

BELRIDGE SECONDARY COLLEGE

An Independent Public School
Learn, Achieve, Succeed



Student, Parent and Staff Handbook

2017

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BELRIDGE SECONDARY COLLEGE

ADMINISTRATION

| | | |
|---------------------|-----------------------|--------------------------------|
| Principal | Mr John Burke | |
| Vice Principal | Mr Rob Strickland | Senior School Years 10, 11, 12 |
| Vice Principal | Mr Mario Pisano | Middle School Years 7, 8, 9 |
| Associate Principal | Mr Carlos Notarpietro | VET |

HEADS OF LEARNING AREAS

| | |
|------------------------|--|
| Design Technology | Mr Lazo Njegich / Mr Ross Stumpers (<i>Teachers in Charge</i>) |
| English | Ms Jo Baker |
| Home Economics | Ms Cheryl (<i>Teacher in Charge</i>) |
| HASS | Ms Helen Brennan |
| Information Technology | Ms Liz Cassidy |
| Mathematics | Mr Kasun Tennakoon |
| Physical Education | Mr Paul Bennett |
| Science | Mr Brett Crosbie |
| The Arts/LOTE | Ms Anna Dyer |

STUDENT SERVICES

| | | |
|---------------------------------|------------------------|--------------------------------|
| Head of Student Services | Ms Bridgid Lafferty | Middle School Years 7, 8, 9 |
| Head of Student Services | Mr Hal Spedding | Senior School Years 10, 11, 12 |
| Psychologist | Ms Ida Steyn | |
| Student Support Coordinator | Mr Phill Ashton | |
| Medical Centre | Community Health Nurse | |
| Year 7 Coordinator | Ms Heather Currie | |
| Year 8 Coordinator | Ms Alicia Holliday | |
| Year 9 Coordinator | Mr Brent Jarvis-Spinks | |
| Year 10 Coordinator | Mr Joel Bond | |
| Year 11 Coordinator | Ms Tarryn Hunt | |
| Year 12 Coordinator | Mr Lazo Njegich | |
| Learning Support Coordinator | Ms Carolyn Wright | |
| Careers Advisor/VET Coordinator | Ms Meredith Fuhrmann | |

SCHOOL SUPPORT STAFF

| | | |
|-------------------------------|---------------------|-----------------|
| Manager of Corporate Services | Mr Greg Carey | |
| School Officers | Ms Cheryl Dastlik | |
| | Ms Nicola Harris | PA to Principal |
| | Ms Carole Hyde | |
| | Ms Denise Mason | |
| | Ms Carol Monks | |
| | Ms Lorraine Simpson | |
| | Ms Janis Zorn | |

SCHOOL SUPPORT- GROUNDS AND BUILDINGS

| | |
|-------------------|----------------------|
| Cleaner-in-Charge | Ms Bev Hennings |
| Gardener | Mr Charlie Ferraloro |
| Canteen Manager | Mr Larry Doyle |

SCHOOL SUPPORT – CURRICULUM

| | |
|---------------------------|---|
| Teachers' Assistants | Ms Kaylene Campbell, Ms Susan Deane, Anita Dimitrovich Ms Bibi Kent, Ms Audra Keeble, Ms Belinda Noakes, Melissa Pattinson, Ms Vicki Stasinowski, Ms Angela Zurzolo |
| Home Economics Assistants | Ms Judith Clively |
| Library Assistant | Ms Alison Saare |
| Science Lab Technicians | Ms Sarina Hallam |
| | Ms Jacqueline Hansen |
| School Technology | Ms Liz Cassidy |
| IT Technician | Mr Rob Robartson |

PURPOSE OF THIS HANDBOOK

This information handbook has been compiled to assist students, parents, teachers and community members associated with the school. Further information can be obtained directly from the school or on the school webpage.

Parents are encouraged to be involved with school life and seek information regarding the educational progress of their child. Interviews or interim reports will be arranged on request.

Parents have an important role in assisting their students to be successful in school life. Ways in which they can help include:

- talking regularly to students about their work;
- ensuring students establish a homework and study timetable;
- maintaining contact with the school; and
- regularly checking school diaries

Parents are invited to volunteer for activities such as:

- canteen assistance;
- library work;
- working with individual students on specific education programs;
- accompanying students on camps; or
- involvement in planning committees.

Contact the Principal for further information.

The school purpose is stated in terms of the outcome it intends for its students. Academic outcomes alone are not sufficient. Students' cognitive, social and personal development must all be considered in establishing a purpose.

Belridge Secondary College's Vision Statement

Belridge aims to develop a school community which encourages personal, social and environmental responsibilities. The school is committed to providing a caring and supportive environment that challenges students to achieve personal excellence in all endeavours and to be active citizens of the local and global community

PROGRAMS AVAILABLE AT BELRIDGE SECONDARY COLLEGE

- Academic Extension Program (AEP)
- Elite Netball Program
- Extensive WACE Courses
- French
- Hospitality
- Information Technology
- Music, Dance and Drama
- Performing Arts
- Specialist Cricket Program
- Specialist Fashion & Design Program
- Student Services
- Traineeships linked to Industry
- Vocational Education linking to TAFE
- Workplace Learning

VET CERTIFICATE 1, 2 & 3 QUALIFICATIONS OFFERED

- Certificate 2 in Applied Fashion & Design
- Certificate 2 in Sport (Coaching)
- Certificate 2 in Sport (Career Oriented)
- Certificate 2 in Sport (Outdoor Recreation)
- Certificate 1 in Business
- Certificate 2 in Business
- Certificate 2 in Information Technology
- Certificate 3 in Information Technology
- Certificate 2 in Hospitality
- Certificate 2 in Community Services
- Certificate 2 in Automotive
- Certificate 2 in Construction
- Certificate 2 in Engineering
- Certificate 3 in Cricket Studies
- Certificate 3 in Netball Studies

