WANNEROO
SECONDARY COLLEGE

PARENT AND STUDENT HANDBOOK 2026

Phone: 6401 9800
Email: wanneroo.sc@education.wa.edu.au
Website: www.wanneroosc.wa.edu.au

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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	Ms Leanne Guard
Manager Corporate Services	Ms Karin Mongan
Heads of Learning Area	
English	Mrs Penny Steele
Mathematics	Mrs Mary-Jean Simms
Humanities & Social Sciences	Mr Garry Noack
Science	Mrs 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 Elizabeth Bailey
Student Services Manager	Mrs Amy Perera
Attendance Manager	Mrs Sarah King
Head of Year 7	Mr James Duyvestyn
Head of Year 8	Ms Katie Crowe
Head of Year 9	Mr Karl Hambleton
Head of Year 10	Ms Alexandra Lawrie
Head of Year 11	Mr Dale Brown
Head of Year 12	Ms Carla Vidovich
PBS Coordinator	Miss Georgia Harte
Learning Support Coordinator	Mrs Kellie Noakes
School Psychologist	Mrs Helen Todd & Mr Stephen Moore
School Nurse	Ms Alison Spence
Chaplain	Mrs Bonnika Misick
Joondalup Campus	
Joondalup Campus Manager	Mr Chris Leggett
Aboriginal Education	
Follow the Dream Coordinator	Ms Kristy Gamble
Aboriginal & Islander Education Officer	Mrs Selina Gerrand

The Wanneroo Way

Positive Behaviour Support (PBS) is an evidence-based framework endorsed by the Department of Education. It is designed to promote positive behaviour and create a safe, supportive, and consistent learning environment for all students. It is built on a three-tiered model that incorporates preventive, instructional, and reinforcement strategies to effectively reduce and prevent unproductive behaviours.

The purpose of PBS in our school is to support all students in developing the social, emotional, and behavioural skills needed for success. Through a school-wide approach, PBS aims to:

- improve student engagement and academic achievement
- ensure consistent and fair behaviour expectations across all settings
- strengthen teaching and behaviour management practices
- increase productive teaching and learning time
- build and maintain a positive, respectful, and inclusive school culture

A key component of PBS is the development of clear, school-wide behaviour expectations. *The Wanneroo Way* is Wanneroo Secondary Colleges PBS Behaviour Matrix. These expectations are explicitly taught, practised, and reinforced so all students understand what positive behaviour looks like in different areas of the school.

To support positive behaviour and reinforce our school's core values, staff will award STAR Points to students who demonstrate positive behaviour and uphold our shared expectations. Students can save and accumulate their STAR Points throughout the year. Points may be redeemed for prizes from our reward menu, giving students the opportunity to choose incentives that motivate them.

In addition to individual recognition, we also run year group and house competitions. Points earned by students contribute to these larger team goals, which are celebrated and acknowledged throughout the term. This encourages a sense of belonging, teamwork, and pride across the school.

Our Vision Statement is "Star in Your Future"

