2025
HANDBOOK

LEARN·ACHIEVE·SUCCEED

BELRIDGE

SECONDARY COLLEGE

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www.belridgecollege.wa.edu.au
ABN 67 170 041 476

Creating the Future Together

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BELRIDGE SECONDARY COLLEGE

STAFF

ADMINISTRATION TEAM

Principal	Sharon Lyon
Deputy Principal	Louise Hall
Deputy Principal	Louis Cheeseman (Ben Dawkins Term 1, 2025 – Weeks 1-4 only)
Deputy Principal	Carlos Notarpietro

HEADS OF LEARNING AREAS

The Arts / LOTE	Annemarie Verschoor
Digital & Design Technologies *	Lucius Chen
English	Joanne Baker
Health & Phys Ed	Paul Bennett
Home Economics	Ms. Cheryl (TIC)
HASS	Virginia Linto
Mathematics	Mankirat Singh
Science	Brett Crosbie

VET, CAREERS & WORKPLACE LEARNING

Pathways Coordinator: Senior School Pathways	Adam Smith
Careers Practitioner	Ashley Mouritz

SCHOOL SUPPORT STAFF (ADMINISTRATION)

Manager Corporate Services	Kerrie Ward
PA to Principal and and Marketing Officer	Nicky Harris
Business Support Officer	Lorraine Carr
School Officer	Lorraine Simpson
School Officer	Jody Taylor
School Officer	Trish McDonald

SCHOOL SUPPORT - CURRICULUM

Education Assistants	Kaylene Campbell
	Audra Keeble
	Bibi Kent
	Mansi Kumar
	Nicole Miller
	Belinda Noakes
	Craig Walker
	Angela Zurzolo

STUDENT SERVICES TEAM

HOSS – Sharks	Chadd Richardson
HOSS – Manta Rays	Heather Currie
HOSS – Marlins	Tarryn Hunt (Term 1 - Weeks 1 to 4)

2ND IN CHARGE

2IC - Sharks	Karen Hodgetts
2IC – Manta Rays	Brent Jarvis-Spinks
2IC - Marlins	Tarryn Hunt
School Psychologist	Iona Hughes
Youth Support	TBC
School Community	Fiona Docherty
Health Nurses:	Michelle Dragicevich

STUDENT SERVICES SUPPORT STAFF

Student Support Officer	Rena Berich
Student Support Officer	Mandy Lucas
Inclusive Education	Mikaela Shirley
Literacy Intervention	Janita O'Shea
Academic Enrichment	Claire Green
Student Council	Jodie Grieve

SCHOOL SUPPORT - GROUNDS & BUILDINGS

Cleaner in Charge	Ashley Wilkinson
Gardener	Darren Vernham
Canteen Manager	Jarrod Doyle
Library Officer	Sarah-Jane Lang
Home Economic Assistants:	Rebecca Hollis
	Monika Muston
Science Laboratory Technicians:	Catherine Byrne
	Jessica Byrne

KEY

HASS = Humanities & Social Sciences
HOSS = Head of Student Services
LOTE = Languages Other Than English
Digital & Design Technologies learning areas *
- Business Education and Information Technology
- Design and Technology

2 I/C – 2ND in charge Student Services
TIC = Teacher in Charge
WPL = Workplace Learning
VET = Vocational Education & Training

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/planners

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.

VISION STATEMENT

CREATING A FUTURE TOGETHER
To provide a safe and inclusive learning environment in which all students are supported with the knowledge, skills and mindset to achieve a successful future.