SCHOOL BUSINESS PLAN 2016 TO 2018

1. Success for all students
2. High quality teaching
3. Effective leadership

WHOLE SCHOOL INITIATIVES

1. Student Planner use
2. Academic Culture
3. Lateness

TERM DATES 2017

SEMESTER 1

| | |
|--------|--|
| Term 1 | Wednesday 1 February – Friday 7 April <i>*Friday 3 March — School Development Day (no students in attendance)</i> |
| Break | Saturday 8 April – Sunday 23 April |
| Term 2 | Monday 24 April – Friday 30 June <i>*Tuesday 25 April public holiday</i> <i>*Friday 2 June — School Development Day (no students in attendance)</i> |
| Break | Saturday 1 July – Sunday 16 July |

SEMESTER 2

| | |
|--------|---|
| Term 3 | Monday 17 July – Friday 22 September <i>*Monday 7 August — School Development Day (no students in attendance)</i> |
| Break | Saturday 23 September – Sunday 8 October |
| Term 4 | Monday 9 October – Thursday 14 December |

PUBLIC HOLIDAYS FALLING DURING SCHOOL TERMS:

| | |
|--------|-------------------------------------|
| Term 1 | Monday 6 March (Labour Day) |
| Term 2 | Tuesday 25 April (ANZAC Day) |
| Term 2 | Monday 5 June (WA Day) |

DAILY TIMETABLE

| BELL TIMES MON, TUES, THURS, FRI | | | | BELL TIMES WEDNESDAY | | |
|----------------------------------|----------|---------|--|----------------------|----------|---------|
| 8.45 - 9.47 | Period 1 | 62 mins | | 8.40 -9.42 | Period 1 | 62 mins |
| 9.47 - 10.49 | Period 2 | 62 mins | | 9.42 -10.44 | Period 2 | 62 mins |
| 10.49 - 11.19 | Break 1 | 30 mins | | 10.44 -11.14 | Break 1 | 30 mins |
| 11.19 - 11.29 | Form | 10 mins | | 11.14 -12.16 | Period 3 | 62 mins |
| 11.29 - 12.31 | Period 3 | 62 mins | | 12.16 - 1.18 | Period 4 | 62 mins |
| 12.31 - 1.33 | Period 4 | 62 mins | | 1.18 -1.48 | Break 2 | 30 mins |
| 1.33 - 2.03 | Break 2 | 30 mins | | 1.48 -2.50 | Period 5 | 62.mins |
| 2.03 - 3.05 | Period 5 | 62 mins | | | | |

WARNING SIRENS sound at 8.40 (8.35 Wed), 11.14 (11.09 Wed), 1.58 (1.43 Wed).

PLEASE NOTE: Every Wednesday Year 11 students finish at 1.18pm, though on occasions information meetings will be held and Year 11 students are expected to attend. Year 12 students will be required to attend a study period from 1.30pm till 2.50pm. Lower school closes at 2:50 pm every Wednesday for staff meetings.

Year 11 students who have outstanding work will be required to complete this work during P5 on Wednesdays.

SCHOOL DEVELOPMENT DAYS

Students do not attend school on these days:

Friday 3 March, Friday 2 June, Monday 7 August

BEHAVIOUR MANAGEMENT AND DISCIPLINE PLAN (BM&D)

Belridge Secondary College has a BM&D plan which ensures all students and staff enjoy a safe and pleasant working environment. The plan clearly outlines the responsibilities of the school, the students and how parents can help their students manage their behaviour. It is the responsibility of each student to be familiar with the plan.

SUMMARY OF STEPS IN BM&D PLAN

Classroom and School Rules

1. BMIS Slip 1 -Consequences such as detention/Teacher/HOLA
2. BMIS Slip 2 -Consequences such as detention/Teacher/HOLA
3. BMIS Slip 3 -Parent(s) informed/faculty isolation/HOLA
4. BMIS Slip 4 -Interview with HOSS (Head of Student Services)
5. BMIS Slip 5 -At discretion of HOSS
6. BMIS Slip 6 -At discretion of HOSS
7. BMIS Slip 7 -At discretion of HOSS

Further BMIS slips → suspension → possible exclusion.

SUMMARY OF GOOD STANDING PLAN

Good Standing is a status which is held by all students. It is related to their **behaviour** and **course participation**. Whether or not a student retains this status depends on their attendance, the number of BMIS slips received during each year.

In Years 11 and 12:

- GOOD STANDING is at risk if 3 BMIS slips are accrued.
- GOOD STANDING is withdrawn if 5 BMIS slips are accrued.
- GOOD STANDING is withdrawn if a student is suspended.
- GOOD STANDING may be reinstated at the Principal's discretion.

RULES FOR SCHOOL AND SCHOOL ORGANISED ACTIVITIES

1. Students must obey all instructions given by any staff member.
2. Students must respect the rights of others and their property.
3. Possession of a weapon, violence, vandalism, theft and harassment of any kind are not tolerated and may lead to suspension from the school and/or police intervention.
4. Smoking, being under the influence of alcohol or other drugs will not be tolerated. Bringing these items or associated implements to school, or school organised activities, may lead to suspension from the school and/or police intervention..
5. Apart from the end of the school day, students may not leave the school grounds without a pass obtained from Student Services.
6. Students may not enter a classroom without the permission of a teacher. Out of bounds areas must be respected. **Belridge Shopping Centre is out of bounds** during school hours.
7. Apart from areas designated for sporting activities, movement around the school is restricted to walking in a manner that is safe, considerate of others and to the left of walkways.
8. All students are expected to conform to school dress requirements.
9. When travelling on buses to and from school, or any other school related activity, students must obey bus rules and instructions given by the driver or a supervising teacher.
10. **Chewing gum** of any description is not permitted.
11. Grounds and rooms must be kept free from litter and be kept in a tidy condition. Students are expected to take an active part in achieving this and may be asked to pick up litter.
12. Students are expected to attend regularly, be punctual and properly equipped at all times.

CLASSROOM PLAN

Everyone has the right to:

1. Learn without being interrupted.
2. Be treated courteously and respectfully.
3. Work in a clean, safe environment.
4. Feel proud of this school.

