/Scooters

Students are required to observe the following road and bike safety guidelines.

- It is essential that helmets are worn.
- Lock the bicycle/scooter with a lock and chain to the bike rack.

- On School property, always wheel the bike/scooter along pathways (skateboards are to be carried).
- Vehicles entering and leaving the school have limited vision so please be observant.

Pedestrians

Students and parents are asked to take care and observe road safety rules.

- Students should avoid walking through car parks and use pathways where provided.
- Whilst every care is taken scooters and skateboards are brought to the school at the student's own risk.

There is a crosswalk attendant on Chittering Road and that crossing should be used to cross Chittering Road in order to ensure safety.

Travelling By Car

Students are asked to take care and observe road safety rules.

- When dropped off or picked up from the school, parents should use safe drop off points or the specially marked car parks.
- Students should avoid walking through car parks and use pathways where provided.
- Senior students with a driving licence are to use the verge area of the school on Brearley Street to park their cars if they drive to school.

Student Behaviour

The following principles and beliefs are what guide our school in the management of all student behaviour:

Principles

- All staff are responsible for the management of students in classrooms and the school yard.
- All staff must manage behaviour in accordance with school policy and procedures.

Beliefs

- Staff at Bullsbrook College strive to provide the most positive teaching and learning experiences in order to help students maximise their potential.
- All teachers can positively influence the behaviour of students.

As adults we have a responsibility to role model appropriate behaviour and conduct for our students. School should be a safe and caring environment conducive to building a sense of connectedness and belonging in all.

Canteen

We have a modern and well equipped canteen which services Kindergarten to Year 12. The canteen service operates for the benefit of staff and students and is managed by the P & C Association. A canteen price list is distributed to each family or may be obtained by requesting one from bullsbrookschoolcanteen@hotmail.com and is posted on our website at www.bullsbrook-college.wa.edu.au

Parents are asked to please place child's lunch order in an envelope/bag clearly marked with the child's name, year group, teacher's name or class name. **Orders are not to be emailed or telephoned.**

The canteen operates on the Healthy Food and Drink Traffic Light Policy and menus vary in summer and winter.

All canteen enquiries phone – **9571 1220.**

All lunch orders to be in by **9.00 am** to avoid disappointment.

Attendance and Punctuality

IMPORTANT INFORMATION ABOUT YOUR CHILD'S ATTENDANCE

"It's Not OK to Stay Away"

Parents and caregivers have a legal responsibility with respect to their child's attendance. Further information and support is available from our school. We will work with you. All you need to do is contact us. If we have concerns about frequent absences we will be in contact with a view to addressing concerns.

If your child is going to be away from school for any reason for any amount of time, please notify the school on 9571 1220 or via Skoolbag App or email bullsbrook.college@education.wa.edu.au . If you do not notify the School, you will receive a text message advising your child is absent.

Attending school enables children to build on their knowledge and skills each day, playing a vital part in developing a child's communication, organisational and social skills. Under Western Australian law (School Education Act 1999), parents/caregivers must send their children to school unless:

- They are too unwell.
- They have an infectious disease.
- The principal is provided with a genuine and acceptable reason.

It is very important that you let the school know **within three days** why your child is not attending. If your child is reluctant or refuses to go to school, or is missing school without you knowing, there is support and help available from us.

What happens when your child misses school without a valid reason?

The following steps will be taken until the issue is resolved:

- The school will ask you for an explanation.
- The school will meet with you to discuss ongoing issues and plan a response.
- Your case will be referred for Case Management and/or referral.
- A series of more formal steps will be put in place to review the situation and seek solutions.

Attendance for Kindergarten Students

Kindergarten Days for 2017 are as follows:

- | | |
|----------|---|
| Group A: | Odd weeks Monday, Wednesday and Friday |
| | Even weeks Monday and Wednesday |
| Group B: | Odd Weeks Tuesday and Thursday |
| | Even weeks Tuesday, Thursday and Friday |

Should your child be absent it is important parents relay their reason to the classroom teacher, usually a note will suffice.

Regular attendance every day is very important to successful learning at school. Research shows that the attendance habits formed in the first year of schooling tend to influence attendance habits in future years.