PROGRAMS AVAILABLE

- Academic Enrichment Program (STEM)/Humanities
- Specialist Netball Program
- Extensive WACE Courses
- French
- Hospitality
- Information Technology
- Music, Dance and Drama
- OLNA support
- Performing Arts
- Specialist Cricket Program
- Specialist Fashion Design Program
- SSEP (Senior School Enrichment Program)
- Traineeships linked to Industry
- Vocational Education linking to TAFE
- Workplace Learning

VET CERTIFICATES II and III QUALIFICATIONS AVAILABLE

- ICT30120 Certificate III in Information Technology
- BSB30120 Certificate III in Business
- BSB20120 Certificate II in Workplace Skills
- HLT33021 Certificate II in Allied Health
- SIS30122 Certificate III in Sport Aquatics and Recreation (Cricket & Netball)
- AUR20720 Certificate II in Automotive Vocational Preparation
- SIT20322 Certificate II in Hospitality
- CHC22015 Certificate II in Community Services
- CHC32015 Certificate III in Community Services

TERM DATES 2025

SEMESTER 1

Term 1	**Wednesday 5 February – Friday 11 April** *- Friday 28 March— Professional Development Day (no students in attendance)* *- Monday 3 March Public Holiday*
Break	Saturday 12 April – Sunday 27 April
Term 2	**Monday 28 April – Friday 4 July** *- Friday 30 May Professional Development Day (no students in attendance)* *- Monday 2 June Public Holiday*
Break	Saturday 5 July – Sunday 20 July

SEMESTER 2

Term 3	**Tuesday 22 July – Friday 26 September** *-Monday 21 July — Professional Development Day (no students in attendance)*
Break	Saturday 27 September – Sunday 12 October
Term 4	**Monday 13 October – Thursday 18 December** *- Friday 19 December — Professional Development Day (no students in attendance)*

PUBLIC HOLIDAYS FALLING DURING SCHOOL TERMS

Term 1	**Monday 3 March (Labour Day)**
Term 2	**Monday 2 June (WA Day)**

SCHOOL DEVELOPMENT DAYS

Students do not attend school on these days:

Friday 28 March	Friday 30 May	Monday 21 July	Friday 19 December

DAILY TIMETABLE

Start Time	Finish Time	Period
8:45	9:45	Period 1
9:50	10:50	Period 2
10:50	11:20	Recess
11:20	11:35	Form Time
11:35	12:35	Period 3
12:40	1:40	Period 4
1:40	2:05	Lunch
2:05	3:05	Period 5

SENIOR SCHOOL PERIOD 5 - WEDNESDAYS

- Year 11 and 12 students are expected to stay for Period 5 on Wednesdays for meetings, unless otherwise stated. **Students are not to arrange to work during this period.**
- Year 11 and 12 students who have outstanding work will be required to complete this work during Period 5 on Wednesdays.
- Year 11 and 12 ATAR students will be required to attend a study period from 1.20pm till 2.15pm. Lower school closes at 3:05pm every Wednesday.
- Year 11 and 12 students may need to attend OLNA study periods on Wednesday from 1.20pm till approximately 2.15pm.

COMPASS

Compass is the school's student and parent portal. When your child commences at the school you will be provided with a login and password by email. With Compass you can carry out the following actions:

- Pay for excursions/events
- Report your child's absence by adding an Attendance Note
- Monitor your child's attendance
- View and download your child's timetable
- Contact your child's teachers
- Monitor your child's behaviour log
- Update your contact details

The **Compass School Manager App** is available to download from your phone app store. When setting up the Compass app, you will need to select the applicable school (Belridge Secondary College) and then use your school-issued Compass login credentials to sign in.   See guide for parents HERE.

CONNECT ACCOUNTS

- Download your child's school reports
- Access your child's schoolwork

Connect Account guidelines are available to download from our website

https://belridgecollege.wa.edu.au/about-us/student-parent-useful-links/

SUPPORT

Parent Accounts	Contact front office on 9408 8000 or Email: belridge.sc@education.wa.edu.au
Student Accounts	Students to go to the library for staff member assistance

BEHAVIOUR MANAGEMENT

Belridge Secondary College has a Behaviour Management Plan **(BMP)** 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 BMP PLAN

CLASSROOM AND SCHOOL RULES
A Student Behaviour Report (SBR) will be generated for breaches in the BMP. The consequences will increase proportionate to the number of SBRs accrued.

