



PARENT AND STUDENT HANDBOOK 2025

Phone: 6401 9800

Email: wanneroo.sc@education.wa.edu.au

Website: www.wanneroosc.wa.edu.au



CONTENTS

Contact List	3
The Wanneroo Way	4
Need Help?	5
Parental Involvement & House Colours	6
Mobile Phones & Electronic Devices	7
Uniform Policy	8
Attendance	10
Homework, Revision & Study	12
Wellbeing Dog	13
Requests for Work (Vacation & Illness)	14
Contributions & Charges	15
Bell Times	Back Page

CONTACT LIST

Staff members can be contacted during school hours by:

Phone: 6401 9800 Email: wanneroosc@education.wa.edu.au

Administration	
Principal	Mrs Justine McNaught-Conroy
Associate Principal Yr 7 & Edu. Support	Ms Brooke McFarlane
Associate Principal Yr 8 & 9	Mr Geraint Davies
Associate Principal Yr 10	Mr Stephen Carlino
Associate Principal Yr 11 & 12	Mrs Leanne Guard
Manager Corporate Services	Ms Karin Mongan
Admin & Finance Officer	Ms Trinette Graf
Heads of Learning Area	
English	Ms Penny Steele
Mathematics	Ms Mary-Jean Simms
Humanities & Social Sciences	Mr Garry Noack
Science	Ms Kiran Sharma
Technologies	Mr Stephen Thomson
The Arts	Mr Matt Bell
Health & Physical Education	Mr Bradley McCallum
Education Support Centre	Mrs Lynn De Giosa
Student Services Staff	
Student Services Manager	Ms Liz Bailey
Student Services Manager	Mr Karl Hmableton
Attendance Manager	Mrs Sarah King
Head of Year 7	Ms Katie Crowe
Head of Year 8	Mr Paul Milhench
Head of Year 9	Mrs Amy Perera
Head of Year 10	Mr Dale Brown
Head of Year 11	Miss Carla Vidovich
Head of Year 12	Mrs Caitlin Leadbetter
Learning Support Coordinator	Mrs Kellie Noakes
School Psychologist	Miss Helen Todd & Mr Stephen Moore
School Nurse	Mrs Alison Spence
Chaplain	Mrs Bonnika Misick
Joondalup Campus	
Joondalup Campus Manager	Mr Chris Leggett
Learning Centre	
Learning Centre Manager	Mrs Lynn De Giosa
Aboriginal Education	
Follow the Dream Co-ordinator	Ms Kristy Gamble
Aboriginal & Islander Education Officer	Mrs Selina Gerrand

The Wanneroo Way

Positive Behaviour Support Program.



Positive Behaviour Support (PBS) is an endorsed framework by the WA Education Department, designed to encourage and uphold positive behaviour choices within schools. It relies on a three-tiered model utilizing preventive, instructional, and reinforcement strategies to effectively prevent and diminish challenging behaviours. PBS aims to yield meaningful and lasting outcomes such as: academic performance fostering a positive school image within the community ensuring consistent behaviour management refining behaviour instruction and management methods maximizing teaching time fostering a positive school environment. This approach also emphasizes the importance of clear and explicit behaviour expectations for all students while ensuring they are explicitly taught these expected behaviours.

“The Wanneroo Way” is Wanneroo Secondary Colleges PBS Framework. We at Wanneroo Secondary College strongly believe in the importance of students engaging in their learning and displaying the appropriate behaviours that will enable them to achieve success.

The Wanneroo Secondary College’s PBS Core Statement is:

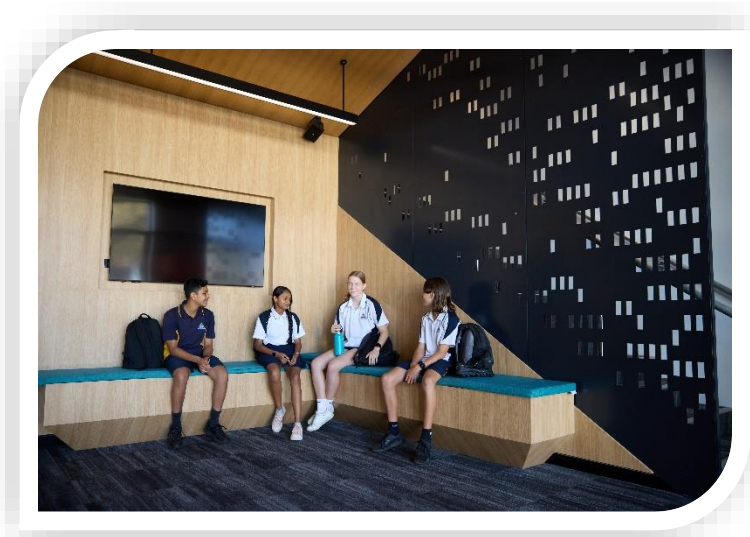
“S.T.A.R is Wanneroo Secondary College’s Positive Behaviour Support model. Our purpose is to collaborate with the school community to maintain a positive and safe school culture. This program aims to teach pro-social behaviours to support an inclusive college. We know that when good behaviour and quality teaching come together, it empowers our students to “Star” in their learning.”