Leaving School During the Day

Removing Students During the Day (Years K - 6)

Parents/carers wishing to collect their child/children from school during school hours must report to Main Reception. This process is in place to help ensure the safety of your children. No child will be released from a class without the appropriate procedure.

Removing Students During the Day (Years 7 – 12)

Any students wishing to leave school during the school hours must have permission from a parent/carer. This can be in the form of a signed note or a phone call to the school advising us that the student will need to leave early. The student must then sign out through the main Reception as they need to have a Department of Education Absence Pass on them to explain that the school is aware of their absence. Wherever possible, parents are encouraged to make appointments (medical/dental) in school holidays or outside school hours.

Parents collecting children may be requested to show identification - a requirement of the School Education Regulations 2000 which is intended to protect the child.

Frequently Asked Questions

Q: What should I do if my child is unwell?

A: Inform the school and provide a medical certificate if requested.

Q: What should I do if my child refuses to go to school?

A: Contact the school as soon as possible and the school will arrange support and advice.

Q: What should I do if we are going on holiday during school time?

A: Inform the school but you should try to arrange holidays during school holiday periods. For example, accessing cheap flights out of school holidays is not a legitimate reason for missing school.

Q: Can I take my child out of school for social occasions?

A: You should arrange social occasions such as personal shopping trips and birthday celebrations out of school hours.

Q: Will my child be marked absent from school if he/she is doing a TAFE, VET or community based program?

A: No, as long as this is part of the school program. Attendance at these programs is also monitored.

Excursions

Enrichment of our learning program is supported by having different experiences on the school site as well as away from the school site. At Bullsbrook College there are regular opportunities created by staff to support and build opportunities to enjoy meeting new people and gaining new life experiences.

In order to ensure all who participate in excursions are safe, staff are required to follow very explicit procedures in planning, preparing for, and conducting excursions. Parents will be given documents to complete, sign and return within a specified period of time when their daughter or son is involved.

Parent volunteers will sometimes be called for to assist with activities on some excursions – particularly with our younger children.

Uniform Policy

By adopting a school uniform which is smart, durable and inexpensive, we are ensuring a safer environment which supports positive expectations for behaviour and tone.

Wearing a uniform:

- ensures the safety of students through easy identification;
- promotes a positive school image;
- engenders a sense of school pride;
- encourages equity amongst students; and,
- prepares students for the workplace, where conformity to dress and safety codes is expected.

The Uniform Policy and Dress Code at Bullsbrook College applies at all times - to all students from Kindergarten to Year 12 - when students are required to wear the school uniform before, during and after school. There are no exceptions to this policy.

Outside of school hours, students in the College uniform are expected to behave as respectful representatives of their school.

Uniform Shop

All items of clothing/uniform must be purchased from the Uniform Shop at Bullsbrook College. This is staffed by volunteers from the P&C and is the reason our uniform prices are reasonable. Volunteers are always needed.

Community Support/Hardship

Part of our College's policy is to be supportive of parents and students who are experiencing hardship. The Learning Support Team will have loan uniforms for students in extreme circumstances. The Learning Support Team will manage this confidentially.

Rights and Responsibilities

Students are responsible for knowing and supporting the Uniform Policy and working with the Learning Support Team to address any personal difficulties.

Staff are responsible for managing and supporting the Uniform Policy and supporting the protocols for addressing students who are in breach of that policy.

Parents are responsible for knowing and supporting the Uniform Policy and working with the Learning Support Team to address any personal difficulties.

Good Standing Policy

Students not complying with the Dress Code/Uniform Policy may lose Good Standing.

Leavers' Jackets

Each year, students of Year 12 are invited to design a specially made "Leavers' Jacket". This is approved as part of the College uniform. It is optional as to whether or not a Year 12 student chooses to purchase a Leavers' Jacket.

Shirts/Blouses

All students in Years 7 to 12 are encouraged to purchase a minimum of one formal shirt. There will be a requirement that this shirt be worn on some excursions and at a number of special events and assemblies. The shirt is part of the school uniform and, as such, can be worn on any normal school day.

Footwear and Socks

Footwear is to be enclosed for all students. Students who are not wearing closed footwear are unable to participate in practical classes for safety reasons. Thongs, open toed shoes and sandals are not permitted under any circumstances.

