



# Parent Handbook 2016

## PORT AUGUSTA SECONDARY SCHOOL

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**Government of South Australia**

Department for Education and  
Child Development

# *Promoting Success for all Students*



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# Promoting Success for all Students

## WELCOME

Welcome to Port Augusta Secondary School.

We acknowledge the traditional owners of the land on which our school operates, and respect the culture and diversity of the Aboriginal groups and individuals who are members of this learning community.

The Principal, Paul Billows, and staff believe that the school has much to offer. We tailor our courses to meet a diverse range of student needs. We hope you will enjoy the experience and look forward to your support in the years to come.

## Mission statement

Port Augusta Secondary School promotes a positive and safe learning environment that promotes success for all students and staff.

We achieve this through advocating and implementing:

- relevant and inclusive programs and practices
- a supportive environment that facilitates innovation
- strategies which promote pride, respect and a sense of achievement, and
- responsibility in students and professionalism in staff

The School aims to meet the needs of the Port Augusta community by providing an educational environment that promotes and celebrates successful achievement for all students.

## Leadership team

**Principal** Paul Billows

**Deputy Principal** Simon Owens

### Senior Leaders

Angela Dyer	Yr 8 / 9 Middle School	<b>Coordinators</b>	Marie Frahm	Counsellor Student Voice
Simon Finch	Yr 10 / Trade Training Centre		Sue Grunwald *Dani Librandi *Term 1 2016	Counsellor Student Wellbeing, Policy & Practice
Sandy Glamuzina	Yr 11 & 12 / SACE		Charlotte Franz	Literacy/English
Karen Wallace	Youth Engagement Strategy / VET		Nat Noack	Humanities and Social Science
Angela Hancock	Aboriginal Education/ Students with Disabilities		Simon Harding	Information Communication Technology
			Sam Kondraciuk	Health & Physical Education
			Shane Loader	Numeracy/Mathematics
			Nathaniel Steele	Science
			Robyn Hewitson	Arts
			Kelly Kimber	Polly Farmer Program
			Sam Carter	SAASTA

## The school

Port Augusta Secondary School (PASS) was established in 1995, through the amalgamation of Augusta Park High School and Port Augusta High School. 2010 saw the amalgamation of the Stirling (senior school) and Seaview (middle school) campuses. Major works were conducted in 2011 prior to all students transferring to the Stirling Road site in 2012.



## **ABORIGINAL EDUCATION**

Port Augusta Secondary School's vision for Aboriginal students is for high levels of educational achievement and meaningful post-school or vocational pathways.

The Aboriginal Education Team goals include:

- Strong partnerships with families
- Improvement in student's literacy and numeracy
- Culturally competent staff
- Aboriginal participation in governance
- High levels of attendance for students.

### ***Aboriginal Education Teacher***

The Aboriginal Education Teacher (AET) has a specific focus on the development of teaching and learning practices to improve learning outcomes for Aboriginal students in the school community.

The AET works with the school leadership, staff, students and the parents of the Aboriginal students to assist in coordinating school literacy and numeracy programs and contribute to staff training and development to ensure improved student learning outcomes in literacy and numeracy.

### ***Aboriginal Secondary Education Transition Officer***

The Aboriginal Secondary Education Transition Officer provides specialised support to school-based teaching staff by:

- expanding partnerships between secondary schools, higher education institutions, industry and Aboriginal community to develop local strategies to strengthen transition from school to work and/or further education
- collaborating in educational decision making with teaching staff in the planning, implementing and monitoring of programs and strategies identifying the social, wellbeing and learning needs of Aboriginal students including "students at risk"
- monitoring and reporting on the development of Aboriginal students transitioning through senior schooling and onto post-school pathways
- Delivering Aboriginal Community Voice through the implementation of community voice initiatives

### ***School and Community Partnership Agreement***

Schools across Australia are working in partnership with Aboriginal and Torres Strait Islander communities to improve student outcomes. The focus of this is about ensuring that children and young people succeed.

A written or recorded agreement is an effective step in the process of strengthening and maintaining successful partnerships. Agreements vary in format and content reflecting the negotiation that has taken place between individual schools and communities and shared understandings that have emerged in relation to educational values, priorities and goals. Port Augusta Secondary School and the Aboriginal school community finalised this process in May 2016.

The School and Community Partnership Agreement focus areas are

- Strong and positive relationships
- Student engagement in learning and successful outcomes
- Valuing of Aboriginal people, cultures and experiences.



# Promoting Success for all Students

## ***Partnership for Success – The Graham ‘Polly’ Farmer Foundation***

Port Augusta *Partnership for Success* is designed to give selected students every opportunity to succeed in their schooling or continued formal education and gain employment in the local community. The program requires a strong commitment from the selected students and their family and has a strong academic focus.

Port Augusta *Partnership for Success* is a partnership between Graham (Polly) Farmer Foundation, State and Australian Government Departments, Private Industry sponsors and the community. The major sponsors in Port Augusta include:- Downer EDI, BHP Billiton, Alinta Energy, The Family of Moxon Simpson and Genesee Wyoming.

If accepted into *Partnerships for Success*, the program will assist students to succeed at their educational goals and then gain employment or progress onto further education and training. For more information on the application process, please contact Kelly Kimber on 8647 3300.

## ***Workabout Centre***

The Workabout Centre engages the Aboriginal community in educational and employment pathways, whilst at the same time building relationships between, education, industry, organisations, and Aboriginal communities to create a culture of sustainable employment and retention in the work force.

The Workabout Centre delivers mentoring, counselling, tutoring and work-readiness strategies that provides intensive culturally inclusive support to Aboriginal young people from the commencement of secondary schooling into post-school pathways. For more information please contact Natalie Giles on 8647 3300.

## **ASSESSMENTS AND REPORTING**

Assessments are on-going throughout the year and fit within the Australian Curriculum, the South Australian Curriculum Standards and Assessment (SACSA) or the South Australian Certificate of Education (SACE).

Students receive information about their educational achievement through a combination of:

- regular school reports – detailed reports are provided halfway through each semester (at the end of Term 1 and Term 3) with semester grades provided in Term 2 and 4
- Year 9 National Assessment Program – Literacy and Numeracy (NAPLAN) tests.

## ***DayMap Parent Portal***

This exciting new tool at PASS aimed at increasing parent and student awareness and communication with staff. It allows parents and caregivers to see their child's timetable, lesson attendance, homework, assignments, results and messages from teachers.

Please note that although attendance information is available, other aspects of the portal are still being trialled and setup.

You will need the email address you have registered with Student Services. If you have not registered an email address or you have changed it recently, please phone Student Services to update it. This will need to happen before you can start using this program

Log on to <http://daymap.pass.sa.edu.au/DaymapConnect/> or access parent portal from the PASS website [www.pass.sa.edu.au](http://www.pass.sa.edu.au) under the daymap heading on the home page, click "New User". Log on using the e-mail address you have registered with the school, enter your child's 6 digit student code, (found on their ID Card), an e-mail with a new password will be sent to the registered e-mail.