Wanneroo Secondary College recognises that you, as parents, are the most powerful educative influence in the life of your child. The home and school are complementary forces in the child’s education and therefore parental involvement and interest at all levels is encouraged and appreciated.

Our website, www.wanneroosc.wa.edu.au provides important information about the operation of the College and outlines the policies and regulations that we as students, teachers and parents will adhere to.

Our Vision Statement is “Star in Your Future”

NEED HELP?



If you have concerns about the academic or social progress of your child, whether they are fitting in, conflict with another student or staff member, contact the staff member concerned via email or phone or make an appointment to meet with the teacher.

(The names of the Heads of Learning Areas, the Head of Years and Student Service Managers are listed on page 3, contact through Heads of Year or Heads of Learning Areas are preferred).

ACADEMIC PROGRESS or LEARNING CONCERNS

The first step is usually the classroom teacher: You can find the names of your child's teachers on their timetable. Staff are available during 'Hours of Communication' via phone or email. Task Mark Reports are emailed home throughout the year.

SOCIAL and EMOTIONAL CONCERNS

The Head of Year is usually the best place to start, as they have a good grasp of what is going on in each year group and will assist you. For more complex problems, make an appointment to speak with the Student Service Managers.

The college has additional support with a School Psychologist, a Chaplain, and a Community Health Nurse. Please refer to the Communication Flowchart for details of who is best to contact for your child.

The person who knows a child best is the parent, so we would be grateful for anything that you can tell us to make your child's time at Wanneroo Secondary College happy and safe.

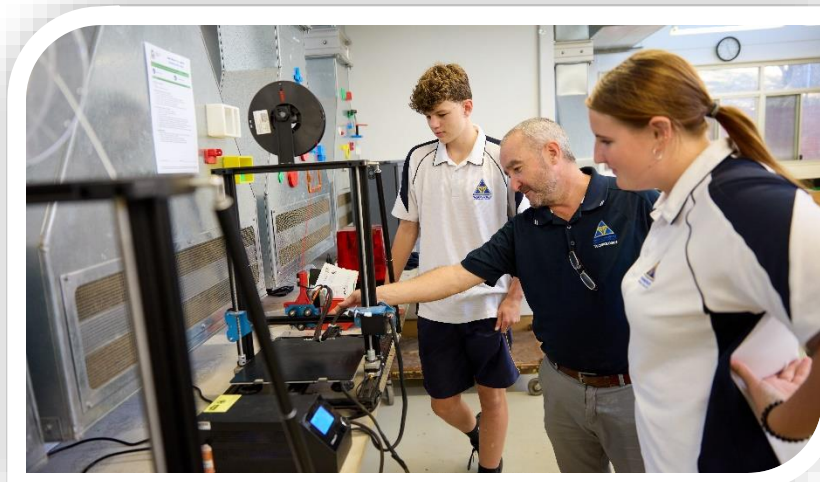
We love to meet the parents of our students so please come to our:

- Parent Information Evenings
- Sports Carnivals & Sporting Matches
- Performing Arts Productions, Art Exhibitions and Musical Recitals

PARENTAL INVOLVEMENT

P & C

Wanneroo Secondary College welcomes new parents and invites you to be part of the College's Parents & Citizens Committee. Meetings take place on the second Monday of each month at 5:00pm in the Conference Room. Have your say and attend a meeting whenever you can.



COLLEGE BOARD

A College Board advises the Principal and Business Manager when setting the directions of the college, in particular matters relating to the development of academic and nonacademic targets and finance. The Board is comprised of five parents and two staff members, elected, as well as three co-opted members from business and the community. Please contact the college if you require further information.

FOLLOW US ONLINE

Keep up to date with what is happening in the college, like our Wanneroo Secondary College Facebook page and follow our Specialist Programs on Instagram.