ATTENDANCE

The Education Act requires that all students must attend school daily until the end of the year the student turns 17 and a half years or be involved in training or fulltime employment. A record of daily attendance must be kept by all teaching staff. This is a legal document and may be required to be produced in court.

PUNCTUALITY

The Belridge Secondary College community believe it is important for students to be on time to class, as at the beginning of lessons vital information and instructions are given to maximise student learning. Students who are late to class disrupt the learning of others and place their own progress at risk.

Students must be at school by 8:40 am each day. They must also ensure that they are prompt to all classes. If students are late to school, a parent/guardian must explain any absence from school for any part of the school day as soon as possible, in a text, phone call, written note or via the school app. (Late explanations must specify the date, time and reason for the absence.) When students arrive at school, they must sign in at Student Reception where they may be given a "Late Note" to give to the class teacher.

Students who are repeatedly late to school without a valid reason will be given detention. Please refer to the school planner for full details. Failure to complete detention after being given a reminder may result in a suspension from school.

ABSENCES

Absences for part of, all day, or for several days, must be covered by a **written explanation, SMS, a phone call or via the school app from the parent or guardian**. These notes must be dated and specify the reasons for the absence/s. They should be brought to school by the student returning from a period of absence and handed in to the Form Teacher or the Front Office.

To help combat truancy, daily unexplained absences will generate an SMS to a designated parent mobile phone. Parents are strongly urged to contact the school before the commencement of lessons when they are aware their student/s will be absent.

Where a student is absent for a prolonged period of time, parents should contact the school as soon as possible. It is essential that parents keep the school informed of any changes to their contact details.

LEAVING THE SCHOOL GROUNDS

Students needing to leave the school grounds during the school day must report to the Student Services Reception, before school with a note of authorisation from their parent/guardian. The student will be provided with a 'Permission to Leave School Grounds' slip. This is presented to the class teacher at the appropriate time who will then arrange for the student to leave. Students should report to the Student Services Reception again to sign out prior to leaving the school grounds. Students must also sign in if returning to school.

Students are not permitted to leave the campus to go to the shops for any reason during school hours

OUT OF CLASS MOVEMENT

If you need to move around the school grounds during lesson time, you must complete the "Out of Class Permission Form" in your Student Planner for the teacher to sign, and carry a pass provided by a teacher.

STUDENT PLANNER

Students are required to have their school planner with them at all times. Teachers will conduct regular checks to ensure students have their diary and are making use of it. Parents are encouraged to support their child and use this diary as a means of communication.

Students without their school planners will be given a replacement sheet to use for the day. Repeat offenders will be given detention. Please refer to the school planner for full details. Failure to complete detention after being given a reminder may result in a suspension from school.

SCHOOL DRESS REQUIREMENTS

The Department of Education's Dress Code Policy has been endorsed by the School Board, parents, students and teachers. Wearing the uniform minimises the following aspects of school life:

1. pressure on parents to purchase more expensive clothing, such as popular designer labels;
2. formation of cult groups based on dress and the unacceptable behaviour that can be generated by such a group;
3. identifying outsiders entering the school campus.

Students of government schools are required to conform to the dress code of their school. The school colours are: **navy blue**, **red** and **white**. The school dress has been designed to incorporate these colours.

1. Everyday Wear

- a) Navy blue shorts, skirt, trousers or tracksuit pants.
- b) **Middle School** (Years 7, 8 and 9) - Middle school unisex polo shirt with school logo.
- c) **Senior School** (Year 10, 11 and 12) - Senior school unisex polo shirt with school logo.
Navy blue shorts, zina skirt (with inbuilt shorts), trousers or tracksuit pants.

(No Leggings/jeggings/jeans/denim)

- Navy blue V-neck windcheater or tracksuit jacket.
- Navy blue rain jacket for wet weather.
- Hats or caps for outside activities.

(Not to be worn indoors, including the canteen/cafe)

- Enclosed footwear must conform to safety standards. (No UGG boots)
- Any undershirts must be plain navy blue, red or white.
- Stockings/nylons/tights must be plain black or navy blue. (No patterns)
- Socks must be plain black, navy blue or white, and no higher than mid shin.

Physical Education

- a) A change of navy blue shorts, skirt, trousers or tracksuit pants.
- b) A physical educational shirt.
- c) Plain navy blue windcheaters or plain navy blue hooded jackets for cooler months, and a navy blue jacket for wet weather.
- d) **Note:** No commercial logos, such as the Nike swoosh or the Adidas 3 stripes, or other logos are allowed. No other trim that is not navy blue is permitted. The only logo permitted is the school logo.
- e) Hats or caps for outside activities. (Note: hats or caps **must not** be worn in class.)
- f) Enclosed footwear that conforms to safety standards.

2. Formal Wear

Students who represent the school at civic functions, ceremonies and other special occasions must wear the formal student representative uniform with appropriate footwear. These articles are available on loan for student use.

3. Unacceptable Student Dress

- a) All items of clothing not listed as part of the school dress requirements.
- b) Any items of clothing in a dirty, torn or smelly condition.
- c) Any items of clothes that are deemed unsuitable for the school situation. (e.g. too short, sleeveless, exposing the midriff etc.)
- d) No denim.

TENTATIVE REPORTING DATES 2017

| | |
|-----------------------------|---|
| Interim Reports | Years 7, 11 and 12 distributed Thursday 9 March Years 7, 11 and 12 Parent Evening Tuesday 15 March 3.30 – 6.30pm |
| Semester One Reports | Years 11 -12 issued Tuesday 20 June Year 10 issued Friday 23 June Years 7, 8 and 9 issued Monday 26 June Years 7– 12 Parent Evening Thursday 29 June 3.30 – 6.30pm |
| Semester Two Reports | Years 7 8, 9 and 10 issued Tuesday 12 December |
| Year 11 reports | Posted Thursday 23 November |
| Year 12 reports | Statement of Results distributed Wednesday 18 October |

LOWER SCHOOL CURRICULUM

The Lower School Curriculum provides students with the opportunity to study outcomes across all seven learning areas. The Western Australian Curriculum was implemented in 2016. The learning areas are:

| | |
|-----------------------------|-------------------------------------|
| The Arts | Mathematics |
| Humanities | Science |
| Health & Physical Education | Languages Other Than English (LOTE) |
| Technology & Enterprise | |

Years 7, 8 and 9 students do a 'taster' course involving all Learning Areas.