The full Behaviour Management Plan can be found on school website >
OUR COLLEGE > SCHOOL EXPECTATIONS

SUMMARY OF GOOD STANDING PLAN
Good Standing is a status which is held by all students. It is related to their **behaviour** and **attendance**. Whether or not a student retains this status depends on their attendance and behaviour throughout the year.

SBR IN ALL YEARS

- GOOD STANDING is at risk if 4 SBRs are accrued.
- GOOD STANDING is withdrawn if 5 SBRs are accrued.
- GOOD STANDING is withdrawn if a student is suspended/or placed on withdrawal.
- GOOD STANDING is withdrawn if a student falls under 90% attendance without good cause.
- GOOD STANDING will be lost until the end of a current term.
- GOOD STANDING may be reinstated at the Principal's discretion.
- Students who have their Good Standing withdrawn are excluded from extra-curricular and rewards activities i.e. Lightning Carnivals, Year 11 River Cruise or Year 12 School Ball. **This does not include Belsurf, which is a mandatory school day.**

The full Good Standing Policy can be found on the school website.

SCHOOL VALUES

RESPECT	Being considerate of the rights of self and others
COMMITMENT	Dedication to goals and choices that positively impact myself and the school
RESILIENCE	To overcome setbacks, persevere with challenges and look for ways to improve
CURIOSITY	The desire to learn, the confidence to explore, the tools to grow

SCHOOL RULES

Students will:

- Follow instructions of a responsible adult.
- Maintain the environment and property.
- Not be in possession of cigarettes or vapes.
- Not use or bring, distribute or receive illegal substances or items to school.
- Not make threats or use violence.
- Attend timetabled classes under supervision of staff.
- Wear school uniform while at school and on school activities as appropriate.
- Not chew gum on school premises.
- Adhere to the BSC Electronic Device Policy.

TRIPLE 3 - EXPECTATIONS FOR STUDENTS AND STAFF

Triple 3 outlines our expectations for students, teaching staff and school leadership in establishing the required conditions for a thriving school. Our clear expectations and consistent approach ensure all members of the school community are working towards a unified goal to ensure a fair and orderly environment in which students and staff can achieve at their best.

1. Clear Expectations of Students

The 3 behaviours that are MOST important for students to demonstrate are:

1) Follow school rules and staff instructions
2) Use G rated language at all times
3) Respect yourself, respect others, respect the space.

2. Consistency in Classroom Practices from Teachers

The 3 classroom practices/routines that we expect teachers to promote are:

1) Model respectful behaviour and build rapport with students
2) Provide frequent, timely and constructive feedback to students and parents
3) Set clear expectations for students in line with the Belridge T&L Framework

3. Support from the Senior Management Group

The 3 ways Senior Management will support students and classroom teachers are:

1) Support college staff to implement school behaviour management plans
2) Ensure a consistent approach to student consequences and communication of outcomes
3) Provide clear and timely feedback to staff and students about their work.

RLEARNERS TEACHING FRAMEWORK
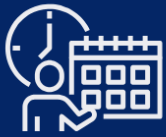
Routines
- Welcome students into the classroom
- Seating plan in place
- Lesson planned to level of the learner / refer to documented plans
- Learning environment and resources ready to go

Learning Objectives
- Share MLO and Success Criteria with students – visual and verbal
- MLO linked to Bloom's Taxonomy

Explore
- Planned Starter or Hook to engage
- Link to Prior Learning
- Link to real-world examples / Cross Curricular Priorities

Active Learning
- Thoughtful lesson design - chunking
- Clear instruction of task – visual and verbal
- Effectively manage transitions
- Students actively engaged in learning activities
- Use of effective questioning techniques

Review
- Conclude lesson using review strategies
- Utilise a range of assessment types to check for understanding - (formative, summative, peer)
- Targeted feedback provided to students - Verbal or Written
- Check progress against MLO and Success Criteria

Next Lesson
- Discuss upcoming content, assessments and announcements
- Supporting effective use of Student Planner

Engagement
- Use of Classroom Management and De-escalation Strategies
- Use of school reward system - Positive Incentive Program (PIP)
- Fair expectations articulated in line with Triple 3 and BMiS Plan.
- Use of timely, restorative conversations
- Use of Ready to Learn Scales, Positive Primers and Brain Breaks.