Socks should be black, white or navy blue.

Physical Education

Students may wear the College's Physical Education polo during Physical Education classes. This is also to be worn for Inter School Carnivals. This top is not for normal school wear.

Jewellery and Cosmetics

Students are permitted to wear minimal jewellery that is unobtrusive. Earrings/jewellery/piercings considered unsafe or unsuitable for the workplace will not be permitted.

Students are encouraged to avoid wearing excessive make up. However, if application of make up is discreet and appropriate for a school environment it will be considered acceptable. Heavy and dark eye liner/eye shadow is not acceptable. Where make up is considered to be excessive students will be asked to remove it.

Personal Presentation

- Dress and safety codes apply in most workplaces. For that reason extreme fashion or cult wear is not permitted.
- Track suit tops and pants are not uniform and should only be worn for sporting/physical education activities in the secondary school. Students in Kindergarten to Year 6 have a track suit pant as their uniform. When they move into Year 7 the secondary uniform applies.
- Navy blue tights are permitted for female students.
- Only white tops should be worn underneath the uniform.
- Uniform items are to be neat and clean.
- Uniform items should be worn as intended for the design and purpose.
- Under garments should not be visible.

Unacceptable Items

- Leggings/patterned stockings
- Denim
- Track suit pants (**secondary students**)
- Beanies/berets
- Open toed shoes, sandals and thongs
- Fashion or cult wear
- Excessive jewellery/make up

Noncompliance Procedures

What Should I Do If I Can't Comply With The Uniform Policy?

A note of explanation is necessary from the parent/carer *if there are extreme circumstances or one off situations that are unavoidable*. Upon arrival at school the student is to go to the Learning Support Team where they are able to obtain a loan uniform or Uniform Pass – according to the discretion of the Learning Support Team. Loan uniforms will be issued to the student and are to be returned at the end of the day to Learning Support.

The Uniform Pass is current for that day only. The Uniform Pass is to be shown to the class teacher at the commencement of that lesson. That Uniform Pass should be shown to each teacher throughout that school day and should be carried by the student all day.

Protocols In Managing Noncompliance

As with all policies and procedures the school will always manage noncompliance in a respectful and inclusive way and we ask the same of parents and students. Accepting responsibility for supporting the policy will ensure minimum strain upon all parties. As stated elsewhere in this policy, confidentiality will be respected and maintained where family hardship requires school intervention and support.

Uniform/Dress Code

The list of items which form the Dress Code of Bullsbrook College is available as a separate document titled Uniform/Dress Code. This is also on the website www.bullsbrook-college.wa.edu.au

Promotion of Uniform/Dress Code

Bullsbrook College is committed to promoting the College Dress Code widely to ensure the school community is clear and confident about what that Code is. This promotion includes mannequins in the College which display the Dress Code, information on the College website, copies available at the main reception, copies posted around the College, and regular reminders to students and the community.

This policy was endorsed by the Bullsbrook College School Board on 25 September 2013 in accordance with the requirements of the Department of Education's policies and procedures.

Uniform Shop

Location: Primary Campus (Shop behind Canteen/Café)

Opening Hours:

	OPEN	CLOSED
MONDAY	8.30am	9.30am
WEDNESDAY	8.30am	9.30am
FRIDAY	2.15pm	3.15pm

Further information on payment and order forms is available by telephoning the school on 9571 1220, going to the school's website or emailing bullsbrookpandc@hotmail.com

Clothing

Young children may also need to keep a spare set of underclothes in their school bag. Sometimes accidents do happen when young children are busy and they will feel much happier if they have their own change of clothes.

Uniform Combinations



Lost Property

Items of lost property are kept for several months in Learning and Support before donating unclaimed property (usually at the end of each term). Unclaimed items of school uniform are given to the second-hand uniform coordinator. Parents are expected to check for lost property in the office if their child has misplaced clothing or other items at school. Those with names are returned to their owner if possible. **Please ensure all items of clothing and belongings are fully named.**

Hats

Our Primary Campus policy is - "No Hat - No Sun". ***ALL CHILDREN WILL REQUIRE A HAT ALL THROUGH THE YEAR.*** Please mark it clearly with your child's name. Secondary students should also be 'sun smart'. Secondary students are also required to be "sunsmart".