Year 10 students have a choice of at least three special interest courses.

Course Outlines, Programs and Assessment Structures (including assessment tasks and schemes of assessment) for each subject/unit will be provided by class teachers at the beginning of the course. Students and parents should ensure they are familiar with these.

SCHOOL ASSESSMENT PLAN

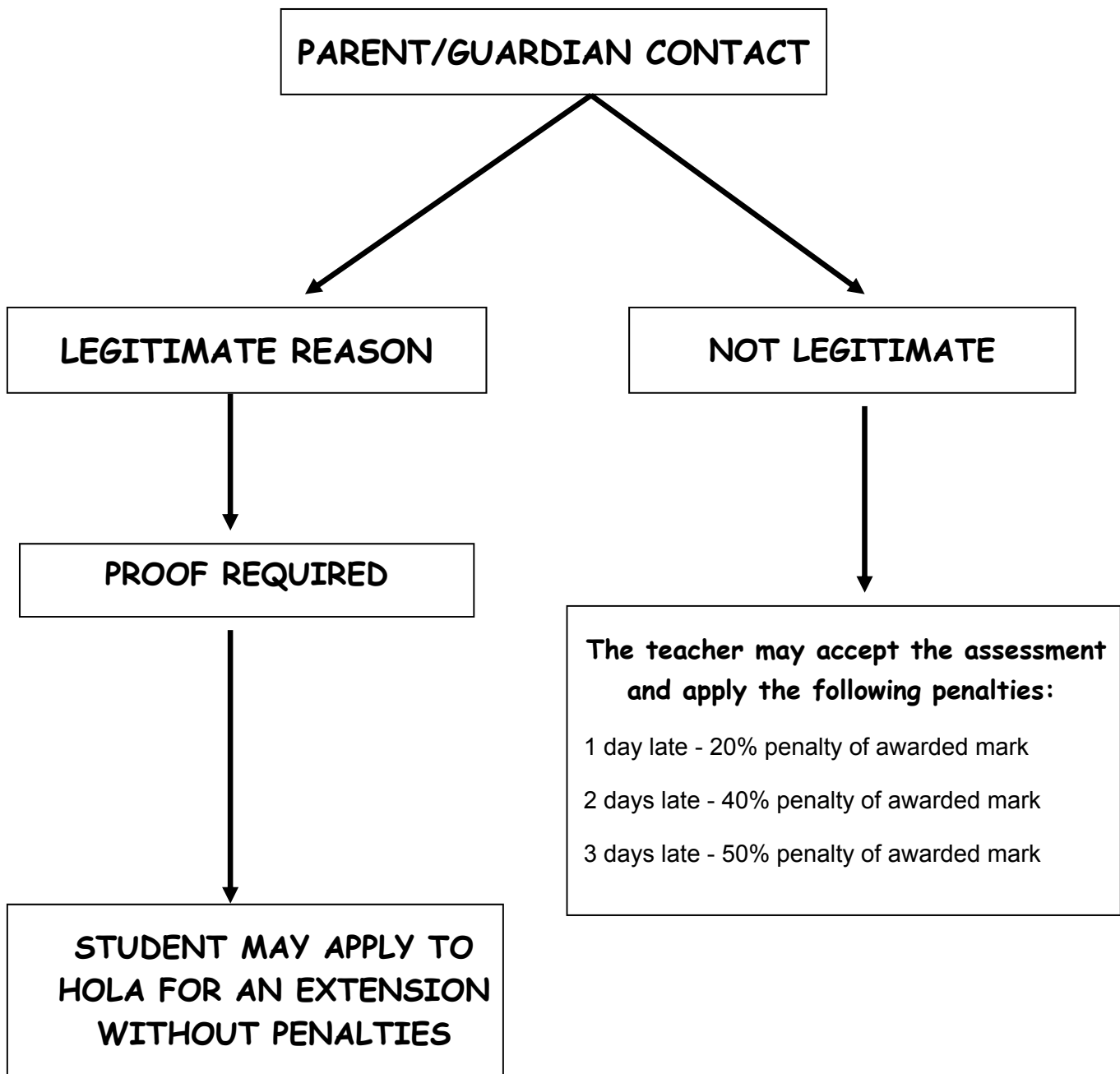
School assessment is an integral and extremely important part of the educational program at this school. It is the main tool used by teachers in measuring the achievement of students in particular courses and provides important feedback to students on their progress (their areas of strength and weaknesses). There are certain expectations of teachers regarding the setting and recording of assessments. It is important that all parents and students are aware of the following points relating to assessment of work in all subject areas/courses.

LOWER SCHOOL ASSESSMENT

To receive an assessment at the end of the year a student must:

- participate in a sufficient number and range of assessment evaluations to enable a fair assessment to be determined.
- cover enough of the course requirements (some of which may be non-assessable) to warrant the grade or outcome levels achieved.

FAILURE TO COMPLETE LOWER SCHOOL TASKS BY THE DUE DATE



Failure to submit any assessment may result in the student not being invited to attend extra-curricular activities.