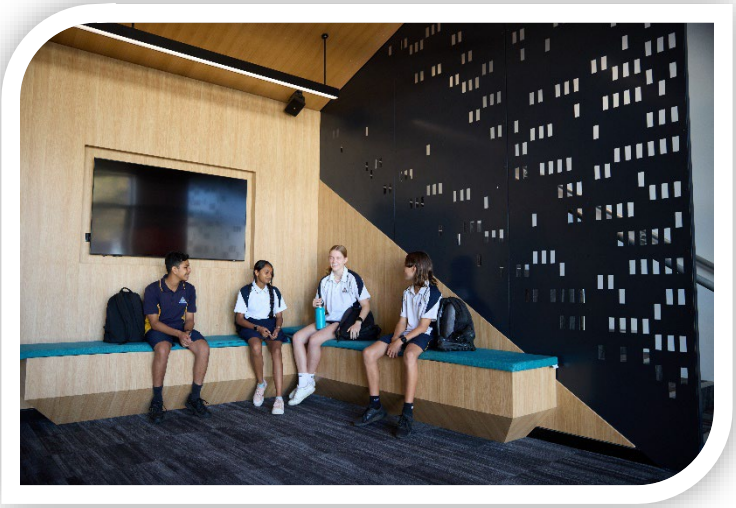
The Wanneroo Way

STAR IN YOUR FUTURE

WANNEROO SECONDARY COLLEGE

	S SELF-DISCIPLINE	T TRUST	A ACHIEVEMENT	R RESPECT
ALL THE TIME	• We use all electronic devices safely and responsibly • We wear our uniform with pride	• We notify adults of unsafe conditions • We are kind on social media	• We allow others the right to learn • We make healthy choices • We build friendships through safe behaviours	• We are kind to ourselves and others • We represent our College positively • We accept differences
CLASS TIME	• We are on time • We are organised and ready to learn • We adapt our behaviour in each setting	• We model positive behaviour • We use equipment safely • We attend all of our classes	• We actively listen and participate • We give our best effort	• We value our property and that of others • We follow instructions the first time
BREAK TIME	• We use break time productively • We play and interact safely • We line up at the canteen	• We stay on school grounds • We are always inclusive • We are in the right place at the right time	• We participate responsibly in all activities • We are actively involved in house and extra curricular activities	• We put rubbish in the bin • We use our College facilities appropriately

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 PROGESS or LEARNING CONCERNS

The first stop 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

Your child's Head of Year is typically the ideal first point of contact, as they maintain oversight of their year group and can provide support. For more involved concerns, you can schedule a meeting with the Student Service Managers.

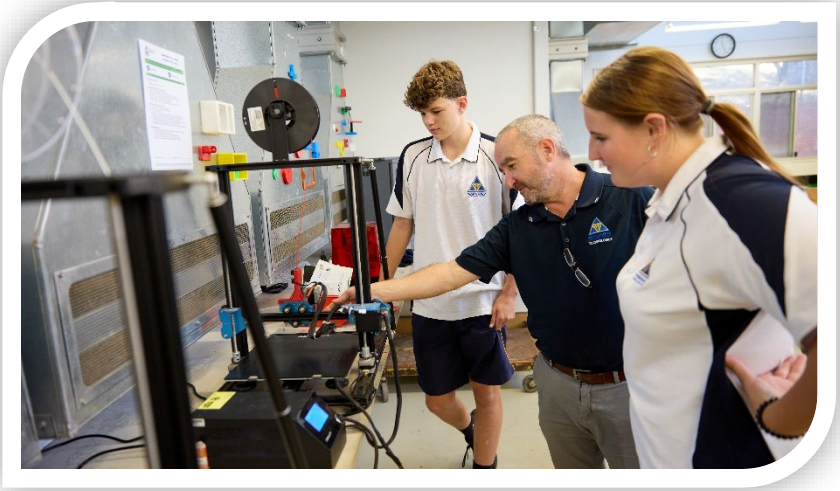
Additional support services are available through our School Psychologist, Chaplain, and Community Health Nurse. Please refer to the Parent-Teacher Communication Guidelines to identify the most appropriate contact person for your child's specific needs.

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 Monday of Week 4 & 8 of each term at 5:00pm in the Conference Room. Have your say and attend a meeting whenever you can.

COLLEGE BOARD

The 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 non-academic targets and finance. The Board is comprised of parents, staff members and 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_specialistafl

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.
   Offence 1: Device can be collected from Student Services at the end of the day.
   Offence 2 or more: Device needs to be collected by a parent or responsible adult at the end of the school day.
2. If a student refuses to surrender their device when requested, the college will address the matter in accordance with the Student Behaviour and Good Standing Policy.
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 may be up to 10 days.

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 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, so our students are wearing full uniform. Please note that in all Government Schools, denim items of clothing are not permitted as part of the uniform.

UNIFORM REQUIREMENTS

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.

Polo Shirt: is a compulsory uniform item and must be worn at all times (except when in PE, AFL & SPA) Polo shirts are required to be worn under a school Windcheater or Jacket.

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:

Students are not permitted in class or to attend an excursion unless wearing correct uniform. Students wearing non-uniform jumpers, jackets and other removable items will be asked to remove them before entering the classroom.
Loan items are available for students who are out of uniform to wear while at school. These are to be returned washed the next day.