Personal and Valuable items

It is requested that students keep personal and valuable items at home. Although care is taken, the school/teachers are not responsible for any loss or breakage. There is no need for such items to be at school.

Health

Immunisation

It is recommended that all children turning four have their DTPIPV (Diphtheria, Tetanus, Whooping Cough, Polio) and MMR (Mumps, Measles and Rubella) combined injections before attending school. For information regarding clinic times you can contact our local doctor on 9571 1478, Lockridge or Midvale Community Health Centres or your own family doctor. Any queries regarding immunisation please call the Immunisation Clinic on 9321 1312.

Dental Services

Students at Bullsbrook College attend the Dental Therapy Centre at the Middle Swan Primary School telephone 9250 7342. It has amenities including a waiting room and a large open plan two chair clinic to treat patients. Parents need to contact the Clinic directly for appointments.

Illness

If your child is unwell PLEASE keep him/her home. The school does not have the facilities to cater for sick children for any length of time, and the best place for them is at home with you. In the event that your child takes ill at school you will receive a telephone call requesting you to collect your child to be taken home. In the event of not being able to reach a parent the emergency contact person will be notified.

On your child's return to school, please provide a note explaining their absence.

AT ALL TIMES the school should have a **current contact phone number** as well as an **emergency contact number** in case of illness or accident.

Accidents/Emergency Procedures

All accidents will be reported to the Learning and Support team where a decision regarding first aid and parent contact will be made.

In cases of an emergency or severe injury, no decisions can be made by staff regarding the severity of the injury or treatment to be given. Consequently the duty teacher will inform the office so that an ambulance can be called and parents notified.

Parents should remember that ambulance use is expensive so we would strongly recommend that ambulance benefit is taken up if not included in private health insurance. **The parent or guardian is responsible for costs of medical or ambulance service provided for a student.**

Head Lice

Management of head lice is an ongoing problem for all schools and parents but we can control it to a large extent if we work together. If a child is found to have head lice, parents will be called and requested to pick them up for treatment. Should this request pose a problem the child will be required to work independently and away from others that day.

We ask that you check your child's/children's hair regularly. If nits/lice are found, please **DO NOT** allow your child to return to school until treatment has commenced. It is vital that all of the treatment steps be carried out to avoid spreading lice to others or being re-infected.

Medical

Parents are reminded that **THE SCHOOL MUST KNOW ABOUT ALL ALLERGIES AND MEDICAL CONDITIONS, INCLUDING ACTION PLANS.** These need to be completed on official forms available from the school office.

Schools are not permitted to administer medication without parents completing appropriate paperwork. Please see the school office if medication is to be administered.

Learning Support

The Learning Support Team is a group of specialised staff who are dedicated to the care and wellbeing of students and staff at Bullsbrook College. There are both teaching and non teaching staff who are available to talk to you on any issue regarding your child's wellbeing or any issue that they may be having at school.

We are also available to talk to families about any issue that may not have directly occurred at school but which may be affecting learning at school. We work across the whole school. We work collaboratively and confidentially in the interests of every student.

If you have a question regarding your child's progress at school, or if they are experiencing difficulties in some area of their school life, then don't hesitate to contact us. They will work to resolve the issue or to assist you in connecting with the best person to assist you.

School House System

A major part of the Pastoral Care Program at Bullsbrook College is our House System. The school has four Houses that represent four key parts of the Bullsbrook area. They are the **Avon Hawks** (sky blue), **Darling Bushrangers** (green), **Pearce Jets** (purple) and **Walyunga Roos** (red).

The House System is a major vehicle for promoting student excellence and achievement in the school. Students earn House Points by participating in events, being positive contributors in the school yard and also in the classroom.

On each campus, the winning House each term is rewarded, as well as each Semester. The winning House for the year across the whole school is rewarded by being named the Champion House and attending a Reward Function.

Each House has a staff Leader on each campus and these Leaders are assisted by student House Leaders on each campus.

Homework Policy

Bullsbrook College has a documented approach to homework that takes into account the needs of the students and their phase of development, and reflects the context of our school.

Homework Can Support:

- Higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school.
- Extend the time available to the teacher for the monitoring of student progress.

It is expected that homework given by teachers will relate directly to the learning and teaching programs appropriate to the needs of students.