UPPER SCHOOL CURRICULUM

It is important that all parents and students are aware of the following points relating to assessment of work in all subject areas/courses:

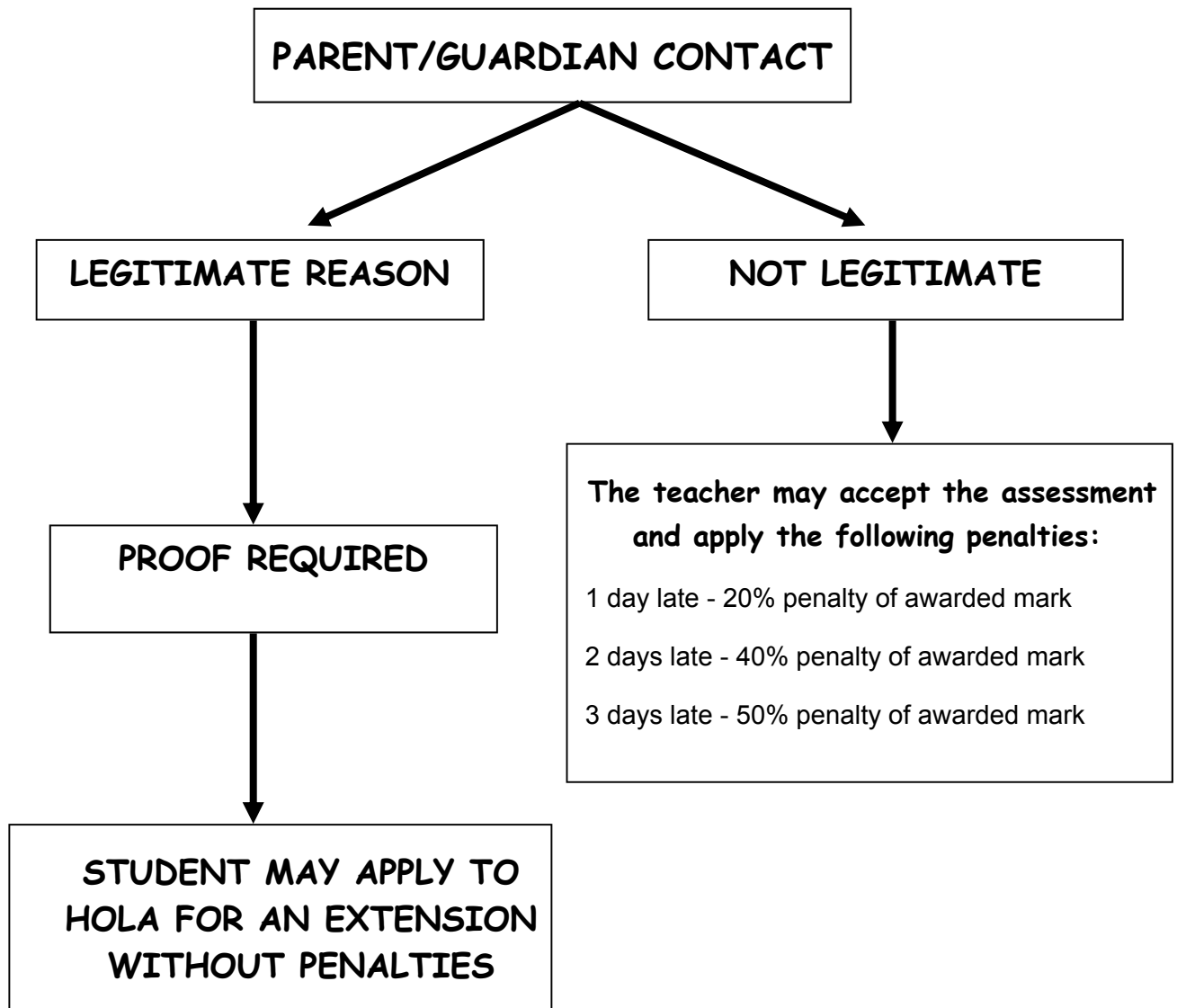
1. Course Outlines, Programs and Assessment Structures (including assessment tasks and schemes of assessment) for each subject/unit will be provided by class teachers at the beginning of the course. Students and parents should ensure they are familiar with these.
2. To receive an assessment at the end of the year a student must:
 - a) participate in a sufficient number and range of assessment evaluations to enable a fair assessment to be determined.
 - b) cover enough of the course requirements (some of which may be non-assessable) to warrant the grade or outcome levels achieved.
3. Grades awarded (A,B,C,D,E) will be based on demonstrated achievement of the stated learning outcomes. Specific criteria related to each grade/outcome level in each subject will be used to help determine the student's level of achievement.
4. A student, who fails to complete the required assessment for the course, is likely to receive a 'U'=unfinished or RNM=requirements not met. This indicates the student failed to complete the course/unit and so no grade/outcome level can be awarded.
5. Grades are awarded by schools in accordance with guidelines established by the School Curriculum and Standards Authority which provides a basis for comparability of grades/levels between schools. The grades that may be awarded and the interpretation of these grades are as follows:

GRADE INTERPRETATION

- A Very High Achievement
- B High Achievement
- C Satisfactory Achievement
- D Limited Achievement
- E Inadequate Achievement

6. In WACE courses, late assessment tasks will incur penalties as specified on that assessment item or the following flowchart:

FAILURE TO COMPLETE UPPER SCHOOL TASKS BY THE DUE DATE



Failure to submit any assessment may result in the student not being invited to attend extra-curricular activities.

The School's Principal and/or Vice Principals will be the final arbiter in matters concerning absence and missed work

* Please refer to the full *Senior School Assessment Policy* on the school website at www.belridgecollege.wa.edu.au

SECONDARY GRADUATION AND WESTERN AUSTRALIAN CERTIFICATE OF EDUCATION (WACE)

The Western Australian Certificate of Education (WACE) will be issued to students who meet all the requirements for Secondary Graduation.

Year 12 Students 2017

To qualify for a WACE, a student must:

- Complete a Literacy and Numeracy Assessment to demonstrate a minimum standard based on skills regarded as essential for individuals to meet the demands of everyday life and work in a knowledge-based economy.
- Complete a **minimum of four Year 12 ATAR courses** including the external examination (i.e. be eligible for an ATAR) **or complete a VET Certificate II or higher.**
- Complete two year 11 English units and a pair of Year 12 English units.
- Complete at least 20 units (or equivalents) including a minimum of 10 Year 12 units.
- Complete at least one pair of units from a List A course and one pair of units from a List B course in Year 12.
- Achieve a minimum of 14 C grades in Year 11 and Year 12 units (or equivalents) **including at least 6 C grades in Year 12 units** (or equivalents).

Note

If students **do not** meet the literacy and numeracy standard by the time they exit secondary school, they can apply to the Authority to re-sit the assessment.