Wanneroo Secondary College



wanneroosc_specialistaf1

performingarts_wanneroosc



HOUSE COLOURS

Students are allocated to one of four houses:
Marri, Waardong, Tuart and Jarrah.
The colours associated with the houses are;

Marri - Yellow
Waardong - Blue
Tuart - Green
Jarrah - Red

MOBILE PHONES & ELECTRONIC DEVICES

OFF & AWAY ALL DAY

Mobile phones and Electronic Devices are an integral part of 21st Century life, however it is important that we use them in a manner that supports students' academic, social and emotional wellbeing. In addition, the unregulated use of devices by students diminishes the quality of teaching in the classroom.

Mobile phones must be switched off⁽¹⁾ and, together with associated ear buds and earphones, placed in school bags from the first siren (8.53am) until they exit their final class (2.55pm). This requirement is Department of Education policy and applies to all government schools and we would very much appreciate parent support in implementing the policy.

⁽¹⁾ Switching to silent is not sufficient as alerts are known to cause anxiety & are as disruptive as a phone call.

Devices cannot be used from the first to the last siren to:

- Make and receive phone calls and text messages.
- listen to music.
- take photos or video's.
- receive or send images.
- use any form of social media.

Mobile phones and other devices may be used in the classroom environment only under the direct instruction of the classroom teacher for educational purposes.

Breach of policy procedures.

1. Students will have their device confiscated.
 - 1st Offence - The device will be passed to Student Services and the parents notified. The student will be able to be collect the device at the end of the day.
 - 2nd Offence - The device will be passed to Student Services and then to the Associate Principal. The student's parents will be notified, and a time arranged for the item to be collected from the Associate Principal.
2. In the event that a student becomes defiant when asked to hand over the device the college will deal with incident under the Behaviour Management Policy and will result in a loss of Good Standing and a suspension from school for the student.
3. Students who use a mobile phone (still and video) to film people and their activities without their knowledge and/or permission and any student found to be involved in recording, distributing, or uploading inappropriate images, videos of students, parents or staff on school premises may be suspended immediately. Department of Education policy states that the suspension should be up to 10 days.



Remember: Students who bring mobile phones, or any electronic equipment, to school must accept full responsibility for the safety of the item. The Department of Education's insurance policy does not provide cover for the private property of students.

UNIFORM POLICY

The Department of Education's policy on school dress code allows schools and colleges to make the wearing of a school uniform a requirement. Wearing of the uniform brings with it many benefits such as: The promotion of the College's public image, an enhanced college spirit, a reduction of rivalry between students, an increase in convenience, cost-saving for parents and preparation for work environments which have dress and safety codes. The uniform is endorsed by the College Board, the P & C Committee and the Student Council.



We would appreciate it if we could all work together to get our students into full uniform. Please note that for all Government Schools, denim items of clothing are not permitted as part of the uniform.

UNIFORM REQUIREMENTS

Only items sold at Tudor School Uniforms for Wanneroo Secondary College are school uniform.

The pants, shorts and skirts of the uniform are plain blue and in many styles. These can be viewed at Tudor School Uniforms at 75 Excellence Drive, Wangara.

Shoes: For safety reasons flat enclosed shoes are to be worn. Thongs, sandals, flip flops, crocs, ugg boots and similar are unacceptable and, if worn, sanctions will be applied.

Jewellery: Conservative jewellery and watches are acceptable. For safety reasons, long and dangly earrings are not suitable for school wear. Earrings, such as hoops and studs, are acceptable, provided they fit onto a \$2 coin. Any piercing which presents a danger to the wearer must be covered or removed at school.

HOODIES, BIKE SHORTS AND LEGGINGS are unacceptable. If worn, student is Out of Uniform

OTHER REQUIREMENTS

Physical Education

- Sports shirts are compulsory for Years 7 to 10 and for students studying Physical Education or Outdoor Education in Senior School.
- Students require a change of clothing for every Physical Education lesson. Hot and cold shower facilities are available.
- Specialist Program specific items to be worn during AFL & SPA classes only

Home Economics, Technologies (Digital & Design) and Science Classes

For safety reasons, Department of Education policy requires that students in these classes must: -

- Wear closed footwear
- Ensure that long hair is tied back
- Wear protective glasses as stipulated by the teacher. These are supplied in the class.

UNIFORM POLICY: Out of Uniform

A student is out of uniform if they wear any article of dress not sold in the uniform shop. Students "Out of Uniform" cannot attend excursions or out of school activities.