## ***Parent/Teacher Interviews***

Parent/teacher interviews are conducted early Term 2 between 3:30pm – 7:00pm each year. Letters inviting parents to attend interviews are sent home with the Term 1 reports.

## **ATTENDANCE**

Student attendance is a high priority at PASS as we believe that students who attend regularly:



- are more likely to be successful at school
- develop life skills such as self-discipline, punctuality and time-management
- improve options for the future, and
- learn and practice social skills.

Students are expected to attend everyday unless there is an acceptable reason preventing their attendance. For example, illness, including infectious disease (e.g. mumps or measles); incapacitated by injury which prevents their movement around the school; family holiday which cannot be arranged in school vacation time (**Please note: an Exemption from School Form is required**).

PASS implements a SMS system to assist with early identification of non-attendance or irregular attendance to ensure early parent notification and response.

For additional information, please refer to the Attendance policy which is located on the PASS website at: <http://www.pass.sa.edu.au/>

## BEHAVIOUR MANAGEMENT

See Positive Learning Environment

## BIKES

Students who choose to ride their bikes to school are encouraged to do so. Students need to ensure they arrive at school prior to the first bell as the bike rack is locked by 8:30am and unlocked again at the end of the day.

## BUSES

The Government provides school bus transport to and from Davenport & Stirling North. For Port Augusta Town Bus details, please visit: [www.busesrus.com.au](http://www.busesrus.com.au)

### DAVENPORT BUS TIMETABLE (1431)

#### Morning

8:15am	Departs Davenport Community
Arrive	PASS 8:25am*
Arrive	Carlton School 8:30am*
Arrive	Augusta Park Primary 8:35am*

#### Afternoon

Departs	PASS 3:05pm
Departs	Augusta Park Primary 3:10pm*

### STIRLING NORTH BUS TIMETABLE (1601)

#### Morning

1st Stop	at Stirling North	7:55am*
	Arrive at PASS	8:25am*

#### Afternoon

Departs school	3:05pm*
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**Please note** – the above times may vary according to unavoidable delays – particularly those marked with \*.

A copy of the bus routes, stops and departure times are available from Student Services.

### Catastrophic fire rating

Port Augusta Secondary School is not rated as “high fire risk”.

State schools and preschools rated as having a high fire risk will close on days of forecast catastrophic (Code Red) fire danger weather. School bus services and taxis travelling through the affected Fire Ban Districts will also be cancelled.

# Promoting Success for all Students

Parents will be advised of school closures the day before forecast catastrophic weather conditions in particular Fire Ban Districts and will need to make alternative arrangements for their children.

When Catastrophic (Code Red) level bushfire weather is forecast for a Fire Ban District a **parent hotline – 1800 000 279** will operate the day before and throughout the schools/preschools closures. Further information is available at [www.bushfirereadyschools.sa.gov.au](http://www.bushfirereadyschools.sa.gov.au).

## CANTEEN

The canteen is open every day from 8:00am – 8:30am each morning and then during break times to the end of afternoon recess.

There is a wide range of nutritious food available for students to purchase at lunch and/or recess. Students also have the opportunity to pre-order food in the morning (prior to care-group).

### *Volunteering in the canteen*

Our Canteen depends upon voluntary assistance given by parents/caregivers throughout the year. This valuable help enables us to keep our prices as low as possible for the students.

Helping in the canteen can be an enjoyable social outing as well as a way to feel involved in your child's school, whilst getting to know the teaching and support staff. Any assistance you can offer would be greatly appreciated. Please contact the Canteen Manager on 8647 3300.

## CAMPS AND EXCURSIONS

Activities such as camps and excursions can greatly enhance the progress of learning, offering new, varied, challenging and practical experiences across the learning areas. They stimulate and challenge students and provide an opportunity for children to interact with teachers and each other in a setting vastly different from the classroom. Students discover and experience new environmental settings and learn new skills first hand. Camps and excursions may take the form of:

- day excursions to places of interest
- performing arts during and after school hours
- participation in sports, arts and cultural events
- music, physical education and outdoor education camps.

### *Costs*

In most cases there is an additional cost for camps and excursions which helps cover things such as entrance fees and transport. If you have financial problems that could stop your child from attending, talk to the School Principal or Year Level Senior Leader.

### *Operation Flinders*

Each year, up to 10 Port Augusta Secondary School students have the opportunity to participate in the Operation Flinders Foundation wilderness adventure program for young people. The program takes participants between the ages of 14 and 18 years on an eight-day exercise in the Flinders Ranges, providing an opportunity for its participants to grow as valued members of the community. The aim is to develop personal attitudes of self-esteem, leadership, motivation, team work and responsibility. Students learn basic bush survival skills, are taught to abseil, discover Indigenous culture and learn of the rich history of the Flinders Ranges.

### *Outdoor Education*

Students participating in outdoor education will be required to attend a variety of camps and day trips ranging from bushwalking to aquatics. By Stage 2, students will also complete a Senior First Aid course. Costs may vary up to approximately \$300 a year.





### ***Year 11 - Personal Learning Plan camp***

Each year as part of the PLP course, students are given the choice to attend a two day trip to Adelaide to visit each of the Universities, or to attend a series of careers and skills sessions at school. They are then required to complete an assessment task about their experiences. Cost for the camp is approximately \$70 and there is no cost for the school sessions.

## **CONTACTING THE SCHOOL/STUDENTS**

Appointments with staff are to be arranged through the front office staff. Parent complaints will be managed according to the DECD parent complaint management process.

**All contact between parents and students during school time needs to be made through the Front Office to reduce distractions in lessons**

**Each classroom in the school is equipped with a telephone to facilitate easy contact with staff and students**

Using the front office will:

- assist the school in managing the student's whereabouts (particularly if they are required to leave the school grounds)
- ensure that lessons are not disrupted by calls
- ensure that students are supported to adhere to the school expectations on the use of electronic devices.

## **COUNSELLING**

PASS counsellors work in partnership with learners, parents, staff and the broader community to optimise student learning. They achieve this through the provision of additional support and targeted strategies, promoting student health, wellbeing, safety and development. PASS counsellors have a variety of roles they perform as part of their day-to-day duties.

### ***Enrolments and subject changes***

Enrolment appointments with the counsellor can be made through the front office. Students wishing to make subject changes also need to make an appointment to speak with the counsellor.

### ***School-based Counselling***

School-based counselling may involve:

- helping to manage relationships with family, teachers and peers
- support to manage issues of concern
- course and career guidance
- support to encourage attendance and learning at school
- advocating for students
- promoting student voice and leadership within the school.