All students (whether they have achieved the WACE or not) will receive a Western Australian Statement of Student Achievement - a record of all courses and/or programs completed.

ABSENCES AND ASSESSMENTS/TESTS

- 1 For a student to succeed in any subject at Belridge Secondary College they must satisfy the requirements of the school and the School Curriculum and Standards Authority.
- 2 Absence from school, either frequent or prolonged, can adversely affect a student's achievement and grades. Students must abide by Department of Education regulations i.e. they must attend regularly.
- 3 It is at all times the students' responsibility to ensure that they complete all work missed during absences, work experience/SWL, excursions and camps.
- 4 Parents and students who go on vacation before official school holidays must be aware that results will be affected if assessment items are missed. Parents are to inform the school and students are to approach teachers in advance about work to be completed. The school is not required to provide such work; however, reasonable requests are usually met.
- 5 A note or medical certificate from a parent satisfactorily explaining an absence will be required to substantiate absences affecting assessments.
- 6 A student, who misses receiving an assignment due to an absence, must see the teacher immediately on returning to school and arrange to do the work as soon as possible.
- 7 Students absent on the day an assignment is due must submit the work to the teacher immediately on return to school. This work will be accepted without penalty, if the absence is satisfactorily explained in a note or medical certificate from a parent or guardian.

ABSENCES AND EXAMINATIONS/TESTS

- 1 Students, who, without an acceptable reason, fail to attend examinations or tests, will receive an 'E' or 'ND' for that assessment component. (ND means 'Not Demonstrated')
- 2 A medical certificate referring to the missed exam/test will be required to substantiate absence from an examination or test, unless special exemption arrangements have been approved by the Principal.
- 3 At the discretion of the Head of Learning Area, the student may sit for the exam/test at a later date, or the student's knowledge of the topic may be ascertained in another way.
- 4 Students must sit for Semester Examinations during the school's specified exam period. Examinations will not be scheduled outside this period.

Extraordinary circumstances that prevent students from sitting exams in the scheduled period will be taken into consideration.

TRANSFERS AND ASSESSMENTS

When students have not attended this school for a whole year, i.e. they have transferred from another school or are new arrivals to WA, they will be given the opportunity to demonstrate achievement of course outcomes by:

- a) the use of data from assessments completed at previous school or
- b) if previous data is not available, the teacher, in consultation with the Head of Learning Area, outlines strategies for estimating a ranking.

CHEATING AND ASSESSMENTS

Cheating, plagiarism, collusion and the like will result in automatic failure for that assessment task.

STUDENT SERVICES TEAM

These people can help you!

VICE PRINCIPALS:

Mr Mario Pisano - Years 7, 8 and 9

Mr Rob Strickland - Years 10, 11 and 12

The Vice Principals have designated year responsibilities for the following:

- Manage school timetable.
- Enrol new students.
- Counsel students for courses.
- Ensure students understand the conditions of their enrolment, Good Standing and Graduation status.
- Manage education programs and welfare of students.
- Handle all enquiries pertaining to performance, discipline etc., of students.
- Manage student behaviour.
- Provide advice for students, teachers and parents.
- Monitor the safety and well being of students.
- Conflict resolution.
- Develop school community links.
- Arrange and manage Parent Information Evenings.

HEAD OF STUDENT SERVICES:

Ms Bridgid Lafferty - Years 7, 8 and 9

Mr Hal Spedding - Years 10, 11 and 12

- Establish, plan and manage all Student Services programs and policies e.g. SAER, BM&D, Good Standing, reward days.
- Manage the budget of all Student Services.
- Ensure that all Student Services programs operate efficiently and outcomes are verifiable.
- Counsel students and parents in the Managing Student Behaviour process.
- Coordinate the roles of Student Services team members.
- In-service new staff on BM&D procedures.
- Arrange meetings between parents / students and staff regarding BM&D or other matters.

YEAR CO-ORDINATORS:

Year 7 Ms Heather Currie

Year 8 Ms Alicia Holliday

Year 9 Mr Brent Jarvis-Spinks

Year 10 Mr Joel Bond

Year 11 Ms Tarryn Hunt

Year 12 Mr Lazo Njegich

- Work as members of a Student Services Team to assist students.
- Provide year groups with relevant information through Form class, year assemblies and special group meetings.
- Monitor student performance with regard to academic achievement, school dress, social development, behaviour and punctuality.
- Organise year group competitions, camps, educational visits and special programs as directed by the Head of Student Services.
- Assume a proactive role in managing the BM&D data, record BM&D data electronically; analyse and distribute students' behaviour profiles.
- Assist in monitoring the school ethos and adopt strategies for improvement.
- Facilitate new student enrolment and school orientation.
- Organise school work for absent students as requested by parents.
- Provide student progress reports to staff or parents as requested.
- Assist students with special needs through Student Services.
- Coordinate reward based merit point program.

For any further information regarding the Student Services team, please contact your relevant Head of Student Services in the Student Services building.

ACADEMIC ENHANCEMENT: MRS BARTLE

- Coordinate the AEP program in Years 7, 8, 9 and 10.
- Monitor student performance.
- Coordinate selection of AEP students.
- Liaise with primary schools re AEP program.
- Organise AEP camps/excursions.
- Offer professional development to staff involved in AEP program.

VET COORDINATOR: Ms Meredith Fuhrmann / Mr Carlos Notarpietro

- Provide careers counselling.
- Track student VET progress through Years 10, 11, 12.
- Coordinate work placements.
- Coordinate post-compulsory education programs.
- School/community/industry links.
- Maintain Career Reference Centre.
- Oversee student traineeships.
- Complete School Curriculum and Standards Authority returns and disseminate School Curriculum and Standards Authority information.

SCHOOL PSYCHOLOGIST: Ms Ida Steyn

- Social, emotional, educational and behavioural counselling for students.
- Educational and psychological assessment of students.
- Teacher and Parent counselling as directed by Administration.
- Liaise with students, staff, parents and outside agencies.
- Consult with Administration and act as a resource within the school.