Homework Should:

- Be consistent with the Western Australian Curriculum and school plans.
- Be developed in consultation with the staff.
- Be regularly communicated to students and parents.
- Include general guidelines for parents as to how they can support and assist their children.
- Be supported and implemented by staff.

Homework Must:

- Only be used to facilitate the achievement of learning outcomes.
- Form part of a developmental learning program that is responsive to individual needs, clearly relevant, supported by classroom practice and where appropriate be developed in collaboration with students.
- Be disassociated from any form of punishing students or means of securing discipline.

Homework Should:

- Support the development of the student's independence as a learner.
- Further the partnership between school and home.
- Avoid dependence on unreasonable levels of parental assistance or resources that are not readily available to the student.
- Be set without impinging on reasonable time for family, recreational, cultural and employment pursuits.
- Be balanced across all learning areas.
- Be phased in gradually and consistently as students move through the upper primary years and sustained through the secondary years.
- Be consistently applied, monitored and assessed in Bullsbrook College and be responsive to individual needs and learning area requirements.

Those students who complete homework regularly will receive positive reinforcements.

Those students who do not complete their homework will not receive punitive consequences. However, information will be provided to parents so they are aware of this.

Curriculum, Reporting and Assessment Policy

The policies relating to this are distributed to students by their teachers at the commencement of the school year. These are also available on the school website. Our school is also moving into using CONNECT to enable parents to be in regular contact online with their child's learning program and assessment at school. More information will be available on this during 2017.

Bullying

Bullying is repeated and unjustifiable behaviour toward others that is intended to cause fear, distress and/or harm. Physical, verbal, psychological, relational attacks on others by a more powerful individual or group against a less powerful individual unable to effectively resist. Bullying can be a direct action or an indirect action.

Direct Bullying:

Physical

Actions such as hitting, kicking, throwing objects.

Verbal

Mean and hurtful name-calling, hurtful teasing, demanding money or possessions or forcing another to do something against their will.

Indirect (Relational) Bullying:

Getting another person to harm someone. Spreading nasty rumours, trying to get other students to not like someone. Deliberate exclusion from a group or activity. Removing and hiding and/or damaging others' belongings.

School Contacts:

If you are concerned that someone is being bullied then the best people at the school to talk to are the Learning and Support Associates or any of the senior staff. Our school will always work conscientiously with all parties to address issues which are impacting upon a child's sense of safety and wellbeing at school. The earlier bullying is addressed the better. Telephone 9571 1220.

Online Services

Online Services (see definition below) provided to students in public schools will only be used for learning related activities and require informed parental consent and appropriate management. Students need to be protected from exposure to inappropriate online material or activities, to be aware of the risks associated with some online activities, and to adopt protective online behaviour. The Department makes every reasonable effort to achieve this by educating and informing students and parents, as well as by putting measures in place to monitor email traffic and internet access. All activities conducted using the Department's online services may be logged and accessed for administrative, legal or security purposes.

The Department continues to work with NetAlert, the government-supported Internet safety advisory body set up to provide independent advice and education on managing access to online content. This policy applies to all public school principals, teachers and supervisors of public school students accessing online services. Any services including, but not limited to, email, calendaring, instant messaging, web conferencing, discussion groups, internet access and web browsing, that may be accessed using the computer networks and services of the Department of Education from any of the Department's locations including, but not limited to, schools.

Conditions of Use

Teachers must receive an Acceptable Usage Agreement signed by the student or parent before granting students access to online services. Any services including, but not limited to, email, calendaring, instant messaging, web conferencing, discussion groups, internet access and web browsing, that may be accessed using the computer networks and services of the Department of Education.

Guidelines

The school address or email address may be used where it is necessary to receive a reply.

Students should also be made aware that, since their online services email address contains their personal name, this address should also be protected and should never be used in non-school online communications. Further information on the importance of online anonymity and protective online behaviours is available at: <http://www.netaalert.gov.au>.

Intellectual Property and Copyright

Teachers will advise students of the need to:

- Be aware of the legal requirements regarding copyright when downloading information;
- Gain permission before electronically publishing users' works or drawings;
- Acknowledge the creator or author of any material published; and
- Observe appropriate copyright clearance including acknowledging the author or source of any information.