Relationships
- Know your students - promote unconditional positive regard.
- Effective communication with students, staff and the community
- Build relationships through Academic and Social Winning Over.

Support
- Share best practice and ideas with other staff
- Maintain Connect Classes to support student learning
- Purposeful use of support staff (EAs) and Inclusive Education Team
- Utilise support from Learning Area, Student Services and Lead Teams
- Invest in professional development and engage in college PLTs
- Build support network both inside and outside of school

EFFECTIVE TEACHING IN EVERY CLASSROOM, EVERY DAY.

ATTENDANCE

The School 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.

The full Attendance Policy can be found on the school website.

PUNCTUALITY

The Belridge Secondary College community believe it is important for students to be on time to class. The beginning of lesson provides vital information and instruction 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, via a phone call, written note or Connect app. (Late explanations must specify the date, time and reason for the absence). When students arrive at school, they must sign in at Student Services Reception where they may be given a "Arrival Pass" 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.

ABSENCE PROCEDURES

Absences for part of, all day, or for several days, must be covered by one of the following options: **phone call or via Compass platform or app.**

Tip! Make a note of the following methods of communication you can contact us on now!

> **Via your Compass Login, or**
>
> **Direct Absence Line**: 9408 8034
>
> *(option to leave message if line busy or unattended)*

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, Front Office or Student Services reception.

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 to sign out. The student will be provided with a 'Departure Note' slip. 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 planner and are making use of it. Parents are encouraged to support their child and use this planner as a means of communication. Students without their school planners will be given a replacement sheet to use for the day. Please refer to the school planner for full details.

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:

- Reduces pressure on parents to purchase more expensive clothing, such as popular designer labels;
- Prevents formation of cult groups based on dress and the unacceptable behaviour that can be generated by such a group;
- Assists in identifying outsiders entering the school campus.
- Promotes school pride within our students.

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.

EVERYDAY WEAR
- ✓ Navy blue shorts, skirt, trousers or tracksuit pants.
- ✓ **Middle School** (Years 7, 8 & 9) Middle school unisex polo shirt (red stripe) with school logo.
- ✓ **Senior School** (Year 10, 11 & 12) Senior school unisex polo shirt (white stripe) with school logo.
- ✓ Navy blue shorts, zina skirt (with inbuilt shorts), trousers or tracksuit pants.
  No Leggings/jeggings/jeans/denim/bike shorts
- ✓ Navy blue V-neck windcheater or tracksuit jacket (no hooded/hoodies jackets)
- ✓ 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 or crocs)
- ✓ Any undershirts must be plain navy blue, red or white.
- ✓ Stockings/nylons/tights must be plain navy blue. (No patterns)
- ✓ Socks must be plain black, navy blue or white, and no higher than mid shin.

PHYSICAL EDUCATION
- ✓ A change of navy blue shorts, skirt, trousers or tracksuit pants.
- ✓ A physical educational shirt.
- ✓ Plain navy blue windcheaters or plain navy blue jackets for cooler months, and a navy blue jacket for wet weather (no hoodies).
- ✓ Students involved in water based activities must wear shorts over their bathers.
- ✓ Bucket hats with house colours or caps for outside activities (available from uniform shop). Note: hats or caps **must not** be worn in class.
- ✓ Enclosed footwear that conforms to safety standards.
- ☒ **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.

WE ARE AN ASTHMA FRIENDLY SCHOOL
NO AEROSOLS/SPRAY DEODRANTS ARE PERMITTED ON SCHOOL GROUNDS

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.