STUDENT SUPPORT COORDINATOR: Mr Phill Ashton

- General support of students/staff/parents.
- Network between Belridge Secondary College feeder primary schools, churches and local community.
- Coordinate special youth programs.
- Support students at risk.
- Support whole of school programs.
- Assume duties as directed by Head of Student Services (HOSS).

MEDICAL CENTRE: Community Health Nurse

- Monitor health status of students with chronic illness.
- Provide health related short-term support / counselling and crisis management on aspects of child / adolescent health.
- Respond to accidents and emergencies.
- Participate in Health Education Programs (on request).
- Provide ongoing health information to students during Health Centre visits.
- Liaise with parents, outside agencies and other health professionals as required.
- Health screening.

STUDENT COUNCIL

Councillors are elected from Year 8, 9, 10, 11 and 12 groups to form the Student Council. Major responsibilities include: running school assemblies, School Ball, arranging fund-raising activities, liaising between staff/students, improving student profile within the school and wider community. Student Councillors meet regularly and will participate in leadership training. Student Council activities are coordinated by Ms H Broadway.

PERSONAL PROPERTY

Students are responsible for their personal property and all belongings, including clothing, should be labelled with their name. Valuables and large sums of money should not be brought to school. During instruction time bags are brought into classrooms except for areas such as the Library. During breaks and before school, students must personally care for their bags. Lost property enquiries should be made at the Student Services office or with the Vice Principal for the relevant year group.

MOBILE PHONES / ELECTRONIC DEVICES

Students may bring mobile phones and electronic devices to school at their own risk. The Director General of Education has directed that mobile phones must be **turned off** and hidden away (bag/pocket) during all lessons. They can only be used during Break 1 and/or Break 2. Refer to the school planner for the complete policy.

LOCKERS

Lockers are assigned in year order starting with Year 12 down to Year 7. A lock with a spare key/combination must be provided to the Locker Coordinator when requesting a locker. Anyone who claims a locker without having it assigned will have their lock cut off and removed. Lockers are subject to availability.

BICYCLES

A compound is provided for students' bicycles on the western side of the school. It is recommended that students secure their bicycles with a padlock and chain.

SKATEBOARDS

Students are not encouraged to bring skateboards to school. Should a student bring a skateboard to school they are to lock their skateboard in the bicycle compound.

STUDENT CARS

Students are not to park their cars on the school grounds. It is suggested that students park on the street near the rear gate (Design & Technology gate).

CAFÉ

The Café is open before school for breakfast at 8am and during both breaks. Break 1 and 2 are both 30 minutes long. Students are able to order sandwiches, rolls and cooked meals for both breaks by placing their order at the canteen before school or at Break 1 (for Break 2) or through our the online booking system www.ouronlinecanteen.com.au. Students collect their meals at the appropriate times from the Café. Menus and a Specials Menu are available to view on our school website, together with link to our online ordering system.

Any parents with time to spare would be welcomed at the Cafeteria. Volunteer hours are 10:00am – 2:25pm approximately, or to suit. ☎ Manager : Mr Larry Doyle on 9408 8029.

VOLUNTEERS

Belridge has an active group of volunteers who work with students in various areas of the school program. Contact Ms Lisa Manning for further details on 9408 8042.

UNIFORM SHOP

Belridge's suppliers are Uniform Concepts located at Unit 5/7 Delage Street, Joondalup 6027.
T: 08 9270 4660 E: Joondalup@uc.nellgray.com.au / Opening hours 9am to 5pm Monday to Friday (late night Thursdays till 6pm) and Saturdays 9am to 1pm. **Order forms are available to download from school website.**

COLLEGE BOARD

In 2012 Belridge Secondary College became an Independent Public School. One of the requirements to function as an IPS is to form a School Board. Current school board members are:

Chairperson

Janine Espey

Parent Representatives

Scott Amy, Fiona McDonald

Staff Representatives

Heather Broadway, Kirsten Lambert, Lisa Manning

Community Members

Tolla Anderson, Cathryn Curtin, Andrew Doran, Michael Mischin MLC, Jan Norberger MLA

Principal

John Burke

The College Board meets monthly and examines the school's results, budget, and makes recommendations for school improvements. All members welcome suggestions to improve the quality of education at Belridge Secondary College.

SCHOOL LIBRARY

The Library is open to students before school (8.30am), Break 2 and after school until 3.20pm. Students may borrow up to four books at a time for two weeks. With the exception of the Christmas Break, students may borrow over the holidays. Students are expected to behave in an orderly manner and work quietly in the Library at all times.

INFORMATION TECHNOLOGY USE

Information Technology (IT) involves the use of tools to access, transmit, manipulate, store and create information. The school has many tools that can be used as part of this process, for example, pencils, books, cameras, televisions, paints, computers, the internet etc.

The following rules apply:

1. Priority is given to curriculum use of the resource before leisure use.
2. School IT must not be used to:
 - a) access, display or store pornographic or violent material;
 - b) download games from the internet;
 - c) divulge personal details of any kind that places anyone, including yourself, at risk;
 - d) copy another student's work for the purposes of submitting it as original.
3. School IT resources must not be used for UNLAWFUL purposes including:
 - a) harassing or being offensive to others;
 - b) breaking copyright laws;
 - c) examining, disclosing, altering or deleting another user's data without permission.
4. In communicating with others, appropriate language and accurate information must be used.
5. Report any unusual functioning of the resources (computer virus alert) to your teacher.
6. The playing of games on the computer is prohibited, including in the Library.
7. Individuals are not to divulge personal network password to each other, as each individual will be held responsible for any misuse that is linked to their personal logon.
8. Students are allocated printing and internet credits at the beginning of the year. Once these credits have been used, students must pay for further credits.
9. Students will need to read the acceptable use plan and sign the IT agreement before access to technologies will be granted.

NB: Failure to abide by these rules will result in the student losing access to IT resources. Further action may be taken at the discretion of the Principal.

ARE YOU ELIGIBLE FOR SECONDARY ASSISTANCE?