Internet Acceptable Use Policy

The students at Bullsbrook College have access to the internet for the purpose of supporting their educational programs. The use of the Internet is an important tool for learning and allows the children access to current, worldwide information and resources. When using the internet, students will mainly access information from the World Wide Web and communicate via e-mail facilities. Unfortunately, the internet also allows access to undesirable and inappropriate material.

The purpose of this Internet Acceptable Use Policy is to ensure that the students at Bullsbrook College use the internet in an appropriate manner. Students will be monitored when accessing the internet, however, the students themselves must take responsibility for their behaviour. The school will educate the children in acceptable use of the internet and students will be made aware of the consequences if they choose to use the Internet inappropriately.

Student Acceptable Use Guidelines

- Students will only use the internet for accessing appropriate material that is relevant to their work.
- If students accidentally access inappropriate material, they will back out of the site immediately and inform the teacher.
- If students deliberately access inappropriate material, they will be immediately removed from the computer and banned from using the Internet for a period of time, at the discretion of the teacher. If the incident happens again, heavier penalties will occur.
- Students will be monitored at all times when accessing the internet.
- Students will be advised that all e-mail will be available to be screened by the teacher. Students are not to delete any incoming or outgoing mail unless directed by the teacher.
- Students will seek permission from the teacher before downloading files.

- Students will not participate in Chat lines, Newsgroups or File Transfer Protocol (FTP), components of the internet.
- Students will not post personal contact information about themselves or other people on the internet.
- Students will use appropriate language on the internet at all times.
- Students will respect each others' privacy when using e-mail and will not read other people's e-mail without their permission.
- The Principal reserves the right to check any e-mail sent or received by students.

Personal Technologies

The use of personal technologies on a school site is governed by the *Behaviour Management in Schools Policy & Guidelines* specifically **section 3.1.2 Management of Student Mobile Phones**.

In accordance with a directive issued by the Director General of Education:

PREVENTING INAPPROPRIATE USE OF MOBILE PHONES IN SCHOOLS

While it is understandable that some parents provide mobile phones to their children for safety and other reasons, we must protect the safety of all students in our care and the maintenance of good order in our schools.

Not only is mobile phone use disruptive, using mobile cameras (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed.

"I expect school principals to suspend immediately any students found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises." (Director General Sharyn O'Neill).

PERSONAL SAFETY AND SECURITY

Bullsbrook College accepts that parents give their children personal technologies to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time. **HOWEVER, DURING THE SCHOOL DAY, STUDENTS ARE CARED FOR AND HAVE ACCESS TO CARING ADULTS (AND TELEPHONES) AT SCHOOL. CONTACT DURING SCHOOL OR CLASS TIME IS VERY DISRUPTIVE TO SCHOOL ORDER. BULLSBROOK COLLEGE REQUIRES THAT STUDENTS PHONES ARE SWITCHED TO SILENT MODE WHILST ON SCHOOL GROUNDS.**

Personal technologies are a source of bullying. They are also a significant source of disruption. The role of parents and the community in supporting the school in providing the best learning environment for students cannot be emphasised strongly enough.

RESPONSIBILITY

It is the responsibility of students who bring personal technologies onto school premises to adhere to the guidelines outlined in this document. The decision to provide a mobile phone to their children should be made by parents or guardians with the full knowledge of our school policy and expectations for the student to support it.

ACCEPTABLE USES

Personal technologies should be switched off at all times during the day. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact. It is the responsibility of the school staff to ensure your child is reached quickly, and assisted in any appropriate way. For that reason we request that students are not phoned directly on their phone during school hours. Please contact the school office as the first point of contact if the situation is urgent and requires such contact.

While on school premises, students are not permitted to use personal technologies. Once they have finished the school day the phones may be used on their way home.

UNACCEPTABLE USES

Unless express permission is granted to the contrary, personal technologies should not be used to make calls, send sms messages, surf the internet, take photos or any other application during school. Students with personal technologies may not engage in sending group sms messages.

Students may face disciplinary actions as sanctioned by the principal. This will especially apply if a staff member requests a student to hand over any personal technology and the request is refused.