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

TENTATIVE REPORTING DATES 2025

Interim Reports	Year 7, 11 and 12 distributed **Thursday 27 March** Year 7, 11 and 12 Parent/Teacher Evening: **Wednesday 2 April 3:30pm to 6:30pm**
Semester One Reports	Year 11 -12 distributed **Monday 30 June** Year 7 – 10 distributed **Thursday 3 July** Year 7– 12 Parent/Teacher Evening: **Wednesday 23 July 3:30pm to 6:30pm**
Semester Two Reports	Year 7, 8, 9 and 10 distributed **Wednesday 17 December** Year 11 reports distributed **Tuesday 10 December** Year 12 reports Statement of Results distributed **Friday 24 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.

Learning areas are:

The Arts	Health & Physical Education
English/Humanities	Languages Other than English (LOTE)
Mathematics	Technology & Enterprise
Science	

Years 7 and 8 students will participate in a 'taster' course across all Learning Areas.

Years 9 and 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. Regular progress reports will be sent home.

LOWER SCHOOL ASSESSMENT

Students will receive a final grade at the end of each year based on the assessment outlined for each course.

Student achievement is reported on a five-point scale using grades A to E.

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:

- 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. These will be posted on Connect.

Completion of a pair of units

A grade (A, B, C, D or E) is assigned for each pair of units completed in accordance with guidelines established by the School Curriculum and Standards Authority (SCSA) which provides a basis for comparability of grades/levels between schools.

GRADE INTERPRETATION

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

Students are required to:

- attempt all in-class assessment tasks on the scheduled date

- submit all out-of-class assessment tasks on or before the due date.

If an assessment task cannot be submitted directly to the teacher, it is to be submitted to the relevant Head of Learning Area/Teacher-in-Charge who will provide a 'Submission of assessment task' slip.

Where health issues or other personal circumstances may prevent a student completing an in-class assessment task, the student or the parent/guardian must discuss the matter with the teacher at the earliest opportunity before the scheduled date. The College will determine whether the reason is acceptable (see Section 13 for details).

Where the reason for not submitting an assessment task or attending a scheduled in-class assessment task **is acceptable** to the College (see Section 13 for details), the student's assessment outline will, where possible, be adjusted and a grade assigned.

If a student does not submit an out-of-class assessment task or attend a scheduled in-class assessment task without providing an acceptable reason, the teacher will advise the student and the parent/guardian/carer of the possible impact of the penalty on the student's grade.

Where an out-of-class assessment task is submitted after the due date, or is not submitted, and the student **does not** provide a reason which is acceptable to the College (see Section 13 for details), the following penalties apply:

- 10% reduction in the mark (if submitted one school day late), **or**

- 30% reduction in the mark (if submitted two school days late), **or**

- 50% reduction in the mark (if submitted three school days late) **or**

- a mark of zero (if submitted more than three school days late or not submitted).

Where an in-class assessment task is missed and the student **does not** provide a reason which is acceptable to the College (see Section 13 for details), the student will receive a mark of zero.

13. Acceptable reasons for non-completion or non-submission of an assessment task

The penalty for non-completion or non-submission of an assessment task will be waived if the student provides a reason which is acceptable to the College. For example:

- where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment task (including school examinations and the externally set task) is scheduled

- where sickness, injury or significant personal circumstances for part or all of the period of an out-of-class assessment task prevents completion or submission by the due date.

In such cases, the parent/guardian must:

- contact the College before 9.30 am on the day of the in-class assessment task or due date for submission of an out-of-class assessment **and**

- provide either a medical certificate or a letter of explanation immediately following the student's return to school.

Where the student provides a reason, which **is acceptable** to the College for the non-completion or non-submission of an assessment task, the teacher will:

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student's return), **or**

- decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential), **or**

- not require the task to be completed and re-weight the student's marks for other tasks in that assessment type (provided, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to meet the Authority's requirements for the course and to enable a grade to be assigned).

Parents/Guardians must inform the Deputy Principal (in writing) of any family holiday and the dates the student will be away.

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. family holidays, preparation for the College ball).

In exceptional circumstances, the parent/guardian may negotiate the development of an individual education plan with the year co-ordinator. This plan will show how the missed lesson time will be compensated for and any adjustments to the assessment outline.