### ***Referrals***

School-based counsellors provide health promotion materials and offer information and referral to available support services with parent permission. Whenever possible they facilitate access for staff and students to programs and initiatives designed to enhance personal growth and development for individuals or groups.

# Promoting Success for all Students

## **Headspace GP clinic**

The school-based *headspace* GP clinic is a free and confidential health service for young people aged 12-19. The health service runs fortnightly at the school – Wednesday from 9-1pm and students require **written parental consent**. Consent is usually provided at enrolment or can be done by collecting a permission form from student services. Phone: 8647 3300 for more information.

## **Counselling - Donna Kite Psychologist**

Confidential clinics held each fortnight at Port Augusta Secondary School. Referrals are through the YES Assistant Principal or PASS school counsellors. Phone: 8647 3300 for more information.

Appointments to speak with a Student Counsellor can be made through the front office.

## **CURRICULUM**

### ***8, 9 & 10 year levels***

In Year 8 & 9, students are provided with opportunities to study seven learning areas – English, Mathematics, Science, Humanities, The Arts, Design & Technology and Health and Physical Education. Information Communication Technology (ICT) is taught across the Curriculum in all learning areas.

Students at Year 10 level study seven learning areas for either 1 or 2 semesters and are given the opportunity of starting to choose from a range of options.

### ***11 & 12 year levels***

We offer an extensive range of subjects at both Stage 1 and 2 SACE and Vocational, Education and Training (VET). These programs lead to a wide range of career pathways including University, TAFE and employment. Students select each year, from a range of subject offerings. A Curriculum Guide is published by the school and updated annually. Spare copies can be obtained from Student Services. More information on specific subjects including requirements and additional costs is provided in the Curriculum Handbooks.

## ***Subject counselling***

Students study each learning area in Year 8 and 9. Choosing the correct subjects for senior year levels is important.

Extensive subject counselling is provided to students choosing their subjects or post school options for the following year during Semester 2. Help and advice are given at the school via the School Counsellor. A 'Counselling Day' in Term 3 gives students and Parents/Caregivers an opportunity to discuss programs and finalise subject choices.

## **DIARIES**

All year levels will have the opportunity to purchase a diary if required from the Book room

## **ENROLMENT PROCEDURES**

Student enrolments are made with the Student Counsellor and/or the Senior Leader Youth Engagement Strategy (YES). Anyone considering enrolment should ring the school on 8647 3300 to make an appointment.

## ***Leaving procedures***

Students who are considering leaving throughout the school year should make an appointment with the Student Counsellor to discuss options. Students will then be required to bring back all resources borrowed from the school, hand in their School ID card and complete a student clearance check.

Students who are in their final year (e.g. Year 12) will have to follow the leaving process on completion of their final exam or assignment.



## FAMILY INFORMATION AND SUPPORT SERVICES

### *Health and Well Being Service Providers:*

There are a number of services available in the local area where information and assistance can be provided in relation to student's wellbeing. These include:

- Carers SA - Northern Country Carers: 1800 067 933/8641 1844 or <http://carers-sa.asn.au/carer-support/Northern-Country/>
- Centacare: 1800 812 300
- Child and Adolescent Mental Health Services (CAMHS): provides a confidential counselling service for children and young people up to 18 years of age and their families. Northern Country Service: 1800 819 089
- Headspace: 8641 4300 or <http://www.headspace.org.au/>
- PIKA WIYA Health Service: 8642 9999
- Reconnect: 1800 686 651
- Uniting Care Wesley: 7628 3101
- Your Space – Youth Health Service: 8648 5720.

### *Telephone report lines and information services:*

- beyondblue: [www.beyondblue.org.au](http://www.beyondblue.org.au) (mental health)
- Bullying No Way: <http://bullyingnoway.gov.au/>
- Child Abuse Report Line (CARL): Free call: 13 14 78
- Child & Youth Health: Free call 1300 364 100
- Crisis Care: Free call: 131 611
- Domestic Violence Crisis Service: Free call 1300 782 200
- Families SA: Free call 1800 100 118
- Headroom: [www.headroom.net.au](http://www.headroom.net.au)
- Kids help line: Free Call 1800 550 1800 or [www.kidshelp.com.au](http://www.kidshelp.com.au)
- Parenting SA: <http://www.parenting.sa.gov.au/>
- Reach Out! [www.reachout.com.au](http://www.reachout.com.au)
- Youth beyondblue: [www.youthbeyondblue.com](http://www.youthbeyondblue.com)
- Youth Help Line: 13 17 19 [www.cyh.com](http://www.cyh.com)

## HARASSMENT & ANTI-BULLYING

**The school has a zero tolerance policy relating to Harassment and Bullying**

### *What is harassment and bullying?*

Harassment and bullying are a pattern of repeated physical, verbal or social aggression that is directed towards a specific person by someone with more power and is intended to cause harm, distress and/or create fear. Harassment and bullying might involve repeatedly:

- physically hurting someone or threatening to hurt someone
- leaving someone out
- saying mean or humiliating things
- using technology to send nasty messages or images (Facebook or SMS).

# Promoting Success for all Students

Harassment and bullying are not the same as conflict or disliking someone even though, in some cases, these things can lead to bullying.

## ***Safe and supportive environment***

At PASS, students and teachers have the right learn and teach in a safe and supportive school environment that is free from harassment and bullying.

This means that all students, staff as well as the school community must take responsibility for their actions and actively discourage harassment and bullying to ensure that PASS is a safe and supportive learning environment. This is achieved by:

- respecting each other and property
- showing courtesy, care and compassion every day
- being active in creating a positive school environment
- using appropriate language in the school.

## ***Reporting Harassment***

- The student being harassed arranges a time to meet with a Student Counsellor **or** the student can complete a "green harassment report form" (available at Reception or Student Services).
- The Student Counsellor supports the student to resolve the matter with the perpetrator, documents any actions taken and any required follow-up.
- If the harassment/bullying remains unresolved, the appropriate Year Level Senior Leader becomes involved and consequences are applied depending on the nature of the harassment and bullying.

**Continual Harassment will result in Exclusion from school (between 4-10 weeks)**

## **HEALTH AND PERSONAL CARE**

Our school is committed to supporting the health and well-being of all students. An important part of this commitment is our student health and personal care management policy. We acknowledge that **parents/guardians retain primary responsibility for their child's health care**. This includes responsibility for providing accurate, up-to-date, relevant information for staff regarding children's routine and emergency health care needs. **Students will be supported to develop safe, self-management of their health care needs**. This will occur with respect for the child's age and stage of development.

### ***First aid***

In case of an accident, students will be given appropriate first aid and Student Services staff will contact parents/caregivers, or emergency contacts as required. Caregivers are asked to make sure medical information is updated as circumstances change.