GENERAL INFORMATION

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/guardian must hold a current Centrelink or Veterans' Affairs card that represents a statement of income for the family.

The allowance consists of two components:

- \$115 Clothing Allowance paid directly to the parent/guardian or the school.
- \$235 Educational Program Allowance paid directly to the School.

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

ELIGIBILITY CRITERIA

- Parent or Guardian must hold one of the following cards:
 - Centrelink *Family* Health Care Card
 - Centrelink Pensioner Concession Card
 - Veterans' Affairs Pensioner Concession Card

PLEASE NOTE: *The only Veterans' Affairs Card that meets the criteria is a blue card that is issued each year and expires in December each year. This card is income means tested.*

- Parent/Guardian must be the holder of a card that is valid some time during first term. The *only* exception to this is when a student holds their own health care card *and has been declared independent by Centrelink*. In this instance, a letter of confirmation from Centrelink needs to accompany the application.
- The allowance is paid up to and including the year the student turns 18 years of age, i.e. students born in 1997 are ineligible this year.

CARD DETAILS

Cards held must be current in Term 1 (on or after 1 February 2017).

APPLICATION FORMS

Application forms are to be completed at the school in Term 1 of each year.

Applications close on **Friday 7 April 2017**

STUDENT SMARTRIDER CARD

At the beginning of each year, students are issued with a **SmartRider** card that they are expected to have with them at all times. This card facilitates the use of school resources e.g. the library. It is used as a concession card for special school buses and other forms of public transport out of school hours. It can be 'loaded' with money to pay for transport. The Student **SmartRider** card must be shown on request.

CODE OF CONDUCT FOR SCHOOL BUSES

Respect other people and property.

Wait for the bus in an orderly manner.

While on the bus, behave yourself.

Students must:-

- Always follow instructions from the bus driver.
- Show their **SmartRider** or ticket upon request.
- Sit properly on a seat if one is available (in allocated seat, if directed by the driver).
- Store school bags under the seat or in appropriate luggage areas.
- Speak quietly and not make unnecessary noise.

Students must not:-

- Bully other students.
- Place feet on the seats.
- Fight, spit or use offensive language.
- Throw any article around, or from, the bus.
- Consume food or drink, or play loud music without the permission of the driver.
- Smoke.
- Allow any part of their body to protrude out of the bus windows.
- Stand forward of the front seat.

Use approved bus stops.

When leaving the bus, do so in an orderly manner.

In case of emergency or breakdown, follow the instructions of the bus driver.

Belridge Secondary College

TIMETABLES MAY BE SUBJECT TO CHANGE - PLEASE CHECK TRANSPERTH'S WEBSITE FOR UP TO DATE TIMETABLES TO HELP YOU PLAN YOUR JOURNEY

www.transperth.wa.gov.au

TO SCHOOL:

School Special 780

08:13 AM - Joondalup Station (Stop No: 27436)

08:15 AM - Grand Bvd after Kendrew Crescent (Stop No: 17836)

08:16 AM - Joondalup Drive after Grand Bvd (Stop No: 17781)

08:19 AM - Joondalup Drive after Lakeside Drive (Stop No: 17782)

08:21 AM - Mater Dei College (Stop No: 22674)

08:21 AM - Treetop Av after Joondalup Drive (Stop No: 18263)

08:23 AM - Treetop Av after Outlook Drive (Stop No: 18264)

08:24 AM - Treetop Av after Lakeview Drive (Stop No: 18265)

08:25 AM - Treetop Av / Wedgewood Drive (Stop No: 18266)

08:26 AM - Wedgewood Drive before Joondalup Drive (Stop No: 22529)

08:30 AM - Ocean Reef Road before Craigie Drive (Stop No: 22117)

08:31 AM - Eddystone Avenue / Ocean Reef Road (Stop No: 18108)

08:34 AM - Belridge Secondary College (Stop No: 18311)

08:35 AM - Belridge Secondary College (Stop No: 22679)

School Special 781

EXPRESS - Departs Joondalup Station at 8:10am to Belridge Secondary College arriving at 8.23am

FROM SCHOOL:

School Special 780

ALL STOPS - Departs from Belridge Secondary College at 3.15pm on Mon, Tues, Thurs, Fri and 2.55pm on Wednesday

03:15 PM - Belridge Secondary College (Stop No: 22678)

03:15 PM - Gwendoline Drive Belridge Secondary College (Stop No: 18312)

03:18 PM - Eddystone Avenue / Ocean Reef Road (Stop No: 18101)

03:21 PM - Ocean Reef Road after Craigie Drive (Stop No: 22116)

03:26 PM - Edgewater Drive / Ocean Reef Road (Stop No: 18283)

03:27 PM - Edgewater Drive before Wedgewood Drive (Stop No: 18284)

03:28 PM - Wedgewood Drive after Lakeview Drive (Stop No: 18358)

03:29 PM - Treetop Avenue after Wedgewood Drive (Stop No: 18267)

03:31 PM - Treetop Avenue before Lakeview Drive (Stop No: 18268)

03:31 PM - Treetop Avenue after Emerald Way (Stop No: 18269)

03:34 PM - Treetop Avenue after Pioneer Drive (Stop No: 18270)

03:35 PM - Joondalup Drive after Treetop Avenue (Stop No: 23384)

03:36 PM - Joondalup Drive after Eddystone Avenue (Stop No: 17783)

03:39 PM - Joondalup Drive Edith Cowan University (Stop No: 17784)

03:42 PM - Grand Bvd after Kendrew Crescent (Stop No: 17825)

03:44 PM - Joondalup Station (Stop No: 17845)

School Special 781 (two buses in service)

EXPRESS – Mon, Tues, Thurs Fri

Departs from Belridge Secondary College at 3.15pm

Travels express, to arrive at Joondalup Station at 3.26pm

EXPRESS – Wed

Departs from Belridge Secondary College at 2.55pm

Travels express, to arrive at Joondalup Station at 3.06pm

Public Route 463

**Belridge Secondary College to Whitfords Station:
departs from Stop 18311 at approximately 3.10pm**