STUDENTS OUT OF UNIFORM:

1. Where practical they will be asked to remove the "Out of Uniform" item.
2. Wanneroo Secondary College Staff will note that they are out of uniform, give a warning (once only), for minor infringements and parents contacted.
3. The Student Services team will organize a change of clothing if possible.
4. A student out of uniform may be sent home to change or kept in isolation.
5. Repeated infringements mean that the student will lose their "Good Standing" and will not be eligible to attend "Reward Activities" in lower school, the River Cruise (Year 10) and the College Ball (Years 11 & 12) or similar non curriculum activities.

ASSISTANCE

Financial Assistance is available to low-income families to enable them to meet dress code expectations. Families holding a Health Care or Pensioner Concession card that complete the Secondary Assistance forms (available from the Administration Office or our website) receive \$300 per child each year, specifically to assist in the purchase of school uniforms. Applications for assistance close at the end of Term 1 each year.

PURCHASING UNIFORMS

Our uniforms are supplied by Tudor Uniforms in Wangara. Uniforms can be ordered:-

- **Online at:** www.tudorschooluniforms.com.au
- **In person at**
 - Tudor Uniforms at 75 Excellence Drive Wangara
Monday to Friday 8:00am - 4:00pm.



Check the Tudor Uniforms website for additional opening times at the start of each year.

For more information, please refer to the Student Dress Code booklet.



ATTENDANCE

Any absence from class has a significant impact on a student's academic achievement.

In your child's 6 years of high school (1 school year = 40 weeks)

- Attendance of 90% = an absence of 1 day a fortnight = 24 weeks of missed lessons, more than a semester.
- Attendance of 80% = an absence of 2 days a fortnight = 48 weeks of missed lessons, more than one year.
- Attendance of 60% = an absence of 4 days a fortnight = 96 weeks of missed lessons, almost 2.4 years.

Every day matters; students need to be here to learn.

Students need to be at school to develop the skills, knowledge and values they will need to succeed in life. Regular attendance is the key to academic achievement. The Attendance Officer will contact parents when a student is absent to discuss any support that may be required.

The Education Act requires that compulsory aged students attend school or participate in an educational program. Education is compulsory to the end of the year in which a student turns 17 years and 6 months.

LATE TO SCHOOL

Students who are late to school should sign in at Student Services as soon as they arrive.

ABSENCES

A student may be absent from school due to temporary ill health or "any other reasonable cause" such as family commitments (bereavement/religious). It is not acceptable to be absent due to birthdays. Swimming carnivals, athletics carnivals and other special days are normal attendance school days.

When absences occur, they must be explained within three days of the start of the absence. Information supplied should include the student's name, year and the actual dates of absence. This can be done in the following ways:

- By ringing **6401 9800** option 1. You may leave a voice message outside office hours.
- By responding to the SMS message. e.g. Mary Donaldson Yr 9 sick with flu. The SMS number is 0407 983 874 (SMS only, not for phone calls).
- Email to Wanneroo.SC@education.wa.edu.au
In the email, give the student's name, year and the reason for the absence.
- Send a note with the child when they return to school

Please Note: The Attendance Officer or your child's Head of Year will contact you by phone or email if your child's attendance has not been explained.

Students with excellent attendance will be rewarded with a Merit Certificate each Semester and will become eligible for reward activities.

SMS ALERT

An SMS alert will automatically be sent to your mobile phone advising you if your child has been marked absent.

TRUANCY

A student who is absent from class without permission is said to be truanting. Any student who truants will be required to make up for the missed class with an after-school detention during which time the student will make up for missed work. Parents and guardians will be given 24 hours notice of the detention.

LATENESS TO CLASS

A student who is late for class will be required to make up the missed work during lunch, recess or after school.

APPOINTMENTS DURING SCHOOL TIME

A Leave Pass is required by students who need to leave school during the day. Parents can organise a pass in advance by emailing, phoning or sending a note with the details of the appointment or a copy of the appointment card to either Student Services or Administration who will then issue the pass. **Students under 16 years of age must be collected from school.** To ensure safety they cannot walk home or catch a bus unaccompanied. On return to school the student should sign in at Student Services.

ILLNESS OR INJURY WHILE AT SCHOOL

Students who become ill or are injured while at school should report to Administration. The child will be assessed and, where necessary, parents phoned and arrangements made for the child to be collected from school. Students should not ring and make arrangements to be collected as it is important that an ill or injured student is supervised until they are picked up.