**Note: Analgesics e.g. Panadol will not be supplied or administered.**

### ***Health care plans - personal care support***

Some students may require assistance with their routine or emergency health and personal care needs. Before staff can assist with this, parents/caregivers/adult students must provide written information from their doctor outlining specific care needs. Health Support, Medication and specific Medical Condition Plans are available from Student Services or online at: <http://www.decd.sa.gov.au/speced2/pages/health/forms>.



**It is the responsibility of the parent/adult student to request and ensure all appropriate forms are completed and returned to the school**

### ***Medication (long term)***

As much as possible, we encourage students to take medication outside of school hours, e.g. three times per day; can be taken in the morning (before school), afternoon (straight after school) and evening (bedtime). If medication needs to be taken at school, students are encouraged to manage this process themselves, only bringing the required dose each day.

- medication must be stored with Student Services and not to be stored in student's bags
- medication must be provided to Student Services in the original pharmacist container with directions on the label

**Note:** A medication plan must be completed in conjunction with the family Doctor and submitted to the school.

## **HOMEWORK / COMPLETION OF TASKS AND ASSIGNMENTS**

Students are expected to do homework as negotiated by teachers.

Much of the set homework will be completion of an assignment or project. Homework is to be recorded in a diary and checked regularly by parents. Parents will be informed of any non-completion of summative tasks via a letter from the subject teacher. The school provides a number of supervised opportunities for students to complete homework tasks and assignments. The following centres are open at different times during the week:

- Polly Farmer: Mon-Thurs after school
- Resource centre: Year 11 and 12 - Wednesday 3-5pm
- Stronger Smarter Study Centre: after school Mon-Wed (1.5 hours) for Years 8-12
- YES centre: 8-8:30am Mon-Fri and 3-4pm Tues-Wed.

## **INDUSTRY PATHWAYS PROGRAMS AND TRADE TRAINING CENTRE**

Year 9, 10 and 11 students have the opportunity to participate in the Industry Pathways program (IPP) through the on-site Trade Training Centre (TTC). These students have to commit to potentially remaining part of a selected cohort for at least three years of their schooling. Participants focus their schooling on the completion of their SACE starting at Year 10; with the ultimate aim of gaining an apprenticeship or a full time placement at TAFESA studying in their chosen trade field.

Students commit to a contract of behaviour and expectations when entering the IPP. The contract is a written agreement between the student, parent and the program manager.

Work placement is a key to the success of the IPP. Throughout the program students are expected to complete a minimum of 160 hours of work placement commencing from Year 10. This may be completed over individual days or blocks of time in negotiation with local or regional businesses. The work placement is an opportunity for students to validate the skills and knowledge gained at school in a range of trade related curriculum and at TAFESA during vocational placements.

TAFESA Port Augusta is part of the success of the IPP through their long relationship. During Year 11 students attend TAFE one day per week, plus week blocks as negotiated, working towards the completion of negotiated Certificate 2 courses, generally in the fields of Engineering and Automotive courses. During the students time at the TAFE facility they become familiar with the expectations of an apprentice when in a training facility. The competencies that students complete during the IPP gain valuable credits towards their SACE.

# Promoting Success for all Students

Along with the ability to complete their SACE and gain a wide range of nationally accredited industry standard skills and competencies, students gain many life and goal setting skills that will be of benefit to them when pursuing post school options.

If you would like further information regarding the selection process please contact the Industry Pathways Program Senior Leader.

## LEARNING PLANS

### *Individual Learning Plans (ILP) – Individual Education Plans (IEP)*

Individual Learning Plans (ILP) are mandatory for all Aboriginal and Torres Strait Islander students. An Individual Education Plan (IEP) is also mandatory for students under the Guardianship of the Minister. The development and implementation of Individual Learning Plans enables a focused effort on quality learning programs, student aspirations, achievements and successful learning outcomes for Aboriginal students. The family, class teacher and student should be involved in the development of the ILP and a regular review date established to review outcomes and develop new learning goals.

### *Negotiated Education Plans (NEP)*

A Negotiated Education Plan will be developed and implemented for students with a disability, (as described by the 2007 DECD Eligibility Criteria e.g. Intellectual, Global Developmental Delay, Speech and/or Language, Vision, Hearing, Physical, Autistic Disorder / Asperger Disorder).

The purpose of the NEP is to support access, participation and achievement in the curriculum for students with disabilities. A level of support is allocated to each student which provides funding to the school to be used to support the student with strategies and goals of the NEP.

## LESSON TIMES

Monday	Tuesday—Thursday	Friday
<b>8:40 - 8:50 CAREGROUP</b>	<b>8:40 - 8:50 CAREGROUP</b>	<b>8:40 - 8:50 CAREGROUP</b>
8:50 - 9:30 Lesson 1	8:50 - 9:35 Lesson 1	8:50 - 9:30 Lesson 1
9:30 - 10:10 Lesson 2	9:35 - 10:20 Lesson 2	9:30 - 10:10 Lesson 2
10:10 - 10:50 Lesson 3	10:20 - 11:05 Lesson 3	10:10 - 10:50 Lesson 3
<b>10:50 - 11:25 LUNCH</b>	<b>11:05 - 11:40 LUNCH</b>	<b>10:50 - 11:25 LUNCH</b>
11:25 - 12:05 Lesson 4	11:40 - 12:25 Lesson 4	11:25 - 12:05 Lesson 4
12:05 - 12:45 Lesson 5	12:25 - 1:10 Lesson 5	12:05 - 12:45 Lesson 5
<b>12:45 - 1:05 RECESS</b>	<b>1:10 - 1:30 RECESS</b>	<b>12:45 - 1:05 RECESS</b>
1:05 - 1:45 Lesson 6	1:30 - 2:15 Lesson 6	1:05 - 1:45 Lesson 6
1:45 - 2:25 Lesson 7	2:15 - 3:00 Lesson 7	1:45 - 2:25 Lesson 7

## LOCKERS

Lockers are available for student use. Check with the appropriate Year Level Coordinator. Students must supply their own Padlock.

## LOST PROPERTY

Lost property is held at Student Services for collection by students prior to the end of each Term. Unclaimed items will then be passed onto charitable organisations.





## LUNCH PASS

Students may apply for a pass to go home for the lunch break **or** to a parent/caregivers' place of work. Students are discouraged from going anywhere other than either of these two locations during the 35 minute break.

The school provides adequate relaxation areas and nutritious food in a safe and supervised environment. Emergency food is also available from the YES centre and Aboriginal Education Centre if needed.

Lunch passes can be issued for specific days or every day. Application forms are available from student services.

## MATERIALS & SERVICES CHARGE

The Materials and Services Charge is a compulsory payment and must be paid in full.

The Materials and Services Charge has been set at **\$303** for 2016. The week prior to school commencing is identified for the payment of fees and for parents to apply for school card. A reminder SMS will be sent early in 2016. The school will be open from 8:00am to 4:00pm on these days

All parents are expected to make either full payment, arrange to pay by instalments via Direct Debit requests or apply for school card at this time.