Where a catastrophic event (e.g. a pandemic) affects delivery of the teaching program, the completion or submission of one or more assessment tasks and/or completion of the College examination timetable, students will be advised by the College of adjustments to the task requirements and/or the assessment outline.

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 2024

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. This minimum standard may be achieved through Year 9 NAPLAN.

- **General Requirements – you must:**
    - Demonstrate a minimum standard of literacy (reading and writing) and a minimum standard of numeracy.
    - Complete:

        ✓ At least four Year 12 ATAR courses (and one other of General, ATAR or VET); OR
        ✓ At least five Year 12 General courses and/or ATAR course of equivalent; OR
        ✓ A Certificate II (or higher) VET qualification in combination with ATAR, General courses (total of 5 courses)

- 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.

- **Breadth and Depth**
  You must complete a minimum of 20 units, which may include unit equivalents attained through VET and/or endorsed programs. This requirement must include at least:
    - A minimum of ten Year 12 units, or the equivalent
    - Four units from an English course, post-Year 10, including at least one pair of Year 12 units from an English learning area course.
    - One pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology) subjects.

- **Achievement Standard**
  You must achieve at least 14 C grades or higher (or equivalents) in Year 11 and 12 units, including at least six C grades (or equivalents) in Year 12 units.

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 (OLNA).

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

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.

1. 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.
2. It is at all times the students' responsibility to ensure that they complete all work missed during absences, work experience/SWL, excursions and camps.
3. 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 may be accommodated.
4. A note or medical certificate from a parent satisfactorily explaining an absence will be required to substantiate absences affecting assessments.
5. 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.
6. 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 a mark of zero (0) for that assessment component.
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 Deputy Principal.
3. At the discretion of the Head of Learning Area or Deputy Principal, the student may sit 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 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 zero (0) for that assessment task, for all students involved.

These people can help you!

STUDENT SERVICES TEAM

DEPUTY PRINCIPALS:
Mrs Louise Hall (Deputy Principal)
Mr Louis Cheeseman (Deputy Principal)
Mr Carlos Notarpietro (Deputy Principal)

The Deputy 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.

HEADS OF STUDENT SERVICES:
Mr Chadd Richardson – Sharks (Yellow)
Ms Heather Currie – Manta Rays (Blue)
Mr Benjamin Dawkins – Marlins (Green) – Ms Tarryn Hunt for first four weeks of Term 1, 2025

- Establish, plan and manage all Student Services programs and policies e.g., SAER, BMP, 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 BMP procedures.
- Arrange meetings between parents / students and staff regarding behaviour, mental health, wellbeing concerns, support or other matters.

STUDENT SERVICES - 2ND IN CHARGE
Ms Karen Hodgetts – Sharks (Yellow)
Mr Brent Jarvis-Spinks – Manta Rays (Blue)
Ms Tarryn Hunt – Marlins (Green)

- 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, <u>social development, behaviour and punctuality.</u>
- 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 BMP data, record BMP 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 schoolwork for absent students as requested by parents for long term absences or medical reasons. For occasional/short term absences students can access work via Education Perfect or Connect.
- 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 ENRICHMENT PROGRAM - STEM
Ms Claire Green
- 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.

PATHWAYS COORDINATOR – SENIOR SCHOOL PATHWAYS
VET and Workplace Learning
Mr Adam Smith
- Vocational Education and Training (VET).
- Workplace Learning (WPL).
- Supports school-based training opportunities.
- TAFE and Trade Partnerships.
- Year 10 Engagement Program.
- Year 10 Course Counselling process.
- Track student VET progress through Years 10, 11, 12.
- Coordinate work placements.

CAREER PRACTITIONER
Mr Ashley Mouritz
- Provide careers counselling.
- 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 Iona Hughes
- 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.

YOUTH SUPPORT WORKER
Details to be confirmed.
- General wellbeing and support of students.
- Coordinate small group interventions.
- Support disengaged students.
- Support whole of school programs.
- Assume duties as directed by Head of Student Services (HOSS)

COMMUNITY HEALTH NURSES:
Mrs Fiona Docherty / Ms Michelle Dragicevich
- 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.
- Promote health education programs and events within the school.