Students may wear the following items if necessary:

- White or navy blue short or long-sleeved undershirt, worn under uniform polo
- Plain navy shorts or pants without logos
- Hats- to be worn outside. No offensive wording or inappropriate branding
- Religious garments

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 $115 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.

Going to school every day is vitally important so your child does not miss out on important ideas, concepts, knowledge and skills for future learning. At our school we want your teenager to do their very best. To get the best education, they need to go to school every day.

The teenage years are a time for young people to develop independence and find their place in the world, including how they take part in their school life.

By working together, our school community can support your child's attendance.

What can you do to help?

- Act early. It is important to understand and work on the underlying reasons why your teenager is not going to school.
- On average, teenagers need eight to nine hours sleep a night to be healthy and alert. Maintaining a daily routine helps. This may include monitoring internet, mobile phone and television use at night to ensure sleep is not disturbed.
- Try not to make appointments or take holidays during school time. This can make it difficult to catch up on missed school-work, and cause anxiety about attending school.
- Don't let your teenager stay home unless they are genuinely sick.
- Don't let your teenager stay home to finish an assignment that is due. Make attendance the number one priority.
- Teach them that attending to commitments is important.

Do you need to let the school know if your teenager will be away from school?

- Yes, you need to let office staff know the reason why your teenager is going to be or has been absent from school as soon as possible.
- Don't feel the need to 'cover up' the reason for your child's absence.
- Be honest so we can work with you and your child to improve their attendance.
- Having information about why your child is missing school helps us plan for their return, and to work out whether we can provide any further help to you.
- Have clear expectations about after school jobs. Make sure work does not impact on their ability to get to school each day or interfere with study.

What will staff at our school do to help?

- Offer relevant and culturally responsive learning opportunities to engage students.
- Monitor every student's attendance and work with you to overcome problems affecting your child's attendance.
- Talk with you about involving support staff such and other agencies or organisations to help.
- Talk with you about local services that may also be able to help such as Headspace, Samaritans Youthline and Child and Adolescent Mental Health Services (CAMHS).

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. Attendance is expected at athletics carnivals and other whole school activities.

If your child is going to be absent please inform the College via the Compass APP or ringing 6401 9800 option 1. You may leave a voice message outside office hours.

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.

SMS ALERT

An SMS alert will automatically be sent to your mobile phone advising you if your child has been marked absent. Click on the link to update attendance in Compass APP or contact the college.

TRUANCY & LATENESS TO CLASS

Truancy occurs when a student is absent from class without permission. Student Services staff will follow up with students who are truant or late to class without valid reason, and logical consequences will be applied.

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 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 First Aid located in the Student Services building. The child will be assessed and, where necessary, parents contacted 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.

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?

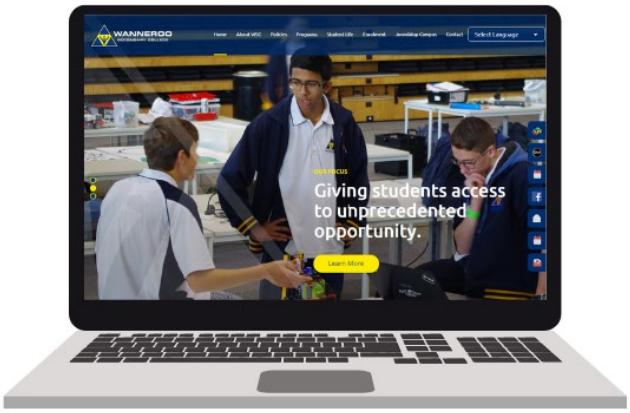
Homework helps students by reinforcing classroom learning, fostering good habits such as self-discipline, concentration and responsibility.

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
- 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 IS RECOMMENDED?

Research indicates that working more than 10 hours per week can negatively impact academic performance, and students may find it challenging to sustain their grades.

REQUESTS FOR HOMEWORK

Due to Vacation & Illness

VACATION

Generally, the College ***does not set work*** for students who are absent due to a vacation. Due to possible distractions in the environment for students on holidays, holiday specific 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 they miss. 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 workbooks/ Google Classrooms; then write from memory, jot 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.

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

CONTRIBUTIONS AND CHARGES

All Contributions and Charges benefit your child directly, the funds are 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 27th, 2026. Office hours are 8:00 am – 3:45 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 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.