For Direct Deposit, the school bank details are:

Account Name - **Port Augusta Secondary School Council Inc.**

Bank - **Commonwealth Bank**

BSB No - **065 507**

Account No - **10026324**

### ***B-Point Payment – Online credit card facility***

Log onto the schools website [www.pass.sa.edu.au](http://www.pass.sa.edu.au), and click on "Online Payment" and follow the prompts.

Please ensure that all payments are identified so that we know which student to credit the payment against. **There is a Family Code on the statement in the top right hand side it eg: ABCD00.**

### ***Due dates for instalments are as follows:***

<b>1<sup>st</sup> Instalment</b>	<b>29/01/2016 -</b>	<b>\$75.75</b>
<b>2<sup>nd</sup> Instalment --</b>	<b>05/02/2016 -</b>	<b>\$75.75</b>
<b>3<sup>rd</sup> Instalment</b>	<b>04/03/2016 -</b>	<b>\$75.75</b>
<b>4<sup>th</sup> Instalment</b>	<b>18/03/2016 -</b>	<b>\$75.75</b>

## MENTORING

Mentoring provides a structured and trusting relationship that brings young people together with caring individuals who offer guidance, support and encouragement. The mentor is not a replacement for a parent, nor are they a counsellor or teacher.

They are a sounding board and confidante to the young person. The mentoring relationship focuses on the needs of the young person being mentored and encourages them to develop skills to their fullest potential.

### ***e-mentoring***

E-mentoring is available at Port Augusta Secondary School in the YES Centre. Interested students are allocated a Flinders University student mentor to meet on-line via Centra for one lesson per week for at least 6 months.

# Promoting Success for all Students

The purpose of the mentoring relationship is to build self-confidence and aspirations of young people by linking them with an adult currently studying at university. Centra is a safe, secure interactive on-line classroom which offers the participants the opportunity to share ideas, documents and talk in real time. All mentors undergo screening and training prior to participation in the program.

## MOBILE PHONES & IMAGE CAPTURING DEVICES

The school acknowledges that some students and staff may need to carry mobile phones/IPods to and from school.

If students or staff members bring mobile phones/IPods to school they do so at their own risk. The school **does not** accept responsibility for mobile phones/IPods that go missing, nor does it have the resources to conduct investigations into misplaced or stolen mobile phones.

***All contact between parents and students during school time needs to be through the Front Office***

In order to maximize the learning opportunities for every student, the following guidelines are to be followed by all staff and students.

**All mobile phones/IPods are to be switched off and must remain in students' bags during lessons and during any school activity or event**

**Ear phones are not to be visible and the sending and receiving of text messages is not permitted during lesson time, school activity or event**

It is critical that all students are given the best learning environment in which to learn without interruptions created by mobile phone use in lessons.

If students are using mobile phones/IPods during lesson the following guidelines apply:

- students will be given a clear warning
- Focus Room procedures will apply if the student continues to break the policy after their warning, and
- parents/caregivers may be contacted

### ***Privacy and Mobile Phones, Photos and Video***

Mobile phones with cameras/video create a new set of privacy issues for schools.

Due to the small size of the phones, images of people can be taken without their knowledge and these images can be saved and then sent to other people or the internet.

This creates the potential for gross invasion of privacy in areas around the school.

**In cases where gross invasions of privacy occur, or where student images are used without permission (e.g. sent to another person on the Internet or as a SMS) the matter will be referred to the Police**

***Note:*** In some cases students may be suspended from school. In extreme circumstances students could be excluded from school and Police may elect to charge offenders.



## NATIONAL SCHOOL CHAPLAINCY AND STUDENT WELFARE PROGRAM

PASS operates a chaplaincy service through the *National School Chaplaincy and Student Welfare Program* (NSCSWP).

The NSCSWP is a voluntary program that assists school communities to support the spiritual, social, and emotional wellbeing of their students. This can include support and guidance about ethics, values, relationships and spirituality; the provision of pastoral care; and enhancing engagement with the broader community. Note: religious instruction is not part of this service.

Chaplaincy services complement the work of counsellors and other services offered at the school and may include:

- assisting school counsellors and wellbeing staff in the delivery of student welfare services
- providing students, their families and staff with support and or appropriate referrals, in difficult situations such as during times of grief or when students are facing personal or emotional challenges
- supporting students to explore their spirituality and providing guidance about spirituality, values and ethical matters or referring students to, or sourcing appropriate services, to meet these needs; and facilitating access to support agencies in the community, where applicable

**Margaret Fiegert** is the chaplain at PASS. She is employed through the Schools Ministries Group to provide services to the school. Margaret can be contacted through the YES Centre on 8647 3320.

## PARENT & COMMUNITY INVOLVEMENT

Parents are encouraged to become involved as much as possible in the decision-making of the school and to contribute wherever possible to the improvement of school life.

There is an active Governing Council consisting of parents, students, staff and community representatives which meets twice a term. Our school encourages parents to drop in, or phone in about any area of concern.

## PARENT COMPLAINTS

PASS is committed to delivering high quality education and care. However, we recognise that sometimes things go wrong and you may feel that your expectations for your child are not being met. If you have an unresolved issue or a complaint, then you are encouraged to raise it. It is important to work together, talk, listen and find solutions so that we can improve your child's experience and learning, and improve our services to the community.

So that we can all work together to get the best outcome for your child, there are some simple steps to keep in mind if you have a complaint about public education and care.

### Stage 1 – Talk to the school

The school should always be your first point of contact. Find an appropriate time to talk to your child's care group teacher or other relevant staff member (e.g. counsellor, Year Level Senior Leader) to discuss your concern or complaint. The school front office may be able to arrange a time for you to meet with the teacher or have a discussion over the phone.

### Stage 2 – Contact the regional office

If you are not satisfied that your complaint has been resolved by the school – or if the principal is the subject of your complaint – you may choose to contact the Regional Office for help. The regional office will review your complaint.

### Stage 3 – Parent Complaint Unit

More information can be found at: [www.decd.sa.gov.au/parentcomplaint](http://www.decd.sa.gov.au/parentcomplaint).

# Promoting Success for all Students

## PERMISSIONS

Parent consent is required for a number of routine activities that occur during the year. Permissions are sought at enrolment and include:

- using student work or photos for school promotion, school newsletters or year book
- local subject-based excursions
- medical assistance
- school-based Youth Health Service

**Note:** Parent consent is valid for the duration of the child's enrolment at the school unless changed in writing.

### ***Change of details and permission form***

If you change address or other personal details (e.g. emergency contacts, family name) throughout the year, please ensure that you contact the school as soon as possible. It is important, for the safety and well-being of students that information is kept up to date.

## POSITIVE LEARNING ENVIRONMENT

At PASS, students and teachers have the right to learn and teach in a safe and supportive school environment. This means that all students, staff as well as the school community must take responsibility for their actions to ensure that PASS is a safe and supportive learning environment. This is achieved through a set of common School Expectations and Classroom Responsibilities.