STUDENT COUNCIL
Ms Jodie Grieve
Councillors are elected from Year 7, 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 Jodie Grieve.

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.

MOBILE PHONES / ELECTRONIC DEVICES
The Department of Education does not permit student use of mobile phones in public schools, unless for medical or teacher directed educational purposes. Students are encouraged not to bring electronic devices such as mobile phones, MP3s, iPads, Smart Watches etc., as the use of them is prohibited during school hours. The student has sole responsibility for the safe keeping of their electronic device if they choose to bring them (including ear pods and headphones). The school accepts no responsibility or liability for personal property items. The only exception to this is when the electronic device is held by the Administration due to confiscation.
The full electronic device policy can be accessed via the school webpage.

LOCKERS

Lockers are assigned in year order starting with Year 12 down to Year 7 through Student Services. 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.

Additional lockers are located outside the gym for the storage of BYOD etc. during Physical Education and/or recess and lunch breaks. These are for 1 period use only. Students must provide their own locks and remove them after use.

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 / SCOOTERS / E-SCOOTERS

Students are not encouraged to bring skateboards, scooters or e-scooters to school. Should a student bring a skateboard, scooter or e-scooter to school they are to lock these in the bicycle compound.*

*** The school accepts no responsibility or liability for any loss or damage occurred to personal property whilst on the school grounds.**

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 the online order system Flexischools app. Students collect their meals at the appropriate times from the Café. A menu is available to view on our school website, together with link to our online ordering system.

SCHOOL LIBRARY

The Library is open to students before school (8.10am), 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.

UNIFORM SHOP

The school uniform suppliers are:

Uniform Concepts
Unit 5/7 Delage Street
Joondalup WA 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. Orders can be placed online www.nellgray.com.au. Please refer to website for full details and to view school Uniform Policy.

COLLEGE BOARD

A requirement of an Independent Public School is to form a School Board. Current school board members are:

<div align="center">

Chairperson
Steven Hall
Principal
Sharon Lyon
Parent Representatives
Naomi Cove, Melanie O'Leary, Keyrui Patel
Staff Representatives
Heather Currie, Ben Dawkins, Chadd Richardson
Community Members
Michelle Austin, Kush Jalota, Sonia Moyle

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The College Board meets regularly and examines the school's results, budget, and makes recommendations for school improvements. An open meeting is held once a year - everyone is welcome.

We welcome suggestions to improve the quality of education at Belridge Secondary College.

Should you have any matters you wish to raise with the Board please contact the board secretary, Nicola Harris on 9408 8008 or email

<div align="center">

belridge.sc.schoolboard@education.wa.edu.au

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ELECTRONIC DEVICE POLICY

> **"OFF AND AWAY ALL DAY"**
> *"The Department of Education does not permit use of mobile phones in public schools unless for medical or teacher directed educational purposes."*

Students are encouraged not to bring electronic devices such as mobile phones, MP3s, iPods, Smart Watches etc., as the use of them is prohibited during school hours. The student has sole responsibility for the safe keeping of their electronic device if they choose to bring them (including ear pods and headphones). The school accepts no responsibility. The only exception to this is when the electronic device is held by the Administration due to confiscation.

If electronic devices are brought to school, the following conditions apply:

1. These must be **turned off and kept out of sight** once the first bell goes at the start of each day and until the end of the school day. This includes earpods and headphones. Smart watches must be set to aeroplane mode.
2. The use of iPads, laptops or tablets before school and break times is only permitted in the library. This will be limited to the capacity of the library.
3. It is unacceptable for the device to ring, beep or be used during classes or any other activity involving the student (unless under the direct supervision/permission of a teacher). Sanctions will apply if this occurs as follows:

During class time and break times:

- On first occasion the device will be confiscated by the teacher and given to the Administration. The student can claim the device from the Administration at the end of the day.
- If there is a second occurrence, the device will not be returned to the student. A parent/guardian will be invited to collect the device/s from the School Administration.