Students who attend class for less than 90% of the time, without reasonable excuse, can expect to be referred to a *Behaviour and SET Panel*. These panels are conducted by the college and community representatives. In addition, parents of students who do not attend regularly, more than 90% of the time, may be required to go on Parenting Contracts registered with the Department of Child Protection and Family Support.

HOMEWORK, REVISION & STUDY

What is Homework?

HOMEWORK CAN BE ANY OF THE FOLLOWING: -

- Completion of work not finished in class.
- Preparation for class work, e.g. reading a novel
- Revision and study for tests and exams
- Completion of assessment items. These items usually count towards final marks and grades.

WHY HOMEWORK?

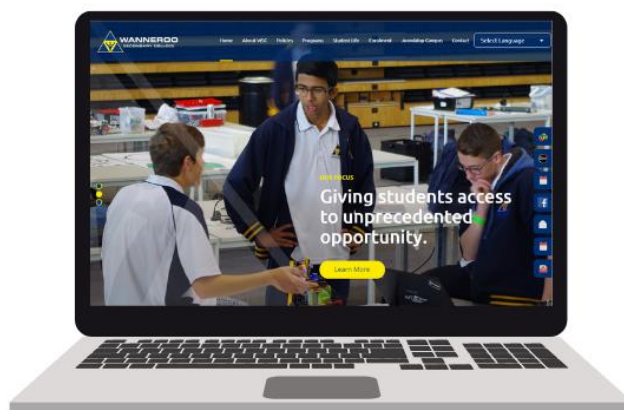
Homework helps students by reinforcing classroom learning, fostering good habits such as self-discipline, concentration and responsibility.

HOW MUCH HOMEWORK?

Students should set aside time each day to complete class work and tasks set by the teachers. When no work has been set, this time should be used to revise and study for tests.

SUGGESTED AMOUNT OF TIME EACH DAY:

- Year 7,8 & 9 - 30 minutes
- Year 10 – 1 hour
- Year 11 – 1.5 hours
- Year 12 - 2 hours



Working in Partnership: Students, Parents and Teachers

STUDENTS CAN HELP THEMSELVES BY:

- Using a Diary (paper or electronic) to note the details of homework and assessments and recording due dates.
- not leaving work to the last minute.
- getting help from teachers, parents and friends.
- keeping their parents up to date with what they need to do.

PARENTS AND CAREGIVERS CAN HELP THEIR CHILDREN BY:

- providing a quiet place to study.
- setting aside a regular time each day for homework; balancing the amount of time spent completing homework and engaging in leisure, sporting or recreational activities;
- helping them to complete homework by discussing key questions or directing them to resources.
- attending school events, displays or productions in which their children are involved.
- contacting the relevant teacher to discuss any problems their children are having with homework.

Students often believe that they have no homework to do. They have revision and study for tests to work on.

THE COLLEGE AND THE TEACHERS WILL HELP BY:

- providing clear outlines of assessment tasks and expectations
- providing assessment schedules for Senior School students.
- monitoring the homework load of their students.
- giving students feedback on completed assessments.
- notifying parents if homework is not submitted or is unsatisfactory or incomplete.

HOW MUCH PART TIME WORK?

Research has shown that more than 10 hours work per week has a detrimental effect on academic progress and that students struggle to maintain their grades.

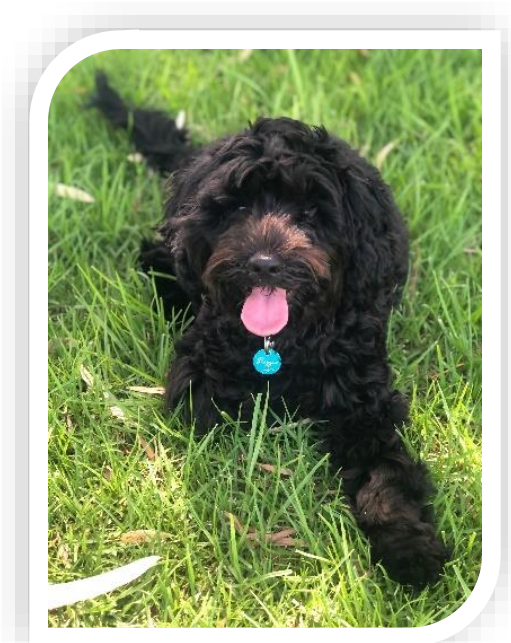
WELLBEING DOG

Meet Reggie, Wanneroo Secondary College's Wellbeing Dog. Reggie's role is to provide company and emotional support to both students and staff. He is based in the Administration building with Mrs Guard, his owner.