### ***School Expectations***

- Respect each other and school property
- Show courtesy care and compassion every day
- Be active in creating a positive school environment
- Using appropriate language in our school

### ***Classroom Responsibilities***

- Arrive on time
- Be prepared to learn
- Put away all electronic devices
- Do your best

### ***Focus Room referral***

A student who disrupts the learning of other students or the ability of the teacher to teach may be sent to the Focus Room after the teacher has made reasonable attempts to resolve the situation.

During the process of working with the student to resolve the situation reference should be made to the School Expectations and Classroom Responsibilities (which are displayed in all classrooms). If the behaviour persists, the student may be sent to the Focus Room.

Parents are to direct any concerns regarding Focus Room referrals to the relevant Year Level Senior Leader.

**Note:** four (4) or more referrals to the Focus room in a Term will be dealt with by the appropriate Year Level Senior Leader.

## RELIGIOUS INSTRUCTION/RELIGIOUS ACTIVITIES

Religious instruction is not conducted at school. However the study of religion or cultural beliefs may be included in curriculum subjects and students may have the opportunity to attend seminars delivered by religious organisations.

More information on conducting activities with religious content can be located on the DECD website at: [http://www.decd.sa.gov.au/volunteers/files/links/Religious\\_activities\\_in\\_Go.pdf](http://www.decd.sa.gov.au/volunteers/files/links/Religious_activities_in_Go.pdf).

**Note:** Participation in such religious seminars or activities is voluntary and requires the written, informed consent of parents.



## RESOURCE CENTRE

The Resource Centre is open throughout the day. Books, block books, videos/DVDs and other resource materials for staff and student use are available. There are also computers available for student use with access to the Internet. Students are issued with a borrowing card and number if they wish to borrow items.

## SOUTH AUSTRALIAN CERTIFICATE OF EDUCATION (SACE)

There are two stages of the SACE:

- Stage 1, which most students do in Year 11
- Stage 2, which most students do in Year 12

Each subject or course successfully completed earns 'credits' towards the SACE, with a minimum of 200 credits required for students to gain the certificate.

Students will receive a final grade from A to E for each Stage 1 subject and A+ to E- for Stage 2 subjects. For compulsory requirements, to gain their SACE they will need to achieve a:

- C grade or better at Stage 1
- C- grade or better at Stage 2

The compulsory requirements are:

- Personal Learning Plan (10 credits at Stage 1)
- Literacy – at least 20 credits from a range of English subjects or courses (Stage 1 or Stage 2)
- Numeracy – at least 10 credits from a range of mathematics subjects or courses (Stage 1 or Stage 2)
- Research Project – an in-depth major project (10 credits at Stage 2)
- other Stage 2 subjects totalling at least 60 credits,- Students can instead undertake a Certificate 111 in a range of areas and if completed, the credits can count towards the 60 required credit at Stage 2

The remaining 90 credits can be gained through additional Stage 1 or Stage 2 subjects or Board-recognised courses (such as VET or community learning) of a student's choice.

More information can be found on the SACE website: <http://www.sace.sa.edu.au/the-sace/students-families>.

## SCHOOL CARD

Application for School Card needs to occur the week prior to school commencing :-

Wednesday 20 to Friday 22 January.

Wednesday 27 to Friday 29 January

School Card must be applied for each year as family circumstances are continually changing. Depending on the grounds you are applying for School Card, please bring along your pension card, proof of income for 2014/15 financial year, Youth Allowance letters from Centrelink or your health care card.

### ***Eligibility Criteria / Income Limits***

Eligibility for School Card assistance is dependent upon **family gross income** for the 2014/2015 financial year being **within** the School Card limits outlined below.

Gross income does not include any amounts received for Family Tax Benefits Parts A and B and child maintenance payments. If family circumstances have changed since lodgement of your 2014/2015 tax return, application for School Card can be made on the grounds of hardship.

Various Application Forms are available from the School.

# Promoting Success for all Students

Applicants will need to bring their current Centrelink Reference Number (CRN) details in order to complete the form, including their partner's details (if applicable) – e.g. Health Care Card, Pensioner Concession Card or Centrelink correspondence.

Dependent on circumstances of application, proof of income may be required.

## School Card Income Limits

Number of Dependent Children	Gross Annual School Card Income Limit (\$)	Gross Weekly School Card Income limit (\$)
1	37,015	712
2	38,025	732
3	39,035	752
4	40,045	772
5	41,045	792
Each additional dependent child	1,010	20

## SCHOOL NETWORK & INTERNET USE POLICY

All students at PASS are assigned an Internet account via the Learnlink system. This includes access to the Internet with a monthly quota of 500MB and an email address. Additional downloads can be purchased if a student runs out of quota in a month. If a student has exhausted their quota and is required during class time to access the Internet, the subject teacher will be able to provide temporary access.

While our intent is to make Internet access as safe as possible so that students can further their educational goals and objectives, students may find ways to access other inappropriate materials as well. All possible practices are put in place to minimise this and these practices are reviewed constantly.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Users should not expect that files stored on servers would always be private.

**If students carry out any of the following inappropriate behaviours, network/Internet access will be modified or denied:**

- downloading, storing and using files without teacher permission, for example: movies, music or games
- altering the computer or network settings in any way
- accessing inappropriate images, using explicit language, chat channel sites, pornographic sites or inappropriate sites
- theft and use of any person's Internet or network password
- vandalism or theft of computers (any hardware), as an individual or as a whole class, for example - graffiti
- printing excessive amounts
- printing of unrelated school work

**The Principal can extend the banning periods, depending on individual incidents.**

**Note:** If you do not want your child to be able to access the Internet please notify the school in writing.





## SCHOOL PHOTOS

School photos will take place in Week 3, Term one, on Monday, February 15, and will be conducted by Academy Photographers.

All students will be issued with a personalised envelope outlining the types of photos available and costs. Envelopes must be returned **on the day the photos are taken** as all students will be photographed and **issued a free STA Identification Card**. These cards are also suitable for use on STA provided transport (bus or rail) in the metropolitan area of Adelaide.

If students are not present on this day or do not have their photo taken, they are able to have a digital photo taken at the school at a cost of \$6 (GST free) for the card.

Photos can be purchased by parents with money/cheque/credit card details included in the envelopes or alternatively orders can be made online via the Academy website [www.academyphotography.com.au](http://www.academyphotography.com.au) . Photo packs will be available as follows:

Pack A = \$35 (group and individuals)	Pack B = \$45 (group and individuals)
Pack C = \$50 (group and individuals)	Pack D = \$22 (individual set only)
Pack E = \$25(group only)	(Packs A & B now include an individual B&W Photo)

**Note:** Photo costs shown above are for 2015

## STUDENTS WITH LEARNING DIFFICULTIES OR DISABILITIES

PASS has a range of support for students with individual learning needs.