ONLINE SERVICES PROCEDURES
- Students have access to college computers which are connected to the college intranet and to the internet, to use for education purposes.
- Students may also bring their own Android Tablet or iPad for use for education purposes in class, provided they have teacher permission.

What To Do
- Read and return a copy of the **Acceptable Usage Agreement**, signed by you and a parent guardian.
- If you wish to use your own device on the school network you must also read and return to the school, a copy of the **Student Owned Device Agreement**, signed by you and a parent/guardian.

Incident
- An incident will be recorded any time a student is in breach of the rules of the **Acceptable Usage Agreement.**

Response to an incident
- Students may have their online services account restricted.

- Student will retain their logon privileges so as to be able to complete their required classwork/assessments.

Consequences
Breach of the **Acceptable Usage Agreement** will result in a negative behaviour recorded, the BM policy being applied and potential loss of 'Good Standing'.

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. 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.

7. 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.

8. 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 THE SECONDARY ASSISTANCE SCHEME?

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:

- $300 Clothing Allowance paid directly to the parent/guardian <u>or</u> 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 (blue 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.*

The concession card must:
- Be valid for at least 4 weeks
- Be valid for some time within Term 1, 2025 (5 February to 11 April 2025)
- Have the students listed on it
- Not be expired at the time of applying for SAS

- Parent/Guardian must be the holder of a card that is valid sometime 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 (e.g. Living Away from Home). 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 2006 or before are **ineligible this year.**

CARD DETAILS

Cards held must be current in Term 1 (on or after Wednesday 5 February 2025).

APPLICATION FORMS

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

Applications close Friday 11 April 2025 (last date to accept SAS applications).

TRAVEL

GETTING TO AND FROM SCHOOL
Go to www.transperth.wa.gov.au to help plan your journey. Search for the following service numbers for timetables and bus routes/map:

Regular public bus routes 463 / 464 ; or

'School Belridge Secondary College' bus - service numbers 780 / 781

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. At the time of publication of this handbook, travel to and from school is currently free, but may be subject to change.

The Student *SmartRider* card must be shown on request.

Check your *Smartrider* balance, usage history and autoload amount on the Transperth app.

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/vape
- ☒ Allow any part of their body to protrude out of the bus windows.
- ☒ Stand forward of the front seat.

REMEMBER!
- ✓ **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 and ESC

Basketball Courts

DT5

3
6 5 4
9
1
Bike Racks
7 8
2

Design & Technology
Office
DT3 DT4 DT2 DT1

School Oval

Gymnasium
Office

Netball Courts

Cricket Shed

Cricket Room

Staff Car Park

T4 T2 T1
T5
ESC
Toilet Block

ESC2
ESC1
ESC Building

Performing Arts
Music
PAC Staff

Student Reception
Admin
Ed Support reception
BSHS Reception

ILC T3 TD
SC7 SC4 SC5 SC6
Office
Science
SC3 SC2 SC1
ESC
Science Compound

B5
Business Education
B6 B7
B4 B3 B2 B1

ESC

Ramp

Office
Library
English Office

E5
E4 E6
E3 English E7
E2
E1

A3
A2
TV Art Office
A1 A4
Media

Car Park

T 7
Hub
T 6

mini garden
HEC2 Office HEC3
Home Economics
HEC4 HEC1

C5
ESC Building
C6 C7
C4 C3 C2 C1

SS1
Student Services

N

T11

T 8

Café
Canteen

Maths Office
M5
Maths
M6
M4 M7
M3
M2
M1

SE3
SE2 HASS
SE1 Office SE4

Car Park

Service Road (off Gwendoline Drive)

Hass 8
Hass 7
Hass 5 & 6

Medical Centre
Student Unisex Toilet
Staff Unisex Toilet
Student Toilet
Staff Toilet
Disabled Toilet
Metal Store 1
Store Room 2
Building & Construction 3
Storage 4
Storage 5
Bus 6
Wood Shed 7
Auto Shed 8
Gardener's Shed 9
Fire Hydrant