Reggie will interact with students outside during break times and often visits classrooms. He will be on lead and with a staff member at all times.

Reggie is a hypo-allergenic, non-shedding Cavoodle. He has an extremely gentle temperament and loves people. He is fully vaccinated and up to date with all requirements.

Reggie has a comprehensive Risk Management Plan in place which ensures both his and the students' needs are both carefully managed.



REQUESTS FOR WORK

Vacation & Illness

VACATION

As a general rule, the College **does not set work** for students who are absent due to a vacation. Students have difficulty working without a teacher's assistance and encouragement. Because of these difficulties, as well as the distractions in the environment for students on holidays, specially-set assignments are, in practice, rarely completed. They can create a burden for parents, with no clear gain achieved. *We strongly advise against students taking holidays during term.*

ILLNESS

Students who are ill are usually not able to complete work, however special arrangements can be made to assist a child in covering work missed. Please make sure you discuss the matter with the Head of Year and a plan to assist your child will be put in place. In some circumstances, eg: broken leg, the student can work at home, therefore we will arrange for work to be sent home.

WORK THAT CAN BE DONE AT HOME OR WHILE A STUDENT IS ON VACATION

Reading & Writing: Children should read for several spaced half-hour periods (plus) each day. No "tests" of reading are needed, though a record of what's been read can be kept. They should also write about thoughts, feelings, daily activities and past learning at school.

Revision: Absent students should read their notes and work books; then write from memory, jotted notes on important points; then mark their work for omissions and corrections. Repetition of this process leads to valuable over learning of important facts.

Online: Make use of *Maths Space* and Google Classroom, particularly for Mathematics, English, Science & HASS. All students are given their login details at the beginning of each year.



CONTRIBUTIONS AND CHARGES

All Contributions and Charges benefit your child directly, being used for the purchase of classroom materials and resources. It is fair that all families contribute towards the resources used by all students. Contributions and Charges are calculated individually, according to the subjects/courses each student is studying. Individual Contributions and Charges are emailed home to parents.

The expectation is that Contributions and Charges will be paid in full OR a payment plan commenced / negotiated by the 31st March. Should you wish to discuss options please contact Ms Trinette Graf on 6401 9800.

The office is open to receive your payments from January 29th, 2025. Office hours are 8:00 am – 4:00 pm, Monday – Friday. Payments by QKR! App or Direct Deposit may be made at any time. If you are only making a part payment, please indicate clearly what the payment is for. It is important that all the details shown below are completed accurately for each student for whom you are making a payment. This will enable us to credit the payment to the correct account.

PAYMENTS MAY BE MADE BY THE FOLLOWING METHODS:

- **Qkr! app.** Download the app onto your smartphone. (Preferred Method)
- **Direct Deposit**, using our bank details listed below. Please include your student's name on all payments (eg SMITH, JOHN) to allow us to credit the correct account.
Direct Deposit Details: Account Name: Wanneroo Secondary College
BSB: **016 249**
A/C: **3409 56463**
- **Phone**, using your Visa or MasterCard (Ph: 6401 9800)
- **In person**, using your Visa or MasterCard, EFTPOS

Contributions are payments towards the cost of materials, services and facilities used by Years 7-10 students, which are used towards providing materials, resources and services directly used or consumed by students, including hire of textbooks or provision of text material (either hard copy or electronically). The Department of Education's Contribution, Charges and Fees policy clearly states that *it is expected that those who can afford to will pay the requested contribution.*

Charges are compulsory and apply to options in Years 7-10. All course charges for Years 11-12 are compulsory.

Bell Times

MON, TUES, THURS & FRI	8:53AM - 2:55PM	WED	8:53AM – 2.55PM
ZONE 1	8.53 – 10.00	ZONE 1	8.53 – 9.50
ZONE 2	10.00 – 11.02	ZONE 2	9.50 – 10.50
RECESS	11.02 – 11.22	RECESS	10.50 – 11.10
		HOMEROOM	11.10 – 11.30
ZONE 3	11.22 – 12.26	ZONE 3	11.30 – 12.30
ZONE 4	12.26 – 1.28	ZONE 4	12.30 – 1.30
LUNCH	1.28 – 1.53	LUNCH	1:30 – 1.55
ZONE 5	1.53 – 2.55	ZONE 5	1.55 – 2.55