These include:

- Classroom SSO support for students
- Team teaching in classes supporting students
- Quicksmart Numeracy Program
- Youth Engagement Strategy (YES) Centre support for students
- Targeted programs.
- Modified Subjects at Year 11/12 for students with an intellectual disability.

At PASS there are two classes which support students with high level learning needs.

### ***Learning Community***

The Learning Community has a smaller number of students than regular classes.

The students have well below average cognitive ability and significantly low functioning in some adaptive skill areas.

The curriculum is significantly modified with a focus on teaching basic literacy and numeracy skills as well as developing and consolidating independence and social skills.

There is teaching and SSO support for students in Learning Community.

### ***Learning Community Mainstream***

The Learning Community Mainstream class has a smaller number of students than regular classes. The students have below average cognitive ability and low functioning in some adaptive skill areas. The curriculum is modified with a focus on teaching literacy and numeracy skills as well as consolidating independence in self-help and social skills. There is teaching and SSO support for students in Learning Community Mainstream.

If your child has a learning difficulty or disability, please contact the Assistant Principal- Student with Disabilities on 8647 3300 to discuss the support available for your child.

# Promoting Success for all Students

## SPECIALISED SPORTS PROGRAMS

### ***Football program***

In 2015 the Football Program will continue to run for Year 8, 9, 10 and 11 students, available to both male and female students. Students complete an application process and are then selected for the program which will focus on skills and game play, and as students move to Year 10 and 11 level, it will look to gaining accreditation in coaching, umpiring and sports medicine training. Students will be involved in an annual excursion to Adelaide to watch AFL games and receive tips and motivational speeches from former and current AFL players.

Port Augusta Secondary School is one of only five Football Focus schools in South Australia as recognised by the SANFL.

### ***South Australian Aboriginal Sports Training Academy (SAASTA)***

The SAASTA Program caters for Aboriginal students, giving them a specific pathway to achieve their SACE certificate via gaining a significant number of their SACE points through guided learning and the medium of sport.

Other aims and outcomes of the program includes retention and engagement at school of students involved, maintaining application to their studies, and also giving these students the opportunity to develop a number of workplace practices and leadership skills through the subjects and activities included within the program.

Besides their SACE certificates, students involved may also have the opportunity to complete a Certificate III in Sport and Recreation from the program.

Once students are identified they must meet certain Key Performance Indicators (KPI's) aimed at students achieving a high standard regarding their application to school and their studies, including goals for attendance to lessons.

### ***Athletics carnival***

The Athletics Carnival is to be held in Term 1. All students are encouraged to participate in this whole school event. Students of all capabilities are catered for in the offering of the traditional events along with many novelties. Parents and Caregivers are also encouraged to attend to help cheer on the students.

### ***WASSAC & SASSSA***

The Western Areas Secondary Schools Athletics Carnival incorporates schools from Port Lincoln, Ceduna, Roxby Downs and Port Augusta. The dates for this event will be published through newsletters and parent notices.

Students who perform well during Sports Day are selected to compete at WASSAC and then may go on to compete at the SASSSA Carnival which is held at SANTOS stadium in Adelaide.

### ***Knockout sport***

A variety of sports are available to students throughout the year as an extra-curricular activity. Students are required to complete approved lesson checks with their teachers and pay all monies up front, before they are able to participate on each occasion. Some of the sports include:

football	cricket	netball	rugby	basketball
hockey	volleyball	table tennis	tennis	

## STANDARDISED TESTS

The school is involved in a number of standardised tests to ascertain the learning needs of students. Parents may request an exemption in writing from the Year 9 Senior Leader.

### ***NAPLAN***

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. NAPLAN tests the sorts of skills that are essential for every child to progress through school and life, such as reading, writing, spelling and numeracy. The assessments are undertaken nationwide, every year, in the second full week in May.



### ***PAT-Maths***

The ACER *Progressive Achievement Tests in Mathematics* assessment is conducted online twice yearly in Years 8-10 with information on achievement sent home with the Term 1 and Term 4 reports.

### ***PAT-Reading***

The Progressive Achievement Tests in Reading assessment are also conducted in Years 8-10 twice a year.

## **STATIONERY STARTER PACKS**

Students receive an initial supply of stationery at the start of the year or at enrolment, upon payment of Materials & Services Charge Invoices or organisation of School Card.

Students will be required to purchase additional stationery for subject changes throughout the year, i.e. semester change.

**Note:** Year 10, 11 & 12 YES Students - all stationery will be distributed through the YES Centre

The following stationery will be distributed to students via Class Teachers in Semester 1 only (where applicable):

- A4 Art Sketch Books (Year 8 - 12)
- 48 page Graph Books (Electronics Year 8 - 11)
- Graph Books (Year 12)

### ***Calculators Yr 10 11 & 12***

SACE (South Australian Certificate of Education) requires students to use graphics or scientific calculators in all Maths courses (dependent on subject choice – see Curriculum Handbooks for requirements).

All students in Years 10, 11 and 12 are required to purchase a scientific calculator. Sets of Graphics Calculators will be made available for use in classes.

Year 12 students are able to borrow Graphics Calculators from the Resource Centre. In place of a hire fee, students are expected to replace the batteries in the calculators when or if they go flat.

## **STUDENT SERVICES**

Student Services is open to students every day before school, at lunch and recess times.

Student Services has a range of stationary and Uniforms for sale. It is also the centre for payments due to the school e.g. Materials and Services Charge (School Fees), camps or excursions forms. It is also the location for students signing in and out of the school.

## **STUDENT WELLBEING / STUDENT MANAGEMENT**

PASS provides a safe, caring, orderly environment, in which the rights of all students to learn and all teachers to teach are supported and protected.

School staff support wellbeing by building a positive learning environment - providing challenging, interactive and engaging learning experiences and by nurturing relationships with families and the wider community. Students support their own wellbeing by being actively involved in their school and community.

Wellbeing is supported at PASS through a number of initiatives including:

- Care Groups which promote relationships between student, parents and the teacher
- Year Level Senior Leaders ensure proper care and efficient organisation for students
- Year 7 to 8 Transition Program to ensure students new to the school settle in with ease
- Student Counsellors provide extra counselling and care to all students and parents where appropriate
- an Aboriginal Education Team to assist students and parents with school matters

# Promoting Success for all Students

## TERM DATES - 2016

- Term 1: 01 February to 15 April 2016
- Term 2: 02 May to 08 July 2016
- Term 3: 25 July to 30 September 2016
- Term 4: 17 October to 16 December 2016

## TRANSITION PROGRAM

PASS runs a comprehensive Year 7-8 Transition Program to assist primary school student's transition successfully into high school. A number of activities are conducted throughout the year and include:

- information session for parents
- Primary schools visits by PASS staff and Student Ambassadors
- 2-3 days of High school visits to get an understanding of the daily routines and subjects

If you have any concerns regarding your child's transition to high school, please arrange a time to speak with the Year 7 teacher.