THEFT OR DAMAGE

Students who bring personal technologies to school do so at their own risk. Whilst we are compassionate about the upset that theft or damage to personal property causes, school staff cannot be held responsible for managing theft or damage of personal technologies.

CONFISCATION

First Offence: The first time that a student has an item confiscated, the item will be collected by the student at the end of the school day.

Subsequent Offence/s: The item will remain at school locked for the following 5 days, unless collected by a parent prior to the 5 days concluding. Please refer to the instructions above to secure the technology.

Any student found to be involved in recording, distributing or uploading inappropriate images of videos of students, parents or staff on school premises will be suspended – as per the Department of Education Behaviour Management in Schools Policy and Guidelines.

Parent Contribution and Charges

Voluntary contributions, compulsory charges and approved funding (approved by the School Board and Finance Committee) paid by parents are used to purchase text books, materials and other resources used by students in their everyday classes. All contributions and charges assist in improving educational programs that meet the requirements of the Curriculum Framework and comply with the guidelines issued by the Department of Education Act. The School community is appreciative of the financial support given by parents and carers which enables staff to continue to offer quality educational programs.

Information on Contributions and Charges is forwarded to parents in November for the following school year. For new enrolments, you will be advised of these charges when enrolling.

Government Assistance (Secondary Assistance Scheme)

The Western Australian Department of Education provides an allowance to assist eligible families with secondary schooling costs.

To be eligible for the allowance the parent/carer must hold a Centrelink, Health Care or Veterans' Affairs card that represents a statement of income for the family. (The card must be in the name of the parent/carer).

The allowance consists of two components:

- \$115 Clothing Allowance paid directly to the parent/carer or the school (at parent request).
- \$235 Educational Program Allowance paid directly to the school.

Application is made by the parent or carer for student/s enrolled in Years 7 to 12.

Applications forms are to be completed at the school in Term 1 of each year. Forms available at the main reception office.

Library

The Community Library is a joint use facility with the WA Department of Education and City of Swan and is located on the Bullsbrook College campus.

Location:

Bullsbrook Community Library
Chittering Road,
Bullsbrook 6084

Contact Details:

Tel: 9207 8989

Email : bullsbrook.library@swan.wa.gov.au

Normal Opening Hours

DAY	NORMAL HOURS	SCHOOL HOLIDAYS
Monday	8.30am – 6.00pm	8.30am – 1.30pm
Tuesday	8.30am – 5.00pm	8.30am – 1.30pm
Wednesday	8.30am – 5.00pm	8.30am – 1.30pm
Thursday	8.30am – 5.00pm	8.30am – 1.30pm
Friday	8.30am – 5.00pm	8.30am – 1.30pm
Saturday	9.00am – 12.00pm	9.00am – 12.00pm
Sunday	CLOSED	CLOSED

Library membership is free. Some activities and programs held at the libraries may incur a fee. Please see our Activity Programs for more information.

School Board

The School Board is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of the students and that will enhance the education provided by the school.

For further information on the School Board at Bullsbrook, please contact the Principal on 9571 1220 or visit our website to see who is on the School Board.

P & C Introduction

Parents and Citizens (P & C) Associations are officially recognised forums where anyone over the age of 18 who is interested in the welfare of public schools can meet to discuss educational issues. The objectives of the P & C are to promote the interests of that school:

Cooperation between parents, teachers, students and members of the general community; assisting in the provision of resources, facilities and amenities for the school; and the fostering of community interest in educational matters. The P&C is NOT the complaints department.

P&Cs give parents an opportunity to learn about the school's policies and programs; organising ways in which parents can share in shaping and developing school policies; bring parents together to share information and views; assist in building positive relationships between students, their families and their school; help raise funds to provide extra resources.

You don't need to attend meetings, or even be a member to help. The P&C reports in school newsletters what projects we are working on and requests help from parents at regular intervals. You can also visit our website for news, information and upcoming events. Please feel encouraged to offer to help a couple of times a year, as all work that we do goes back to our children at our school.

Want to learn more?

P&C meetings are held on the 2nd Wednesday of the month (excepting school holidays).

If you have any questions we invite you to contact the P&C Association via the school reception by leaving a message or sending a message to the email address below.

bullsbrookpandc@hotmail.com



BULLSBROOK

— COLLEGE —



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