## TRAVEL

### *Student drivers and passengers*

Students wanting to drive to school need to have Student Driver/Student Passenger signed consent.

Students under 18 (unless accepted by the School as Independent Students) are not permitted to ride as passengers in the cars of other students, or non-students (apart from family members) unless their parents have notified the school of their consent for this arrangement. Forms are also available from the Student Services throughout the year.

**No students will be permitted to park on school grounds or in designated staff and visitor parking**

### *Travel for family holidays*

Parents are reminded that students are required to be in full time study between the ages of 6 and 17 years.

In situations where families take extended holidays that fall outside of school holiday periods, there is a requirement to apply for exemption from attendance. An application form is available at the school or on the [DECD website](#).

Principals can approve exemptions for periods of up to four weeks. For periods longer than four weeks, the Minister of Education and Child Development has delegated the authority to the Director, Schools and Child Development. Parents are requested to lodge applications at least four weeks in advance of the expected travel date. Applications for exemption for family holidays will always be approved, but are a legislative requirement of the Education Act.

### *Travel allowance*

To be eligible for a Student Travelling Allowance, the student must reside 5kms or more from the nearest Government School or a school bus service provided by DECD and must regularly attend an approved school.

There are various types of allowances, including Private Bus Fare Allowance, Public Passenger Transport Grant, Bicycle Allowance, and Car Allowance.

To apply, an ED226M form must be completed. If applications are approved, an ED228M form, quoting the approval number, must be completed at the end of each term or if preferable at the end of the year, to claim the approved allowance from DECD, Adelaide. More information and relevant forms can be obtained from the school.



## UNIFORM

Students are required to wear identifiable school uniform at all times. This may include any combination of the available polo-shirts, rugby tops, hoody or jacket along with plain navy, grey or black bottoms. Tidy denim jeans may be worn, but they must not be ripped or torn.

All shorts and skirts must be a minimum mid-thigh length. Denim shorts are not deemed suitable for school.

Students must also wear appropriate footwear in accordance with Workplace Health and Safety guidelines e.g. closed-in shoes for Technology studies.

**Note:** Ugg boots and thongs are not suitable for school.

### ***Specialised subjects***

Some subjects require additional uniform requirements. These are:

- Industry Pathways Programs: safety glasses, steel-capped boots, overalls
- Health and Physical Education: students are required to bring a change of clothes for practical PE lessons. Sport specific uniforms are available from Student Services for \$35. These are not compulsory to purchase, however will assist students fit in with the positive sporting culture of the school
- Home Economics: covered shoes, aprons (supplied)
- Technical studies: covered shoes, safety glasses (supplied)

## VALUABLES AT SCHOOL

Students are strongly advised not to bring valuables to school – e.g. mobile phones, MP3 players or iPods. The school does not accept responsibility if they are misplaced or stolen.

## VIOLENT BEHAVIOURS

Part of the role and responsibility of our school is to supply all students and staff with a safe and healthy learning environment. Our school has a range of support structures through which students can gain support in dealing with conflict situations including:

- Counsellors
- Mentors
- Aboriginal Secondary Education Transition Officers
- YES staff
- Administration Staff.

We also implement proactive approaches through our curriculum including the delivery of Mind Matters at Year 8/9 and a range of targeted programs including Anger Management, Youth Opportunities and YES programs.

The following responses can be actioned following these types of behaviours. All responses to violent behaviours are at the discretion of the Administration team. They may be from a 5 day suspension to exclusion (4-10 weeks).

**Our school has no tolerance of violent behaviours of any kind including:**

**Actual physical violence**

**Threatened physical violence**

**Inciting physical violence**

**These actions are designed to protect our school community from behaviours that present a serious risk to our learning environment**

# Promoting Success for all Students

## VISITORS TO THE SCHOOL

Parents and visitors to the school are asked to report to the Administration area to sign in and collect an Identification Badge.

## WORK PLACEMENT

Work placement is offered to students in years 10-12.

On-the-job learning is a very important component of the student's education. Not only do students learn technical skills, they will also develop a range of other more generic skills that many employers say are vital to employability.

The focus of work placement will be to develop a range of technical as well as Employability Skills and the SACE Capabilities. Employability Skills are communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology. The SACE Capabilities are communication, citizenship, personal development, work and learning. They enable you to become responsible and active members of the community.

**Note:** Students will be required to arrange their own work placement with support from the school (if required).

## YEARBOOK

The school has a Yearbook available to purchase towards the end of each year. It is a professionally bound and printed book and is approximately \$20, depending on the volume of material submitted.

## YOUTH ENGAGEMENT STRATEGY (YES)

The YES Centre offers:

- Flexible Learning Options for students from years 8-13
- Vocational Education – Certificate I, II and III (conditions apply)
- Mentoring
- Study Support
- Literacy and Numeracy programs
- Work Experience and Career Planning
- VET tutoring
- Driver Education
- lunch time space/activities and sports equipment program
- transition and exclusion programs and behaviour support

YES also has access to school-based and other health clinics and support.

YES has its own multileveled and blocked time-table. YES has its own website: [www.yes.sa.edu.au](http://www.yes.sa.edu.au). This has up to date and current information and news about YES and many other community resources.

For more information please contact the YES Senior Leader on 8647 3320.





## PORT AUGUSTA SECONDARY SCHOOL OUR SCHOOL EXPECTATIONS

### **RESPECT EACH OTHER AND SCHOOL PROPERTY**

- Talk to all students and staff how you would like to be talked to
- Our school has a 'zero tolerance' to violence

### **SHOW COURTESY, CARE AND COMPASSION EVERY DAY**

- Use your manners
- Follow instructions
- Help others
- Offer assistance

### **BE ACTIVE IN CREATING A POSITIVE SCHOOL ENVIRONMENT**

- Put rubbish in the bin
- Leave classrooms in a clean and organised state
- Look after all school property
- Wear school uniform everyday

### **USE APPROPRIATE LANGUAGE IN OUR SCHOOL**

- No swearing
- No back chatting
- No aggressive responses to students and staff

## PORT AUGUSTA SECONDARY SCHOOL OUR CLASSROOM RESPONSIBILITIES

### **ARRIVE ON TIME**

- Arrive at school before 8.30am
- Attend Care Group
- Move to class on first bell
- Be at each lesson before second bell

### **BE PREPARED TO LEARN**

- Have equipment needed for your classes
- Correct footwear for practical lessons

### **PUT AWAY ELECTRONIC DEVICES DURING CLASS**

- No mobile phones used/visible during class time
- No iPods/earphones used/visible during class time

### **DO YOUR BEST**

- Have a go at the work
- Choose wisely who to sit with
- Seek assistance, ask questions
- Take responsibility for your learning